

Move from Amazon WorkMail to NamesLink

Keep your domain email addresses · Move historical mail · Switch new delivery

Eligibility	Included in this offer
Transfer your existing domain to NamesLink	1 year free, including 5 mailbox accounts
Storage is allocated per mailbox	5GB per account; a single mailbox cannot use 25GB
Historical email uses storage too	Leave room for new messages

Process overview



Read these four points first

- 1 To keep `alice@example.com`, transfer `example.com`. A WorkMail test address under `awsapps.com` is not your own domain and cannot be transferred.
- 2 Online mailbox migration reads directly from the old mailbox. Keep the AWS export ZIP as a separate backup; do not import the same messages again.
- 3 The first year of the mailbox plan is free. Domain transfer, mailbox upgrades and renewals, and AWS resource charges follow their respective orders.
- 4 AWS will end WorkMail service on March 31, 2027. Complete migration, verification, and retirement of the old service before that date.

How to use this handbook

Follow steps 01-13. Before Step 08, use the illustrated lookup to find the WorkMail source IMAP server. Screenshots come from the current website, existing guides, user submissions, and official examples. Flow diagrams are labeled as illustrations.

What has been verified

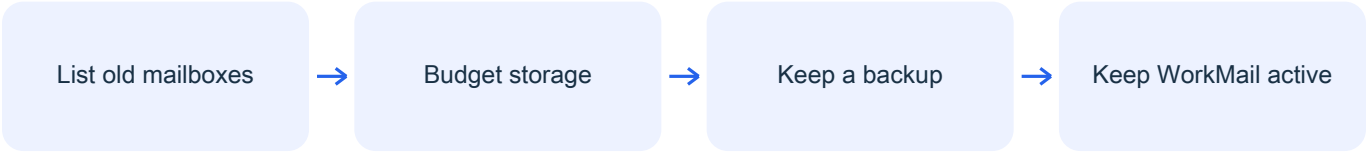
Public pages and vendor documentation have been checked. A complete migration from a live WorkMail account to a free NamesLink instance has not been tested. Pilot one account first; pass only when message bodies and attachments open in the destination webmail.

[AWS: WorkMail end of support](#) · [NamesLink: Email plans](#)

Inventory and back up first

Done when: every account has a storage budget, destination address, and backup record.

Process overview



- 1 List all active mailboxes on the domain, message sizes, folders, aliases, and groups. Add mailbox seats before migrating more than 5 members. Do not move only 5 and then switch MX for the whole domain.
- 2 For each account, total the history to import, expected growth, and messages already at the destination. This must remain below its 5GB limit.
- 3 Ask the AWS administrator to export each mailbox using the official AWS mailbox export and IAM policy documentation linked on this page. Download and spot-check the ZIP and logs. Keep the original backup; work on a copy.
- 4 Save all DNS records and TTLs, including NS, MX, SPF, DKIM, DMARC, and website records. Keep the existing DNS service available.
- 5 Use the checks before Step 07 to confirm users, IMAP access and credentials. Keep them valid through final incremental verification, with room for incoming mail. Avoid password changes, deleting messages or renaming folders.

Storage example (practical guidance)	Decision
3GB of history; about 2GB kept free	A possible pilot budget; assess actual growth
History close to or above 5GB	Upgrade first, or decide what to archive offline
One 8GB mailbox; other accounts empty	Unused space cannot be pooled for a full free migration

Define the scope

This workflow moves messages and attachments. Export, import, or rebuild contacts, calendars, tasks, aliases, mailing lists, signatures, filters, automatic replies, and delegation separately. Mailbox migration does not prove these were moved.

Will the old messages remain accessible?

This workflow copies or retrieves messages and normally keeps the originals. Do not enable any option to delete source messages after migration or delete old data manually. Original messages normally remain accessible while WorkMail is active and login works. Do not rely on that access after retiring WorkMail.

[AWS: Mailbox export and IAM policies](#) · [Alibaba Mail: Administrator migration guide](#)

Create a NamesLink account

This account manages domains and orders. Member mailboxes are created separately in step 06.

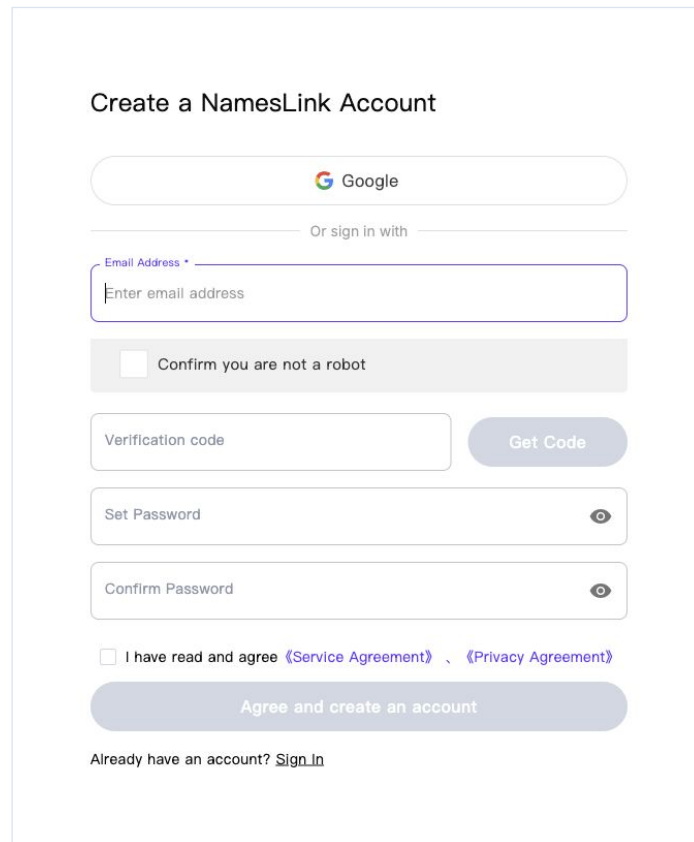
The screenshot shows the 'Create a NamesLink Account' registration form. At the top, there is a Google sign-in button. Below it, a link says 'Or sign in with'. The main form fields include: 'Email Address' with a placeholder 'Enter email address'; a checkbox for 'Confirm you are not a robot'; a 'Verification code' field next to a 'Get Code' button; 'Set Password' and 'Confirm Password' fields, each with a toggle icon; a checkbox for 'I have read and agree' followed by links to 'Service Agreement' and 'Privacy Agreement'; and a large 'Agree and create an account' button. At the bottom, there is a link for 'Already have an account? Sign in'.

Figure 1 | NamesLink registration form in English, captured September 21, 2026. No personal data was entered or submitted.

- 1 Open <https://www.nameslink.com/en/account/register>. Sign in instead if you already have a platform account.
- 2 Use a contact email address that will keep receiving mail throughout migration. Complete the visual check, request the email code, and enter it.
- 3 Set and confirm your password. Read the service and privacy agreements, accept them, and click Agree and create an account.
- 4 Sign in to the console and confirm access to domain management and My Mailboxes. Keep your sign-in details secure.

Completion check

Confirm that you can sign in and receive the verification email. This step does not create alice@example.com or move any historical email.

[NamesLink: Create an account](#)

Get the domain transfer code

WorkMail hosts email; your domain may be registered somewhere other than AWS.

Process overview



- 1 Open example.com in your current registrar's console and check transfer eligibility. Expiration, disputes, transfer locks, or TLD rules may affect the transfer.
- 2 Save the current NS and all DNS records. Confirm that existing DNS will continue after transfer. If it will stop, migrate the complete DNS configuration first and retain the WorkMail MX records.
- 3 Turn off the Transfer lock / Registrar lock and obtain a current Auth code / EPP code. Never expose the code in a public ticket or screenshot.
- 4 Check that the registrant's contact email works. Approve the transfer when instructed by the current registrar's email or console.

If the domain is registered with Amazon Route 53

Open in order	Action
Route 53 → Registered domains	Select your domain
Actions	Turn off transfer lock
Transfer out	Transfer to another registrar
Authorization code	Copy and store securely

Domain transfer does not switch email

Keep WorkMail receiving mail at this stage; do not change MX early. If your TLD uses another process, such as an IPS Tag, follow the registrar's and NamesLink's instructions instead of the auth-code process. Transfer timing depends on the domain's actual status.

[AWS: Transfer a domain out of Route 53](#) · [NamesLink: Transfer a domain in](#)

Complete the domain transfer

Done when: the transfer succeeds and your existing domain appears in My Domains.

Figure 2 | User-provided English NamesLink transfer page. Open Domains → Domain Transfer; displayed entries are format examples.

- 1 Open <https://www.nameslink.com/en/domain/transfer-in>, or choose Domains → Domain Transfer. Enter one line: `example.com, YOUR_TRANSFER_CODE`. Use a comma and replace both placeholders with your domain and code.
- 2 Click Submit Transfer-in to check eligibility, then Confirm Transfer In for eligible domains. Resolve any validation errors first.
- 3 Check the domain, registrant profile, billing details, and amount due. Create a registrant profile if needed, then confirm and pay as instructed.
- 4 Approve the outgoing transfer through the old registrar's email or console. A successful payment may still be followed by a transfer waiting period.
- 5 Go to Console → Domain Management → Domain Transfers → Transfer-in Records. Check the status. Once successful, recheck NS and MX and test that WorkMail still receives mail.

Fees and DNS

Domain transfer fees are separate from the first-year free mailbox offer. Keep the original NS and mail records. If NamesLink requires a DNS change, first resolve the migration sequence in step 05. Preserve website records too.

[NamesLink: Transfer a domain in](#)

Confirm the free Basic plan

Transfer your existing domain first. Arrange continued WorkMail delivery before activation.

Required check before activation

Activation may automatically change MX / SPF and affect delivery. Ask NamesLink Support to provide and verify a way to create destination mailboxes and import mail while WorkMail keeps receiving. If activation would switch delivery immediately, pause until that approach is verified. A cutover plan alone is not enough; do not activate first and temporarily undo the DNS changes.

Basic	Standard	AI Premium ✨
Free with Domain		
\$0 /year ~~\$20~~	\$45 /year	\$75 /year
Extra: \$6/mailbox	Extra: \$16/mailbox	Extra: \$26/mailbox
Activate Now	Activate Now	Activate Now
Benefits - Includes 5 mailboxes 5G per mailbox - Email forwarding - Expandable accounts, unlimited, purchase as needed	Benefits - Includes 3 mailboxes 500G per mailbox - Email forwarding - Expandable accounts, unlimited, purchase as needed 20G business drive 5G personal drive per user	Benefits - Includes 3 mailboxes 5T per mailbox - Email forwarding - Expandable accounts, unlimited, purchase as needed 200G business drive 32G personal drive per user - AI translation, writing and more

New users get 1 free year, limited to one per account. Must use a NamesLink domain

Figure 3 | English NamesLink plans, captured September 21, 2026. Choose Basic → Activate Now; displayed prices reflect the capture date.

- 1 Open <https://www.nameslink.com/en/email> and click Activate Now under Basic, or begin from My Mailboxes in the console.
- 2 Select the transferred domain example.com. Check: Basic plan, 5 accounts, 1 year, and 5GB per mailbox.
- 3 Confirm that the free offer is applied and the mailbox amount due is 0 before completing the order. If it is not 0 or the domain is unavailable, ask Support to check eligibility.
- 4 Return to My Mailboxes. Check activation status, bound domain, and expiry date, and confirm that WorkMail delivery still follows the agreed arrangement.

Completion check

The destination instance is manageable, with the correct plan and expiry date. The first year is free, not all future years. Renewal and upgrade charges follow the order placed at that time.

[NamesLink: Email plans](#) · [NamesLink: My Email](#) · [NamesLink: Contact support](#)

Create the target mailboxes

Map each old mailbox to a specific destination account, such as `alice@example.com`.

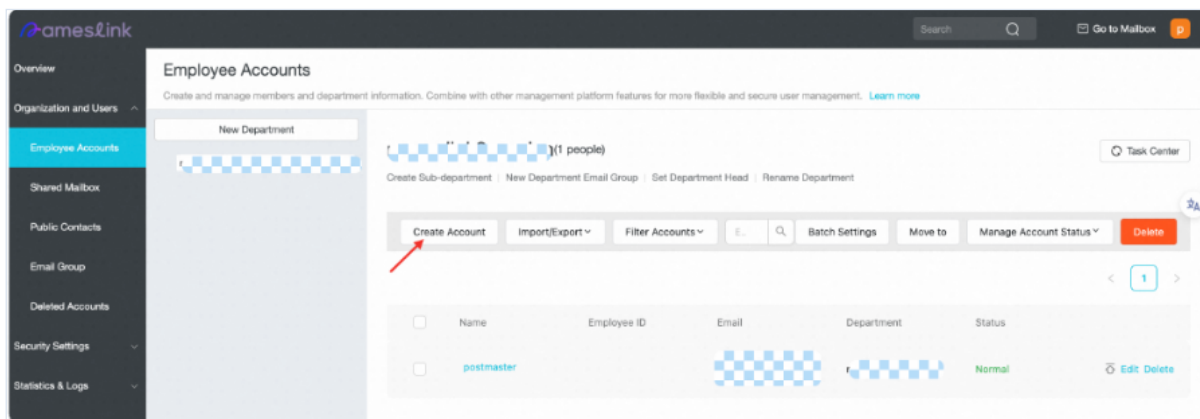


Figure 4 | Existing NamesLink help image in English: Organization and Users → Employee Accounts → Create Account.

Figure 5 | Existing NamesLink member creation form in English. Values are examples; use your own details.

- 1 From the instance in My Mailboxes, open the mail admin console. Go to Organization and Users → Employee Accounts and click Create Account.
- 2 Enter the member's name, email prefix, and initial password. Check that the domain is `example.com`. Require a password change on first login if your policy calls for it.
- 3 Create each member to be migrated and check the remaining account quota. If an administrator consumes a seat, use the console's actual count.
- 4 Sign in to destination webmail as one member to verify access. Then review aliases, groups, and special addresses used by your business.

Keep the three account types separate

The NamesLink platform account manages orders; the mail administrator manages members and migration tasks; member accounts send and receive mail. Reading old messages requires the old WorkMail member's credentials, not the NamesLink platform password.

NamesLink: My Email

Confirm source IMAP access

Keep the service, users and credentials valid through final incremental verification.

WorkMail's default organization rule allows all protocols and source IPs; administrators can change it. The official IMAP procedure does not require a separate per-mailbox enable switch. Check actual rules and authentication mode.

- 1 Open the WorkMail console in the organization's Region. Go to Organizations → your organization → Users. Confirm that source users are Enabled.
- 2 Open Access control rules → Test rules. Use the values below. For DENY, have the administrator adjust only the necessary protocol, user and source scope. Never delete all rules. Changes can take five minutes.
- 3 After ALLOW, validate the source connection in NamesLink and pilot a few messages with folders, bodies and attachments. A rule test checks policy only; webmail login does not prove IMAP access.

Test rules field	Value or passing result
Request context	IMAP
Source IP address	Migration servers' public outbound IPv4, confirmed by NamesLink / the mail provider. Test each egress IP, not your computer's IP.
Request performed by / User	User; select the source WorkMail user
Effect	ALLOW; still validate credentials and the connection

Choose credentials by authentication mode

Directory authentication uses the member's mailbox password. IAM Identity Center only requires a personal access token (PAT). Under Identity Center Settings → Personal access token configuration, check Active status and lifetime. Separately, confirm that the member is associated with an Identity Center user authorized for the WorkMail application. In webmail, use Settings → Personal access token → Create token. Immediately copy it into the migration source password field. Keep MFA enabled.

Keep access until verification ends

Use the Region-specific IMAP endpoint with 993 and SSL/TLS. Keep the service, user, rules and password or token valid through final incremental checks; then revoke temporary access.

Migration enabled is not required

Organization settings → Migration is for migration into WorkMail. This per-user IMAP migration out does not require it.

[AWS: Enable users](#) · [AWS: Access rules and testing](#) · [AWS: Access rule test results](#) · [AWS: Authentication mode](#) · [AWS: Configure tokens](#) · [AWS: Create a personal access token](#) · [AWS: Migration into WorkMail](#)

Run a one-mailbox pilot

Use online IMAP retrieval for migration; keep the AWS ZIP as a separate backup.

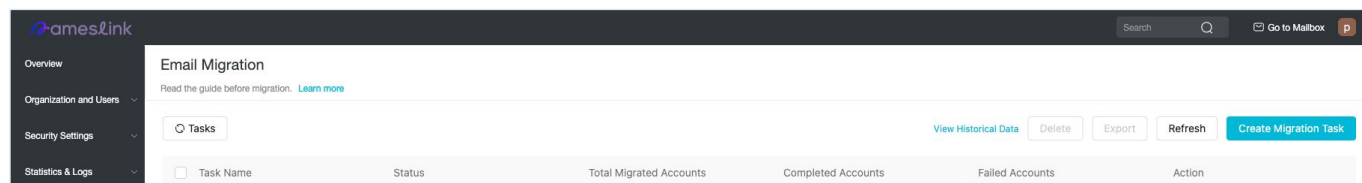


Figure 6 | English NamesLink Email Migration toolbar. Click Create Migration Task. Cropped above task rows to omit account and task data.

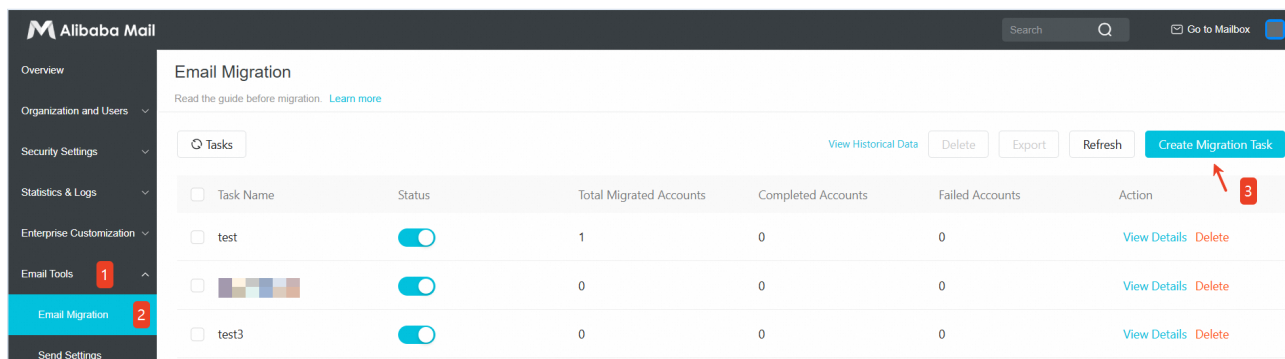


Figure 7 | Official Alibaba Mail example in English: click Create Migration Task in the task list.

- 1 In the mail admin console, open Email Tools → Email Migration. Click Start Migration on first use, or Create Migration Task if the task list is already shown.
- 2 Pilot one old mailbox with Chinese content, attachments, sent messages, and custom folders. Do not add all 5 accounts at once.
- 3 Configure the source and migration options in steps 08-10. Expand to other members after the pilot passes. Record what has been migrated to avoid duplicates on a rerun.

If the migration entry is missing

Check that you are signed in as the mail administrator. If the free instance lacks this feature or task creation fails, contact Support. Do not substitute an unrelated option in an ordinary member's settings.

[Alibaba Mail: Administrator migration guide](#) · [NamesLink: Contact support](#)

Find your WorkMail IMAP server

Confirm the organization's Region, then use the matching Incoming server.

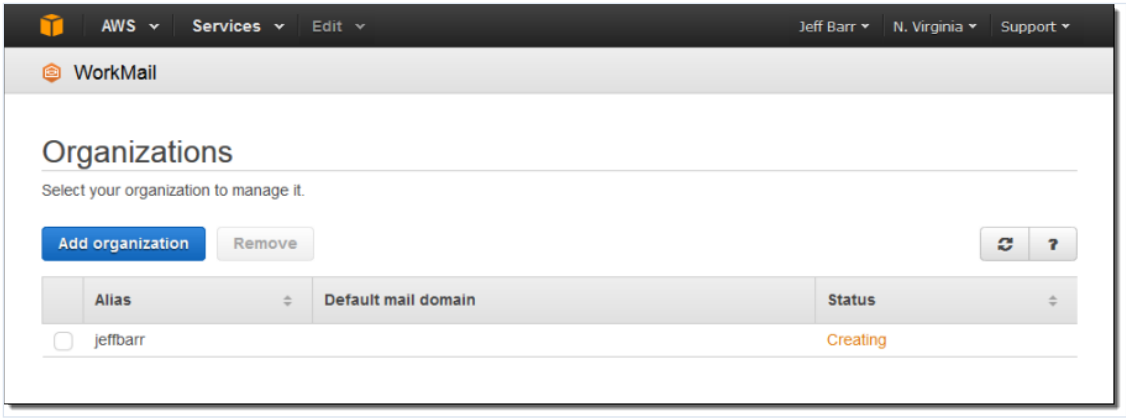


Figure 7A | Official AWS legacy console example, published 2015-01-28. This is not your current account; today's layout may differ.

- 1
- Open the AWS WorkMail console → Organizations → select your own organization. Confirm the Region shown at the top: it must be the Region containing that organization, not your physical location.
- 2
- Match that Region to Incoming server in the official table. For N. Virginia, use `imap.mail.us-east-1.awsapps.com`, port 993, with SSL/TLS. Do not use the Outgoing / SMTP server.

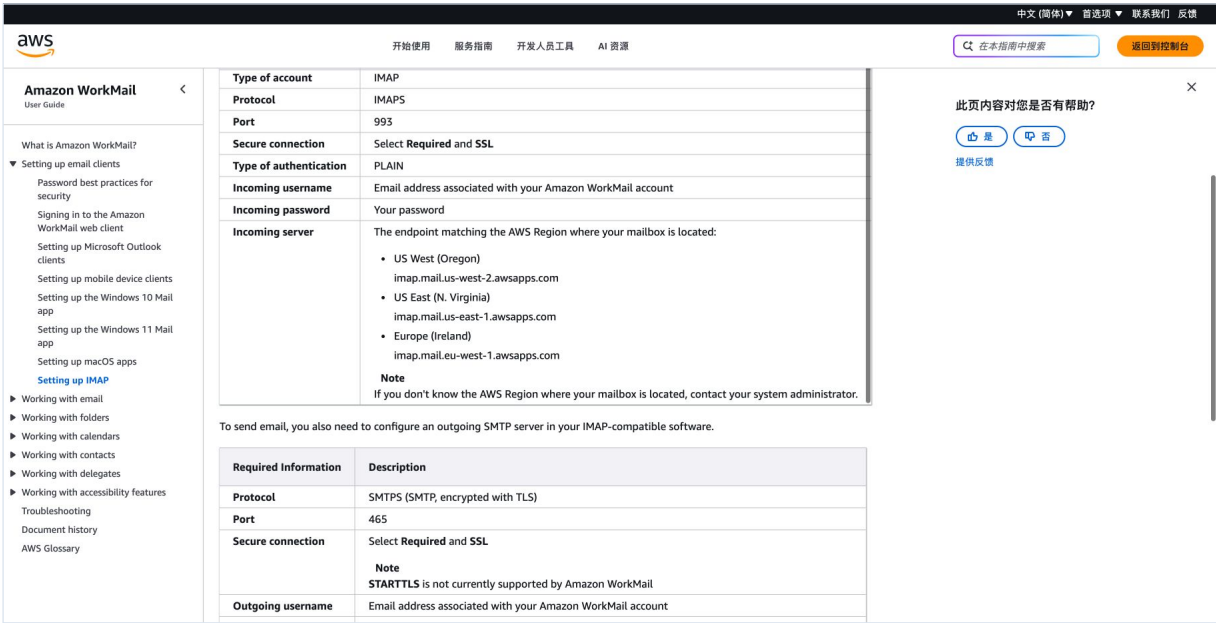


Figure 7B | AWS official IMAP table, captured 2026-09-21. Use Incoming server, not Outgoing server.

No AWS console access?

Ask the WorkMail administrator to confirm the organization's Region. On the next page, select Other and enter the confirmed IMAP settings.

[AWS: WorkMail console and organizations](#) · [AWS: Legacy organization and Region example](#) · [AWS: WorkMail IMAP settings](#)

Configure the WorkMail source

First confirm the Region on the previous page. Enter WorkMail source details here.

The screenshot shows a 'Create Migration Task' dialog box with a close button (X) in the top right corner. On the left, there is a vertical progress bar with three steps: 1. Set original system config, 2. Set migration config, and 3. Add Migration Account. Step 2 is currently active. The main area contains the following fields and options:

- * Task Name:** A text input field containing 'TEST'.
- Original System Account Verification:**
 - * Original System:** A dropdown menu with 'Other' selected.
 - * Source Account:** A text input field containing a blurred email address.
 - * Original System Password:** A password input field with a masked password and an eye icon to toggle visibility.
- Parameter Configuration:**
 - Protocol Type:** IMAP
 - IMAP Protocol Settings:**
 - ☒ Manual (recommended) ☐ Automatic
 - * Original System Server Address:** A text input field containing 'imap.' followed by a blurred domain.
 - * Original System Server Port:** A text input field containing '993'.

A 'Next Step' button is located at the bottom right of the dialog box.

Figure 8 | Official Alibaba Mail source settings example in English. Use the server table below, not the blurred example.

- 1 Name the task, for example WorkMail-Pilot. Select Other as the source system and choose manual IMAP configuration.
- 2 Enter the full WorkMail address and the mailbox password or PAT identified before Step 07. Use port 993 with SSL/TLS. Validate the connection before continuing.

WorkMail organization region	Source IMAP server
US East (N. Virginia)	imap.mail.us-east-1.awsapps.com
US West (Oregon)	imap.mail.us-west-2.awsapps.com
Europe (Ireland)	imap.mail.eu-west-1.awsapps.com

If connection fails

Check the Region, full address, Enabled user status, password or PAT, and IMAP rules for the migration egress IP. Webmail login does not prove IMAP access. Do not use SMTP or disable encryption.

[AWS: WorkMail IMAP settings](#) · [Alibaba Mail: Administrator migration guide](#)

Set folders, dates and storage

Check each account's capacity before choosing all mail or a limited scope.

Create Migration Task

1 Set original system config

2 Set migration config

3 Add Migration Account

Data Settings

Folders To Migrate

☒ All ☐ Specified

Exclude

Mails To Migrate

☒ All ☐ Time Range

Target Folders

☒ Separately ☐ Merge Into System Folder

Emails are stored in the custom folder named by the original email address

Time Settings

Migration Start Time

☒ Now ☐ Later

Previous step Create Migration Task

Figure 9 | Official Alibaba Mail settings example; Separately stores migrated mail in its own folder tree.

- 1 **Folders:** for a full migration, choose All Folders, covering Inbox, Sent and custom folders. Explicitly decide whether to include Trash and Spam.
- 2 **Dates:** choose All Emails for the full history. For recent mail only, define the date range and list excluded older mail in your offline archive inventory.
- 3 **Storage:** Separately can make the pilot easier to check. To merge mail into system folders, choose the corresponding merge option and verify the result in the pilot.
- 4 **Start time:** start now or schedule the task for your migration window. Record the settings and reuse the verified configuration for the remaining accounts.

Avoid duplicates

Use one primary migration method for each account and batch of mail. Count successful pilot mail as already migrated. Do not start another full task or import a second copy from ZIP / EML.

[Alibaba Mail: Administrator migration guide](#)

Match each source to its target

For administrator batch migration, download the latest template and start with one row.

• The administrator start the migration (batch import members' original email system accounts and passwords using csv files)

Please use Excel to create a CSV file with the following format (all three columns are required):

AliMail account	Source Account	Original System Password
1234@example00.com	1234@example01.com	Halo1234

⚠ Please fill in the corresponding relationship carefully to prevent moving the wrong account. If the original system has a third-party client security password, please fill in the security password in the "Original system email password" column. Up to 10000 pieces of data can be imported at a time.

Download Template File Upload File

Figure 10 | Official Alibaba Mail mapping example. The pictured password is a public example; never use it as a real password.

Template field	What to enter
Target Account	Full address of the NamesLink member mailbox you created
Source Account	Full address of the old WorkMail mailbox
Source Password	That WorkMail member's credentials for IMAP access

- 1 Choose the administrator batch method. Download the CSV template from that page, preserving its column names and order.
- 2 Fill in one account, upload it and check the validation result for every row. When keeping the same address, source and target can both be `alice@example.com`, on different services.
- 3 Fix errors such as a missing account or failed password check, then submit the task. Add the other accounts after the pilot passes.

Handle credentials carefully

The CSV may contain old mailbox passwords in plain text. Only authorized administrators should keep it and upload it to the correct console. Never attach it to a public guide or ticket; handle temporary files under your team's security policy. If members enter their own details, follow the page's instructions for each member to supply their source credentials.

[Alibaba Mail: Administrator migration guide](#)

Check history, then new mail

Even at 100%, verify the result in the target webmail.

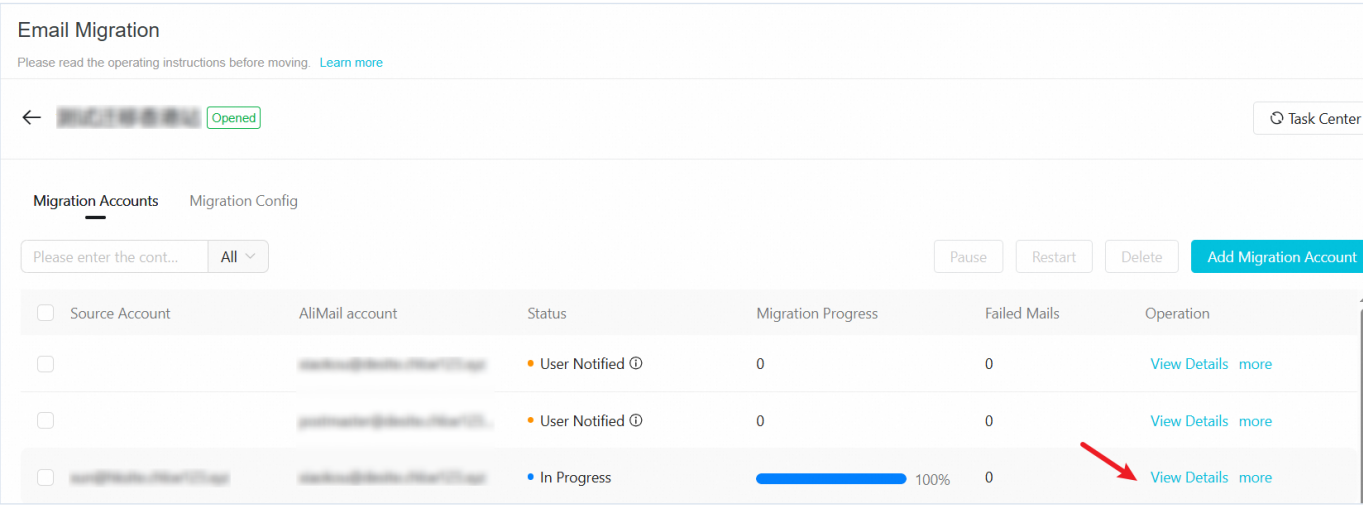


Figure 11 | Official Alibaba Mail example: 100% and In Progress appear together. This is not a result from our own test.

- 1 Open task details. Check each account's progress, successful and failed counts, and failure reasons. Address capacity, authentication and individual message errors separately.
- 2 Once historical mail is ready to check, sign in to target webmail. If you chose Separately, expand the root folder named after the full source address, then check Inbox, Sent, custom folders, message bodies and attachments.
- 3 Verify that one new received message and one newly sent message on the old service both reach target webmail. Record the time and result. If sent mail does not sync, reconcile and copy missing source Sent messages before cutover.
- 4 After the pilot passes, migrate the other members and verify each mailbox's history. Proceed to Step 12 only when all target accounts are ready.

What you see	What to do next
100% but still In Progress	New mail may still be syncing. Inspect details and verify in webmail.
Failed count above 0	Save the failure list. Fix or explicitly exclude each item before sign-off.
Status is Completed	Check whether new mail will still be processed. Resume or restart under the official guidance if needed.

Cut over while sync is active

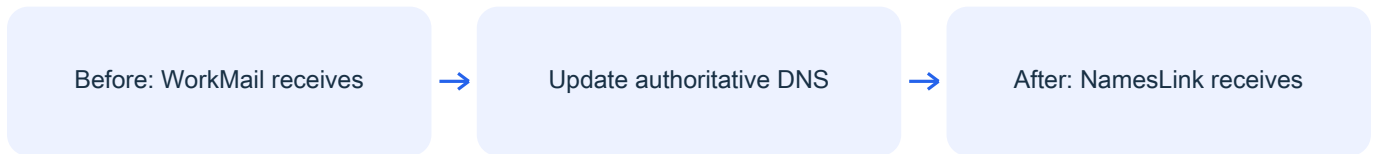
The official guide says a task can end after 7 consecutive days with no new source mail; it then stops syncing. Schedule cutover after history checks pass and new mail sync works, then reconcile once more. A status label alone is not proof of completion.

Alibaba Mail: Administrator migration guide

Update MX and email authentication

Proceed only after all active addresses, historical mail, and new received/sent mail are verified.

Process overview



- 1 If supported, lower the MX TTL in advance and wait for the old TTL to expire. Save the existing records and a rollback plan.
- 2 Open the DNS setup guide for your NamesLink mailbox instance. Obtain that instance's actual MX, SPF, DKIM and other required records.
- 3 At the authoritative DNS provider, replace the old WorkMail MX records with the required target MX records. Mixing both providers' MX records does not deliver a copy to each.
- 4 Combine all services that still send mail into one valid SPF record. Configure DKIM in the mailbox console and review existing DMARC. Do not publish two separate v=spf1 records.
- 5 Confirm that authoritative DNS returns the new MX. Use an external mailbox to test delivery to NamesLink, sending from NamesLink, and replies.
- 6 Update server settings on members' computers and phones. Keep WorkMail and incremental migration running to collect mail delivered to the old service while DNS caches expire.

Record	Use these settings
MX	Servers, priorities and TTL supplied for the target instance
SPF / DKIM / DMARC	Keep required business senders authorized; verify in the target console
Website and other DNS	Check against the saved inventory so the mail move does not remove them

MX does not move historical mail

MX controls delivery of new mail only. The old service may still receive messages briefly. We suggest monitoring for at least 48-72 hours and covering the original TTL. This is an operational recommendation; use actual old-service arrivals and acceptance records to decide when monitoring is complete.

[Alibaba Mail: DNS records by service region](#) · [Alibaba Mail: Client servers and ports](#)

Verify success in webmail

Keep evidence for historical mail, attachments, new mail and delivery tests.

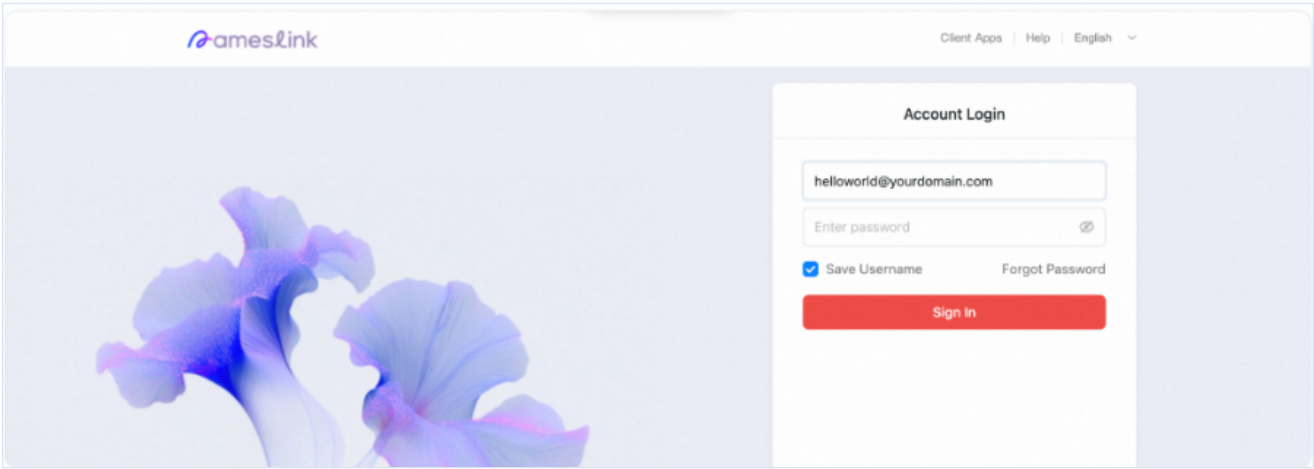


Figure 12 | Existing NamesLink webmail help image. Sign in with the target member’s full email address.

Check	Pass criteria
Historical mail	Reconcile each folder; explain count differences, exclusions and duplicates
Bodies and attachments	Open old, recent, sent, Chinese-language and attachment samples in webmail
New mail	Include all mail received and sent on the old service after backup and during cutover
Delivery	External inbound mail, target outbound mail and replies succeed with the correct addresses
Capacity	Every account retains its agreed space for future mail
Other data	Contacts, calendars, aliases, rules and other items are handled or explicitly listed as not migrated

- 1

Have each member check important messages in target webmail. Keep reconciliation records by account and folder; seeing mail only in a local client does not count.
- 2

Confirm no new mail remains uncopied on the old service, failures are resolved and backups are readable. Retain original ZIP files, logs and acceptance records.
- 3

After all checks pass, the AWS administrator can retire the old service under the exit plan. Schedule renewal of the NamesLink mailbox service.

Reconciliation template

Account | Source folder | Expected count | Verified target count | Failure/exclusion reason | New mail check | Webmail body/attachment check | Owner. Use one row per folder, not just a total for each mailbox.

[NamesLink: My Email](#) · [AWS: WorkMail end of support](#)

How this guide was checked

Version 1.4 · Checked 2026-09-21 · For migration administrators and members

Image sources and languages

Images	Source and limits
Figures 1-3	English NamesLink UI. Figures 1 and 3 were captured on 2026-09-21; Figure 2 was supplied by the user. No registration, payment or activation was submitted.
Figures 4-5, 12	Existing NamesLink mailbox help images in English. The interface may change between versions.
Figure 6	English NamesLink migration toolbar, captured 2026-09-21 and cropped above task rows. It shows the entry point; no task was created or changed.
Figures 7-11	Original public examples from Alibaba Cloud's migration documentation. Screenshots are in English.
Figures 7A / 7B	7A: AWS legacy console example (2015-01-28), not a current account. 7B: official IMAP table captured 2026-09-21. Use Incoming server.
Flow diagrams	Illustrations made for this guide, not screenshots of a running platform.

Business rules used here

The original domain must transfer to NamesLink. The offer includes 1 free year, 5 accounts and 5GB per account, with no shared storage. NamesLink confirmed these rules. Check account eligibility, the actual amount payable and instance quotas when claiming the offer.

Verification and next step

We inspected the public registration, transfer and plan pages and reviewed every member-help and official migration image. Local provisioning code can add mail DNS automatically, so delivery arrangements are a required check before activation. No production migration with a real WorkMail source was performed. Complete an end-to-end pilot on the same plan before broad rollout.

Official references (clickable)

[AWS: WorkMail end of support](#) · [AWS: Mailbox export and IAM policies](#) · [AWS: WorkMail IMAP settings](#) · [AWS: WorkMail console and organizations](#) · [AWS: Legacy organization and Region example](#) · [AWS: Transfer a domain out of Route 53](#) · [NamesLink: Email plans](#) · [NamesLink: Transfer a domain in](#) · [NamesLink: Contact support](#) · [Alibaba Mail: Administrator migration guide](#) · [Alibaba Mail: DNS records by service region](#) · [Alibaba Mail: Client servers and ports](#)

Using the files

Use the PDF for reading and sharing. The HTML embeds all images for offline viewing and lets you click to open the originals. Maintain future versions using the Markdown and assets folder. Record folder-level acceptance results in the supplied CSV.