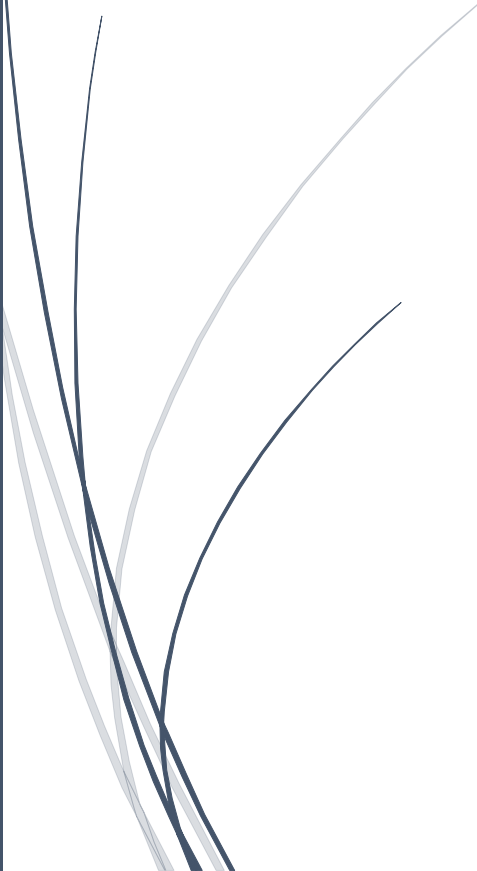




11/2/2018

DOCUMENTATION

Migrating E-Mails from Gmail to Office 365 Mail



Created By: Niyant Bhavsar
Created For: Nate Wallace
Under the Supervision of: Jim Cook

Ferris State University

Documentation on Migrating E-Mails from Gmail to Outlook Mail

Step-1: Install Outlook App for your Desktop

Having Outlook App installed on your desktop is mandatory for the migration process.

Step-2: Preparing Gmail Account

- Create an **App Password**:

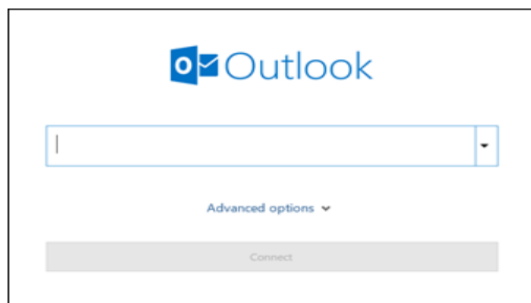
Refer to: <https://docs.microsoft.com/en-us/Exchange/mailbox-migration/migrating-imap-mailboxes/prepare-gmail-or-g-suite-accounts?redirectSourcePath=%252fen-us%252farticle%252fprepare-your-gmail-account-b650957d-4446-425a-ab78-01b89cbead93>

- Follow all the steps as provided in the link above with the **exception** of “Optionally revoke the app password” as it is not required in this process.

Step-3: Import Gmail to Outlook

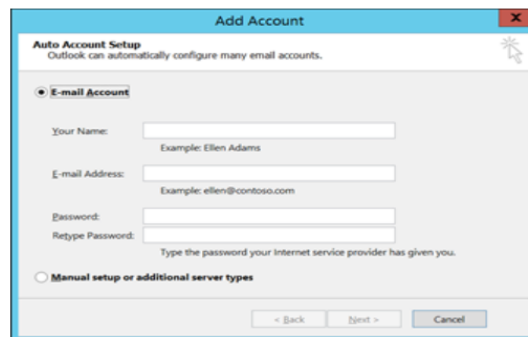
- Open Outlook App.
 - Using it First Time:

For Outlook for Office 365 and Outlook 2016



Enter your email address and click **Connect**.

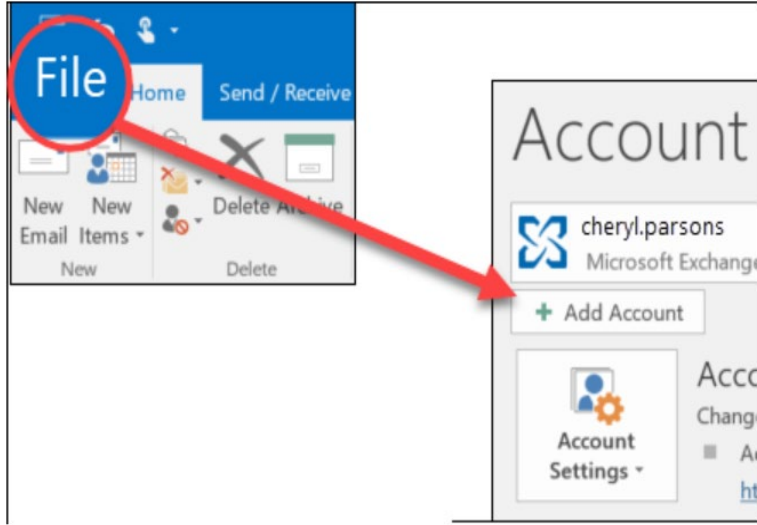
For Outlook 2013 and Outlook 2010



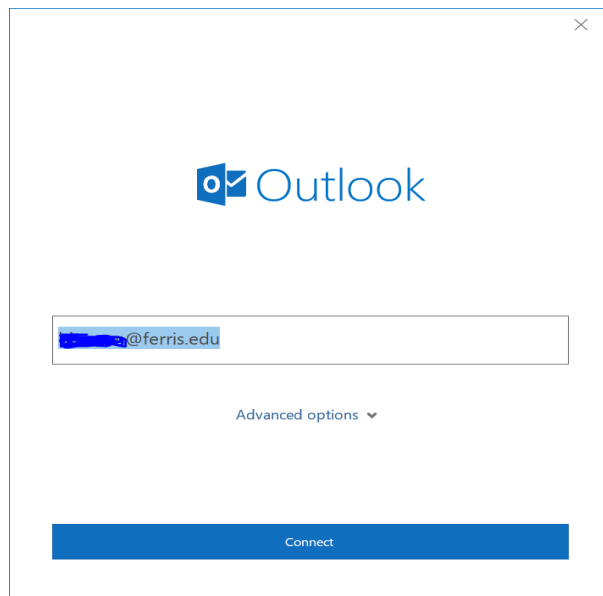
Enter your name, email address, and password, and click **Next**.

- Already having account in Outlook App:

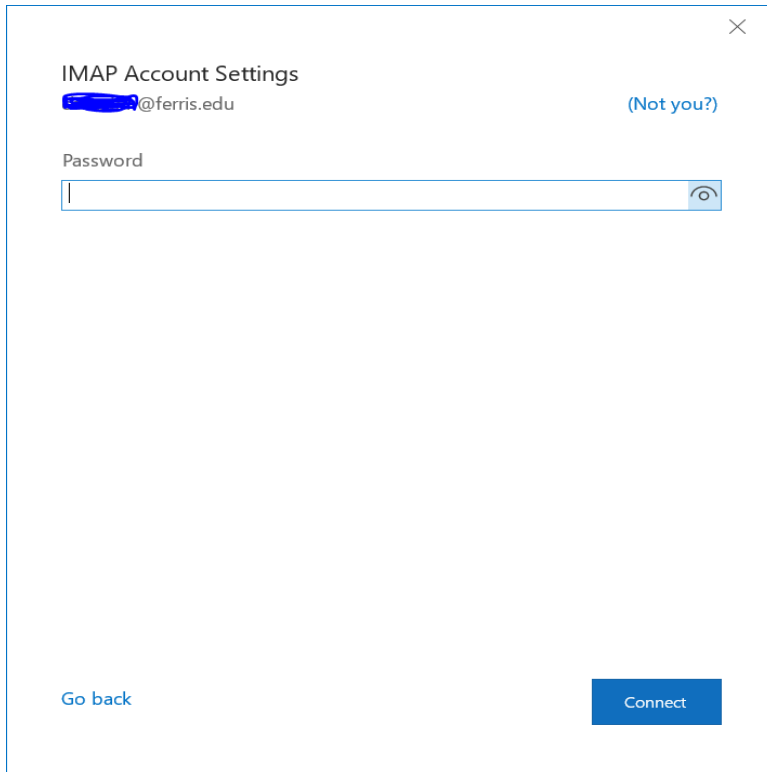
Select **File** > **Add Account**.



- Enter your Gmail account address:



- Enter the **App password** you have created in **Step-2** and click **Connect**.



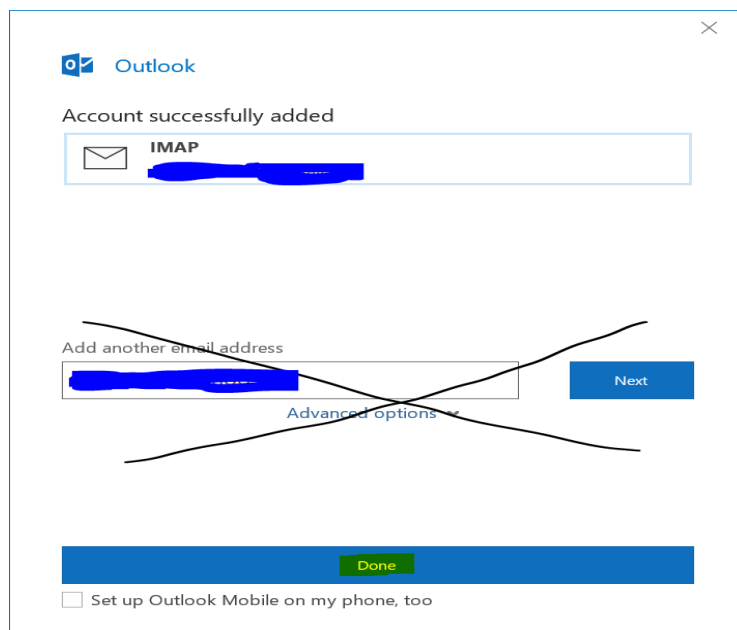
IMAP Account Settings

[redacted]@ferris.edu (Not you?)

Password

Go back Connect

- The account is now added in your outlook app.



Outlook

Account successfully added

IMAP [redacted]

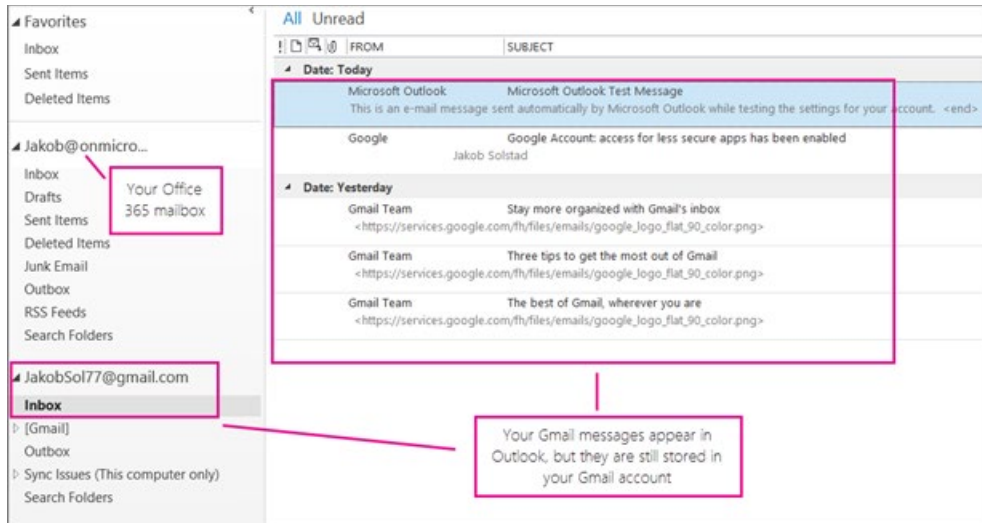
Add another email address

[redacted] Next

Advanced options

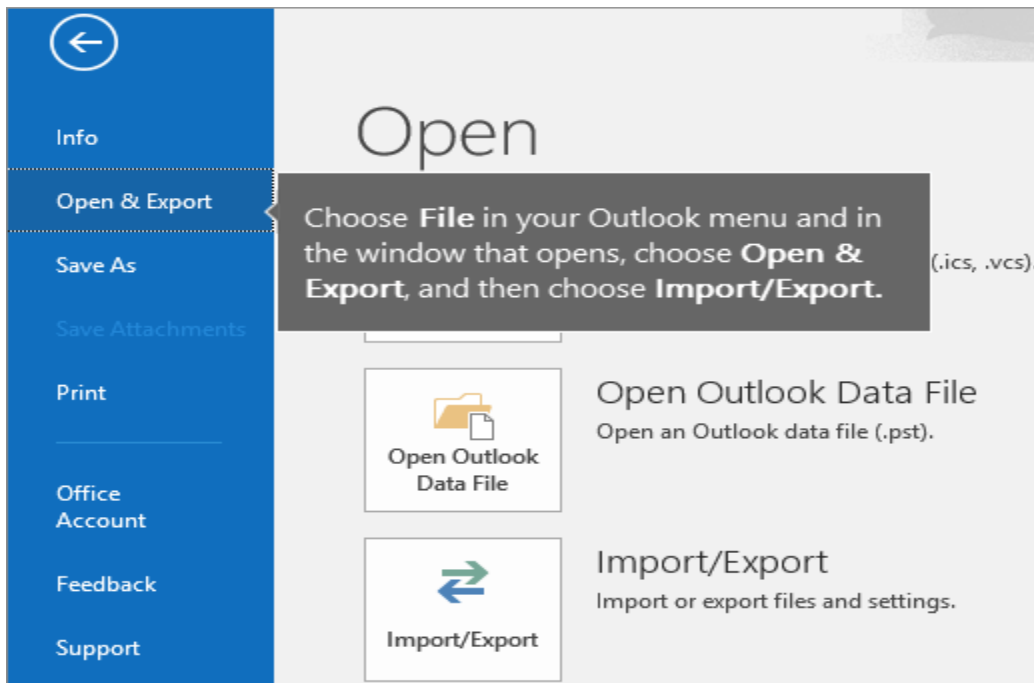
Done

Set up Outlook Mobile on my phone, too

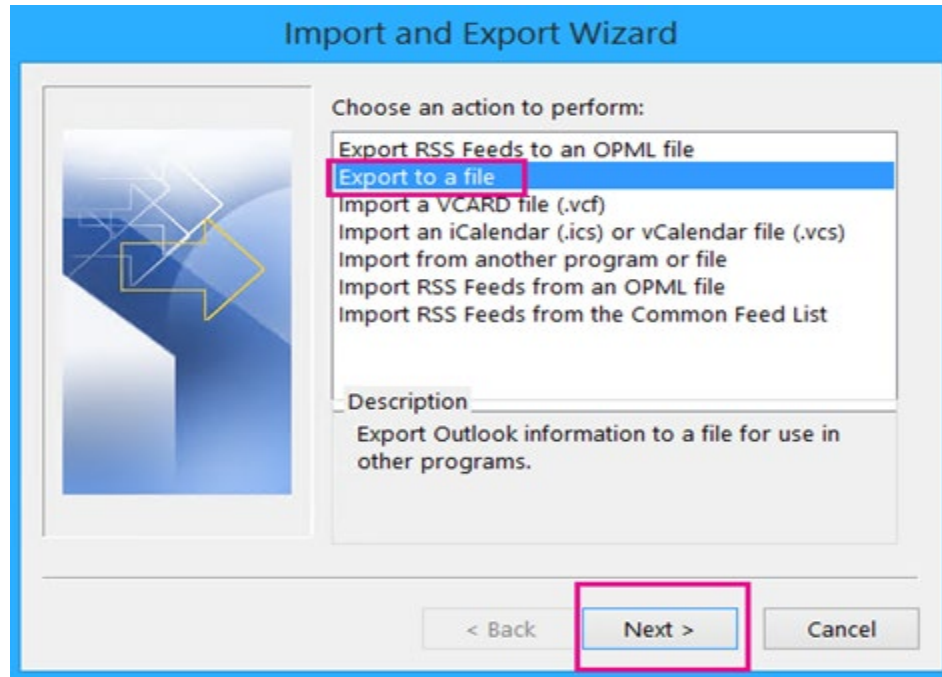


Step-4: Taking Backup of Gmail Folders to Desktop and/or on Cloud Platform

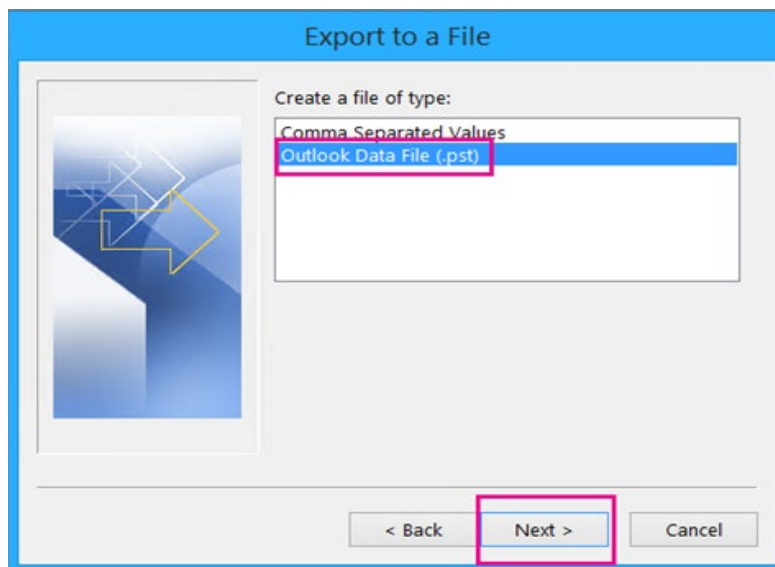
- In the Outlook app (Outlook 2013 or Outlook 2016), choose **File > Open & Export > Import/Export**.



- Choose **Export to a file**, and then choose **Next**.



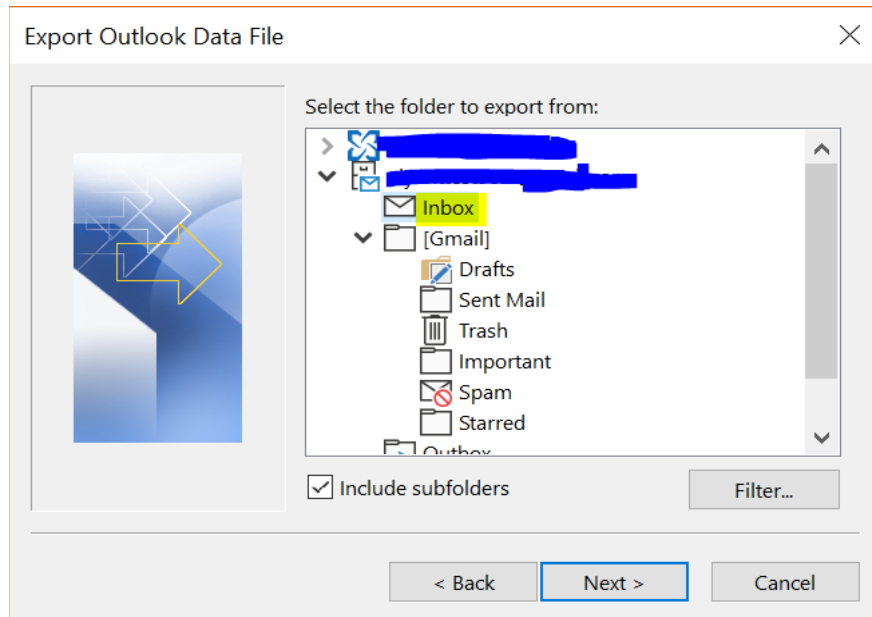
- Choose **Outlook Data File (.pst)**, and then choose **Next**.



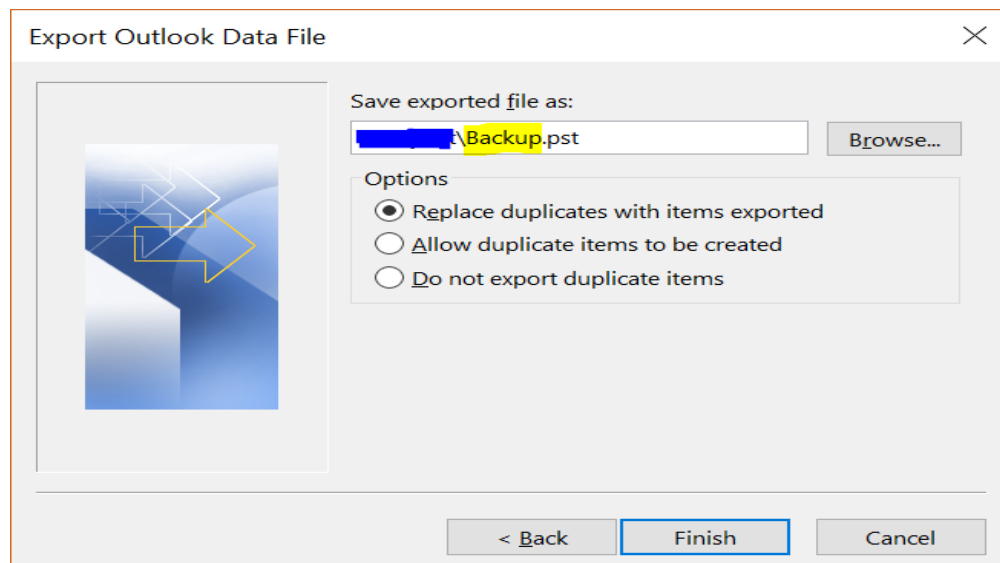
- It is better to **create backups** separately for the folders that you want to backup.

Here, the backup procedure of **Inbox** is explained.

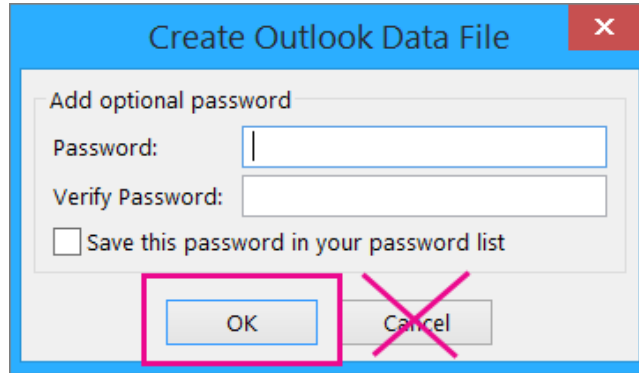
- Select **Inbox** and click **Next**.



- Click **Browse**, **Rename** the file to **Inbox**, and then **Save** it to secure location on your desktop. You can also create an additional backup on cloud such as your personal Google Drive or One Drive. Click **Finish**.



- In the **Add an optional password** dialog box, add a password if you want. Choose **OK** to save the data file **even if you leave the password boxes empty**. Without further notice, Outlook begins exporting the data immediately. It doesn't give you a message when it's done, either.

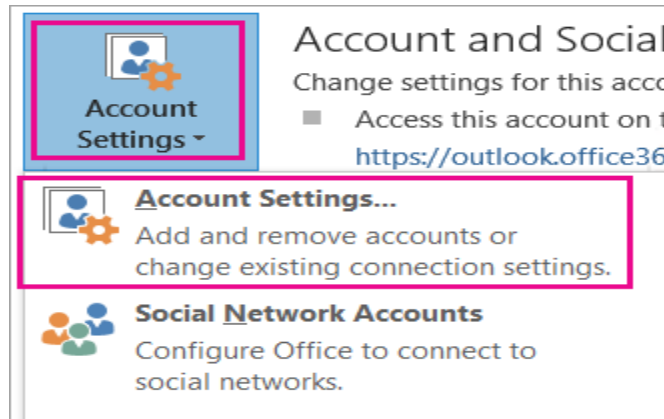


- Go to the location where you saved the .pst file to confirm it's there.
- Use the **same procedure** for creating **Backups** of other folders such as Drafts, Important, Sent Mails, and Starred. **Rename** and **Save** them respectively.

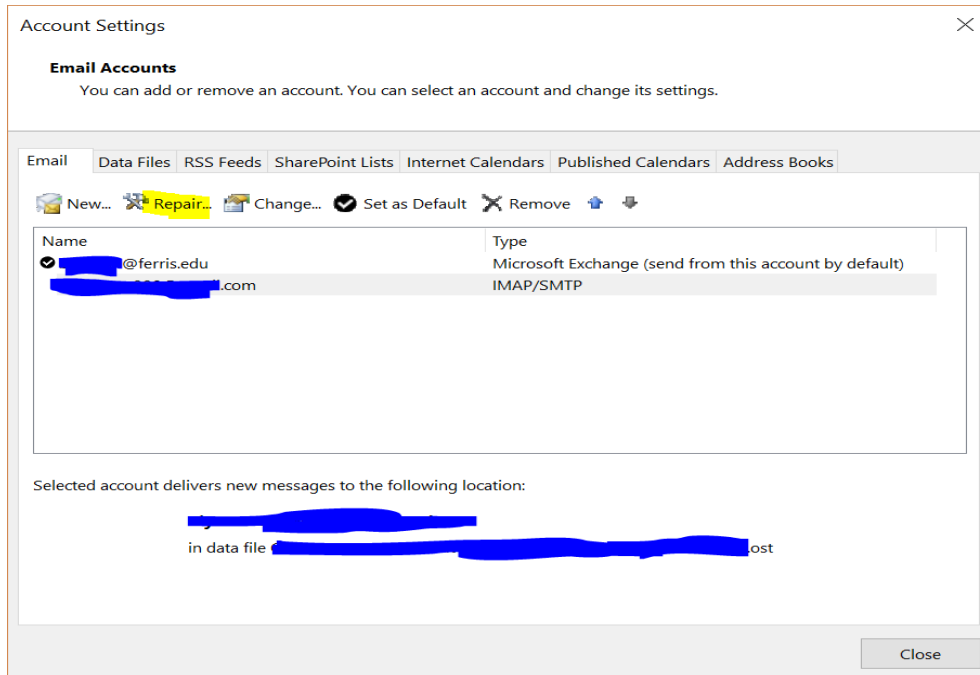
WAIT UNTIL YOUR ACCOUNT TRANSFERS FROM G-SUITE TO OFFICE 365.

Step-4: Getting Access to your Office 365 Mail Account

- In Outlook, choose **File > Account Settings > Account Settings**.



- Select your Gmail account and click on **Repair**.

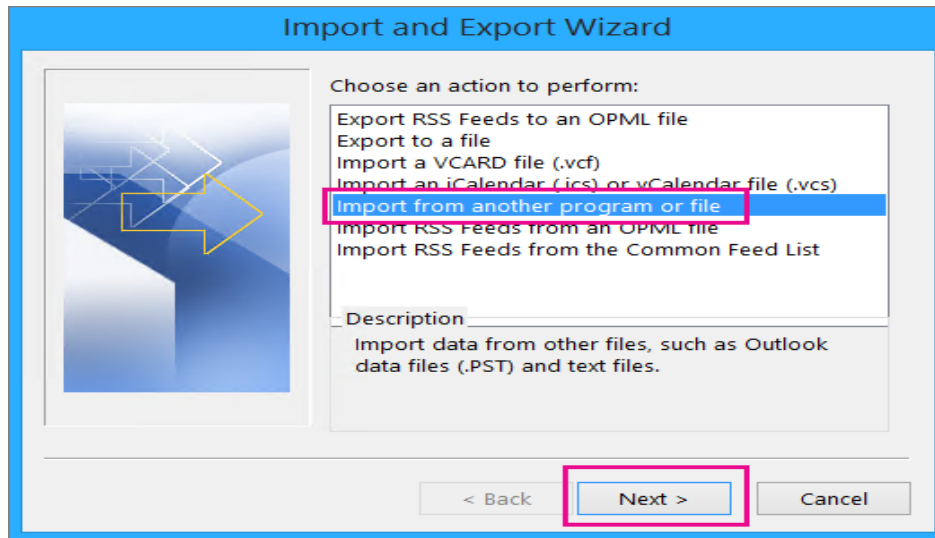


- Select Office 365 and try to Connect.
- Now you have your Gmail account transferred into Office 365.

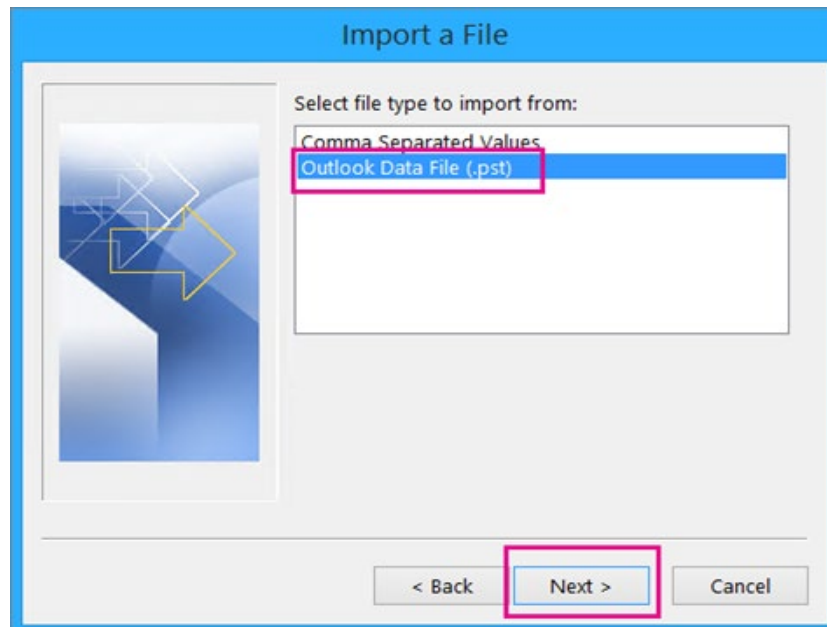
Step-5: Restore Backups of your Gmail Account in Outlook App

- In the Outlook app (Outlook 2013 or Outlook 2016), choose **File > Open & Export > Import/Export** to start the Import and Export Wizard.

- Choose **Import from another program or file > Next**.

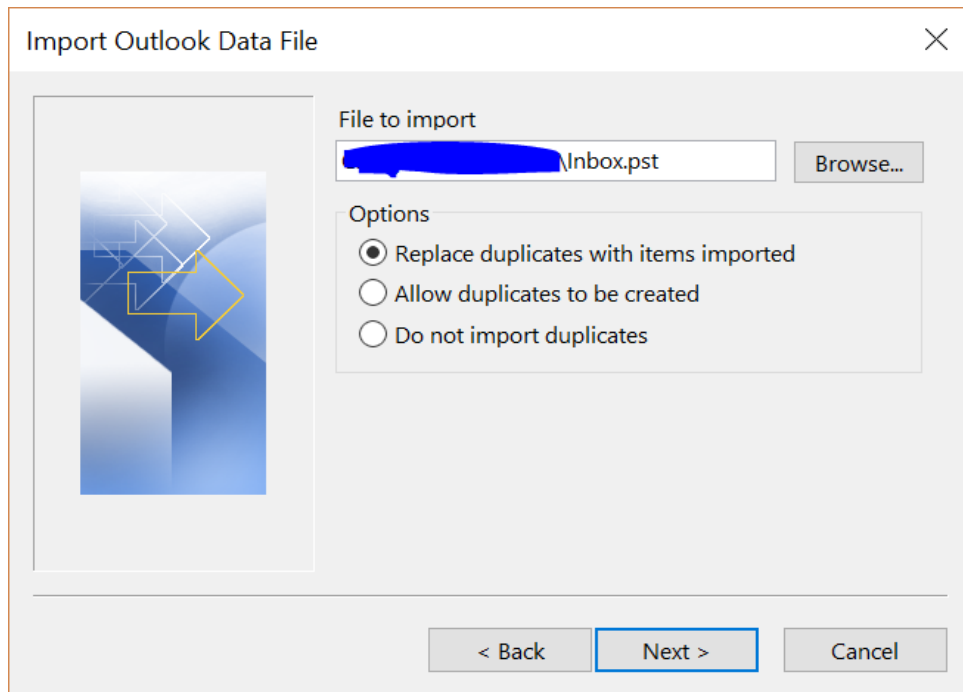


- Choose **Outlook Data File (.pst)** > **Next**.

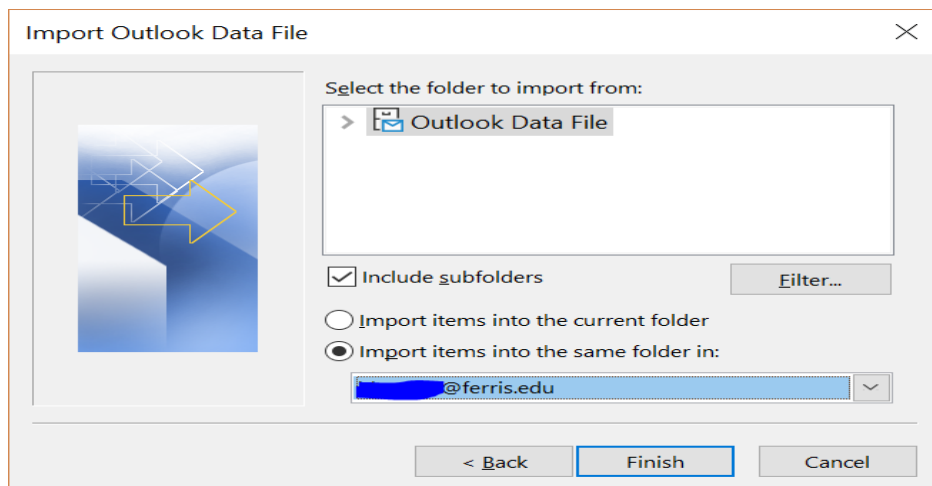


- **Restore** the backups that you created in **Step-3** separately. Here, **Restore** procedure of **Inbox** is explained.

- Select **Inbox.pst** file and click **Next**.



- If you assigned a password to the Outlook Data File (.pst), enter the password > **OK**.
- **Select** your Ferris email account and click **Finish**.



- Use the same procedure for **Restoring backups** of other folders such as Drafts, Important, Sent Mails, and Starred.

- Outlook starts copying the information from the .pst file to your Office 365 mailbox. **If you have lots of data, this may take hours.** If you shut down Outlook or disconnect from the Internet before the import completes, it will continue the next time it's reconnected.
- Once the update process is completed and if you do not see emails in Outlook App, open Outlook on web browser to see them.
 - Click on office.ferris.edu. Sign in using your Ferris credentials. Click on the **Outlook**.
 - You can now see all your mails in restored folders in Outlook web browser. You can move mails to any existing folder/s in Outlook, or you can create a new folder and move mails in there, or keep it as in the current form.

Note: Please refer these links to get more information on **Step-3 to Step-5**.

1. https://support.office.com/en-us/article/add-an-email-account-to-outlook-6e27792a-9267-4aa4-8bb6-c84ef146101b#bkmk_improvedauth&PickTab=Outlook_for_PC
2. <https://support.office.com/en-us/article/import-gmail-to-outlook-20fdb8f2-fed8-4b14-baf0-bf04b9c44bf7>

Import Google Calendar to Outlook

Refer to: <https://support.office.com/en-us/article/import-google-calendar-to-outlook-098ed60c-936b-41fb-83d6-7e3786437330>

Import Gmail contacts to Outlook

Refer to: <https://support.office.com/en-us/article/import-gmail-contacts-to-outlook-edbacfde-f48c-49da-a6a3-bcbb8f4f4819>