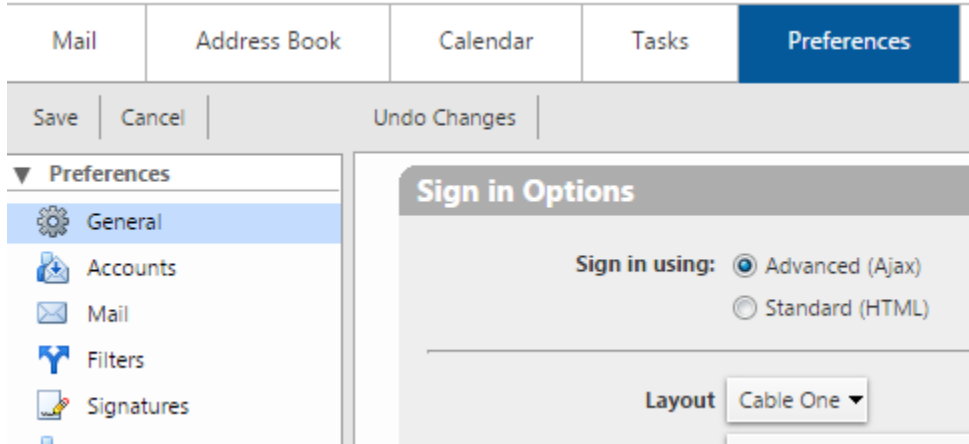


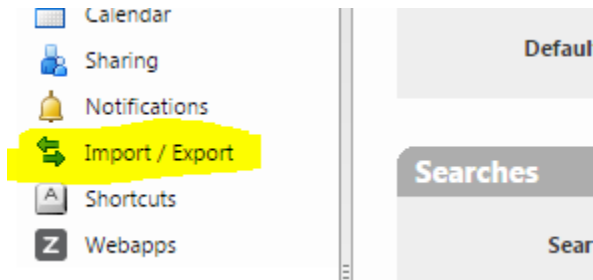
Converting Cable One Email and Contacts to Scintern.net

Below is a simple guide for transferring both emails and contacts from a Cable One email to an scintern.net email

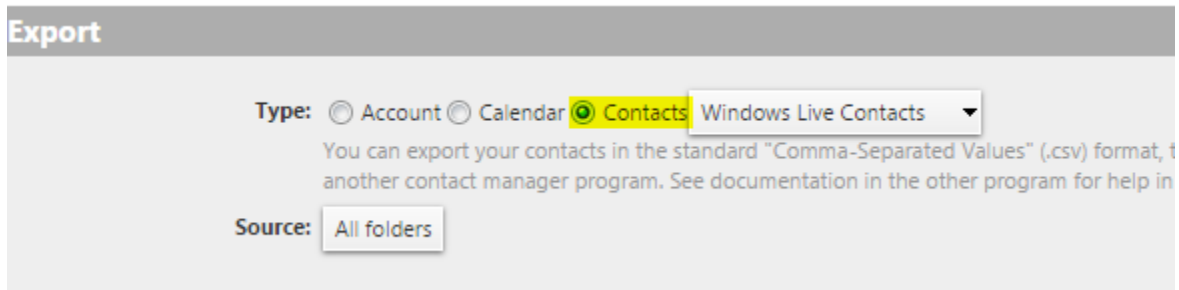
Let's start with contacts. In a Web browser, go to mail.cableone.net and enter your username and password if it does not log you in automatically. Once logged into your cable one email, navigate to the Preferences tab.



Then, on the left hand column select the option "Import / Export"

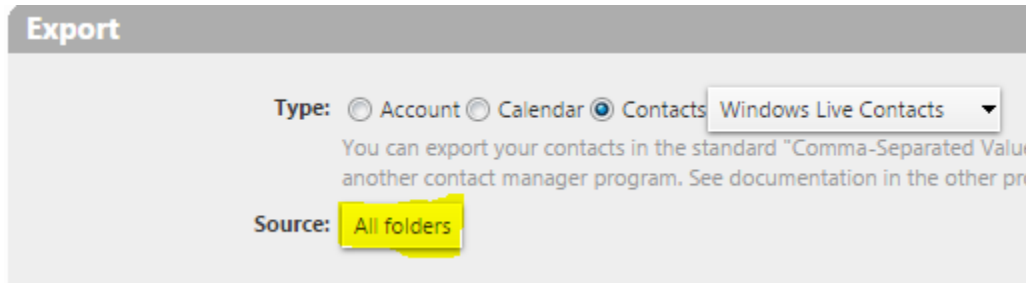


Next, make sure the "Contacts" bubble is selected.

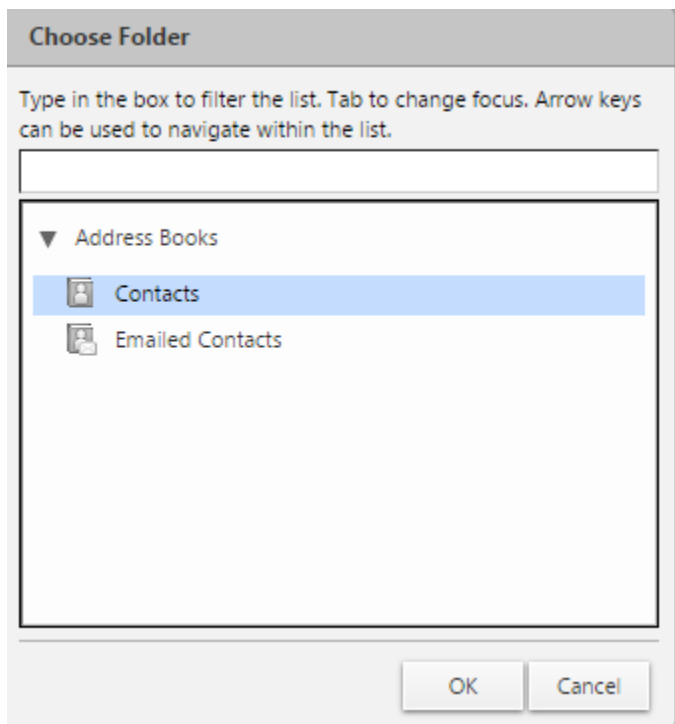


Windows Live Contacts should work fine as the format. Notice that the source says “all folders”. We have to change this otherwise it will not work.

Click on All Folders to see the different options.

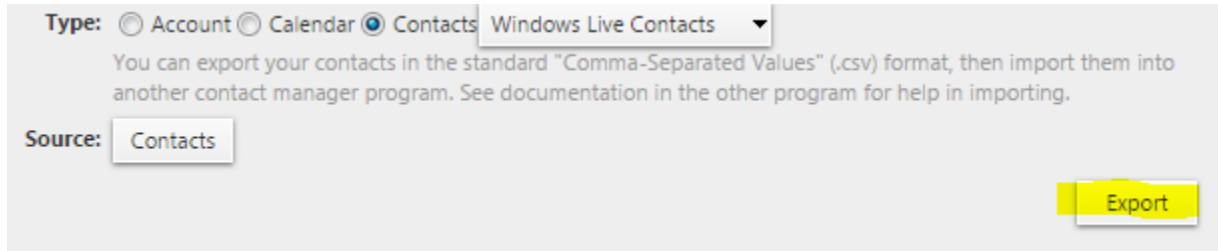


Select the contacts folder you wish to export by clicking on the name.



Then press ok.

Now hit the "Export" button to the right.



Type: Account Calendar Contacts Windows Live Contacts

You can export your contacts in the standard "Comma-Separated Values" (.csv) format, then import them into another contact manager program. See documentation in the other program for help in importing.

Source: Contacts

Export

It should download a .CSV file that holds your contacts that we can use to import from later on.

If you have more than one contact folder you have to do these steps for each folder one at a time.

The next step is importing emails.

First let's import to a new scinternet.net email.

Go to the website "webmail.scinternet.net" by typing it directly into your browser's address bar, or by going to our main website "socen.com" then click "My Account", then "Email", then "login to SCInternet.net E-mail".

Once on the website you will need your new email address and password to log in.



Existing Users

User Name:

Password:

Remember Me
(Save my user name on this computer)

Login

[Switch to Secure Login](#)

[Forgot Your Password?](#)

If you need help logging in please contact support 888-826-4211, option 2, option 2.

Once logged in click on "options" in the top right.



From there click on "Check External Mail"

Mail Handling

Administrator settings take precedence over your preferences, which can result in mail handling behavior different than what is shown below:

[Email Forwarding](#)

Automatically forward your email to another email address.

[Auto Response](#)

Automatically respond to all emails with a custom message.

[Check External Mail](#)

Retrieve messages from other email accounts.

[Email Rules](#)

Automatically process new messages as they are received.

This next part requires you to know your Cable One username and password. Click "Add POP Account"

Add POP Account

Cancel

Then fill out the info as follows:

POP Server Hostname: mail.cableone.net

POP Server Port: 110

POP Account Username: (the first part of your Cable One email without the @cableone.net)

POP Account Password: (just your Cable One email password)

Should look something like this:

Edit POP Accounts

POP Server Hostname:

POP Server Port:

POP Account Username:

POP Account Password:
(Not shown for security reasons)

Leave Mail on Server:

New Messages Only:



Use SSL:

Next the check mark boxes. Leave Mail on Server is up to you. If you leave it checked as shown above, it will leave the mail in the Cable One webmail until it is deleted from there.

New Messages only should be unchecked so it brings over all your current email. If you do not want your emails from your Cable One account to be brought over make sure to check mark this.

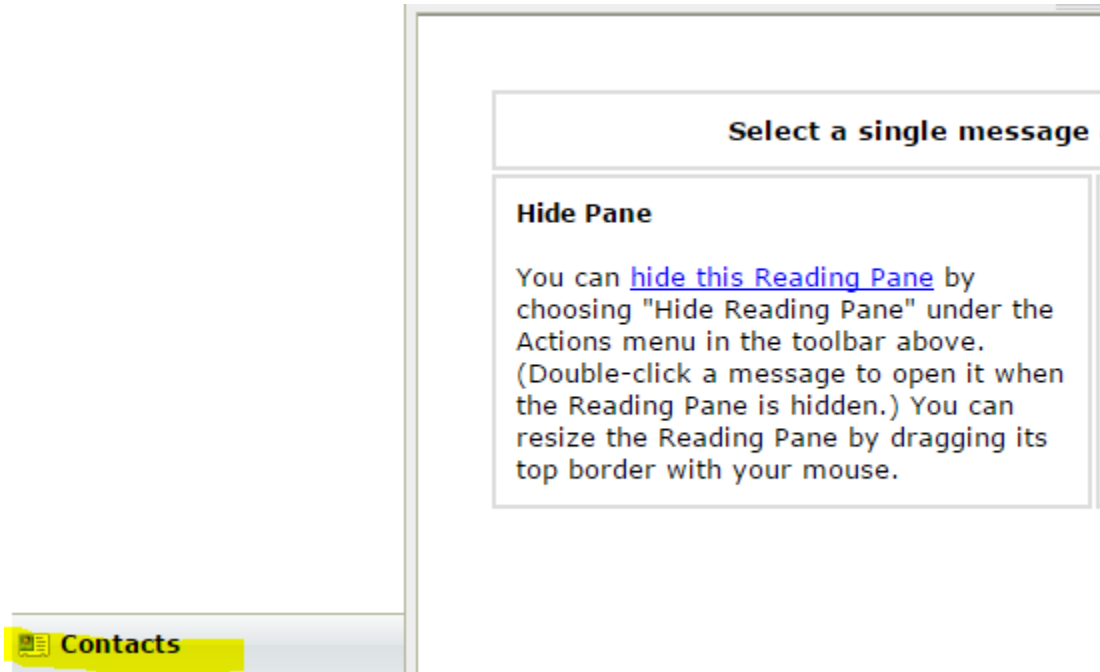
Make sure "Use SSL" is unchecked.

Next click the blue "Check" button and it should take you to your inbox and start bringing in your emails from the Cable One account.

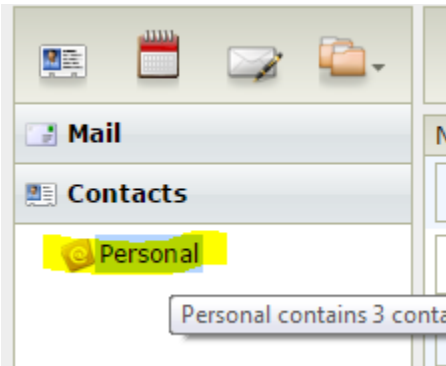
Server Name	User Name	New Messages Only	Leave on Server	Edit	Delete	
mail.cableone.net	scctest	Yes	Yes			Check

Next are steps to move the contacts.

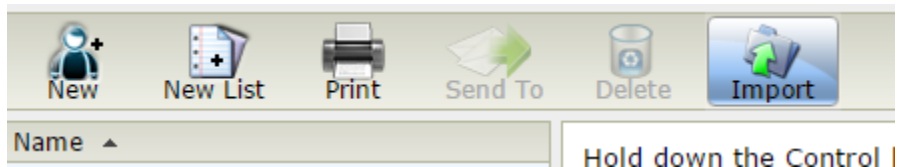
Click on "Contacts" usually located in the bottom left.



Then select your Personal contacts on the left.



Now click on "Import" at the top right.



You will now see the steps for importing contacts.

For number 1 we need to select an option for CSV, Microsoft Outlook should work fine.

Import Address Book Contacts

[Back to Contact List](#)

In order to import contacts into your address book, you will first have to export the contacts from a supported mail client. Once you have done that, you can follow these steps to import those contacts into your address book:

1. Select the application that exported the contacts:
2. Specify the file on your hard drive that contains the exported contacts: No file chosen
3. Submit the file:

Note: Entries will only be imported once. Duplicate or invalid entries will be ignored.

[Back to Contact List](#)

Number 2 click "Choose File". It will open a file browser window for us to select what file to import. Navigate to Your Downloads or wherever you saved the .CSV file we exported earlier. Select it and hit Open.

Contacts.csv 6/20/2016 10:31 AM Microsoft Excel C... 1 KB

me:

Next hit the "Submit" button and it should give you a successful msg.

[Back to Contact List](#)

1 contacts successfully imported!

[Back to Contact List](#)

Click Back to Contact List and you should now have your contacts listed.
You have now converted everything over to your new scinternet.net email!