MIGRATION TO AALTO EMAIL SYSTEM FOR STUDENTS OF THE SCHOOL OF SCIENCE AND TECHNOLOGY

All of Aalto University is migrating to the Exchange 2010 email system. By activating their Aalto email using the https://password.aalto.fi service, students receive an email address in the aalto.fi domain, access to the Exchange calendar and 1 GB in email storage.

**Activation is only possible with a valid Aalto username. Students who are also employees of the School of Science and Technology must check the procedure for activating their Aalto email at http://studentmigration.aalto.fi.**

After activation of the Aalto email address, all emails received at the old hut.fi domain will be redirected to the new address. Students must ensure that they transfer any existing emails that they want to keep from the HUT system to the Aalto system themselves. This is not strictly necessary, but unless it is done, old emails will not be accessible after the old HUT system is closed down by the end of May 2011.

The system has full support for Outlook 2007, 2010 and 2011 (Mac) software, as well as Outlook Web Access (OWA), which allows online access to email, the calendar and password changes at https://mail.aalto.fi. Mac Mail, Thunderbird and other IMAP software also work, but not all of the features of the Exchange system will be available.

**WHAT SHOULD I DO?**

1. **Activate your Aalto email address (and your username, if you have not done so) online, using your internet banking codes:**
   - Go to https://password.aalto.fi and log in using your banking codes or HST-card.
   - If you have not activated your Aalto username, then do so by giving a password (10 characters).
   - Activate your Aalto email by clicking “Use Aalto email”.
   - If you receive an error message, please wait a moment and try again.

2. **Log in to your Aalto email at https://mail.aalto.fi, using your Aalto username and password.**
   - About 15 minutes after activation of your Aalto email address, all emails arriving at your hut.fi address will be redirected to the new address.
   - You can test that this works by emailing yourself at your @cc.hut.fi address. It should be redirected to your Aalto inbox.

3. **Transfer your emails and contacts from the old system to the Aalto system:**
   - Move emails with the https://movemail.aalto.fi service. On the first page, click “Make mail move request”, fill in the information requested and under “Old mail server” select TKK Sunone. Note that your request is sent to a queue, so the mail move may take a while.
   - You can import your contacts (address book) to the new system using a CSV file, using the old system’s Export function and Outlook’s Import function, or by copying the address book into a text file and from there into the contacts in Outlook or OWA.

**WHERE CAN I FIND MORE INFORMATION?**

For more information on the migration, visit http://studentmigration.aalto.fi. If for any reason you cannot activate your Aalto email online, please contact IT Services at servicedesk(at)tkk.fi, tel. +358(0)9 470 24550, School of Science and Technology main building, Otakaari 1, room Y199. When visiting, remember to bring ID.