Haruka メール(Microsoft365) バックアップ手順

2024/2/14 システム企画推進課 本手順は、メールアドレス変更による旧メールアドレスから新メールアドレスへの Microsoft365のメール移行の手順について記載しています。

- Thunderbird potable をインストールします。
 ダウンロード先 URL: <u>http://thunderbird-portable.softonic.jp/</u> (2024/2/14 現在)
- 2. ThunderbirdPortable.exe をクリックします。
- 氏名、Harukaメールアドレスを入力し[Continue]をクリックします。
 続いて「IMAP」を選択し[Done]をクリックします。





4. Haruka メールのパスワードを入力します。 アカウントが設定されるため、[finish]をクリックします。

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5. 受信トレイ内に Microsoft365 のメールが表示されていることを確認し、受信トレイを [ローカルフォルダ]にドラックします。

メールが移動していることを確認します。



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- 6. 以上でバックアップは完了になります。
- 復元については、Thunderbirdから設定画面を開き[Add Mail Account]を選択し、3~
 4 までの手順を参考に新しいメールアドレスの設定を行い、ローカルフォルダから、ご 自身の新しいメールアドレスの受信フォルダにメールを移動してください。

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