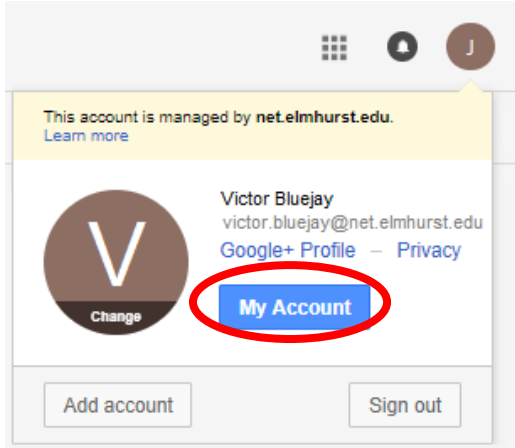


Migrating Google Apps Data into Office 365 - Mac version

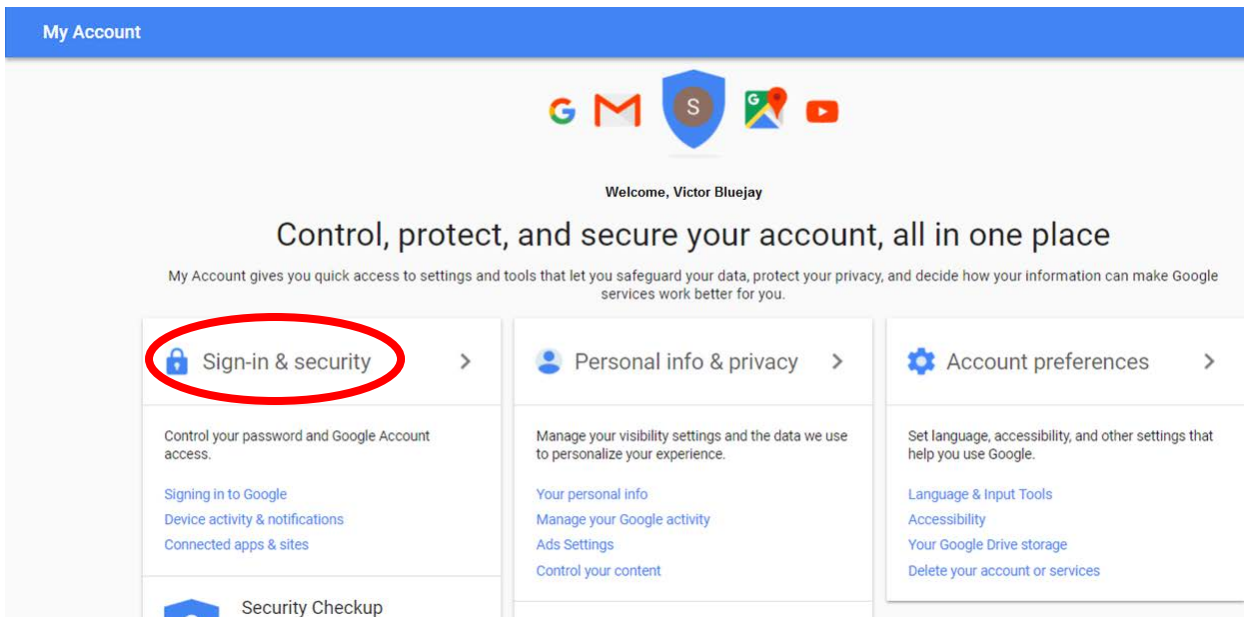
This guide has been designed to help you migrate e-mail, contacts, and calendars from the Google Apps system to Office 365.

Step 1: Adjust Google Apps Account Settings

1. Open a web browser and navigate to gmail.com.
2. On the top right corner, click on the round icon and select **My Account**.



3. Click on **Sign-in & Security** section.



4. Scroll down until the "Allow less secure apps" option and toggle the button ON.

Allow less secure apps: ON



Some non-Google apps and devices use less secure sign-in technology, which could leave your account vulnerable. You can turn off access for these apps (which we recommend) or choose to use them despite the risks.

Step 2: Add Office 365 Account to Microsoft Outlook Client

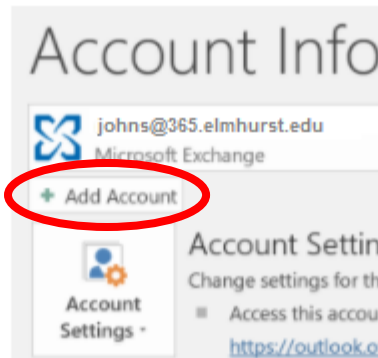
1

Open **Outlook 2016**.



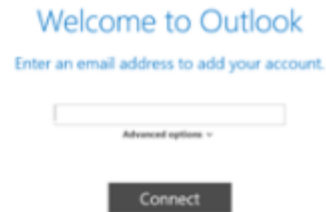
2

Select **File > Add Account**.



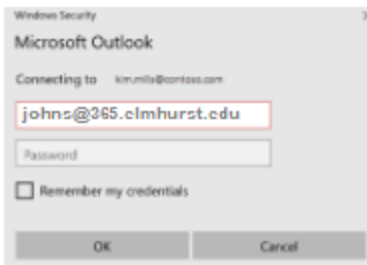
3

Enter your email address, then select **Connect** or, if your screen looks different, enter your name, Gmail address, and the app password from step 6 above, and then select **Next**.



4

If prompted, enter the app password you generated in Step 6 above > **OK**.



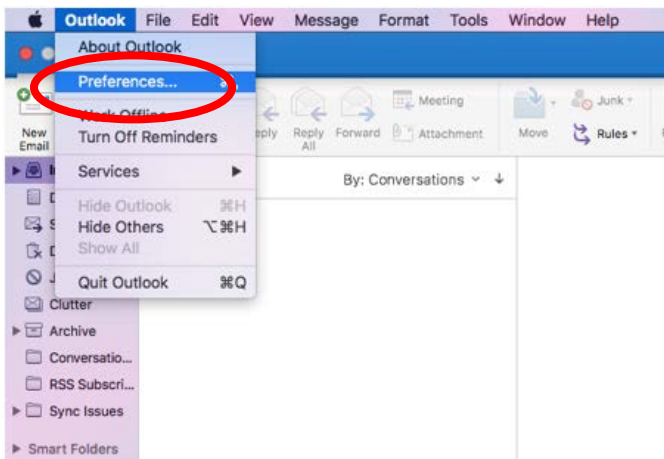
5

That's it. Select **Finish** to start using Outlook.

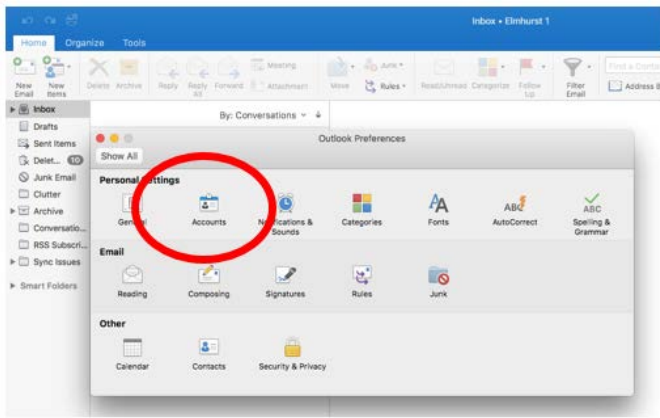


Step 3: Add Google Apps Account to Microsoft Outlook Client

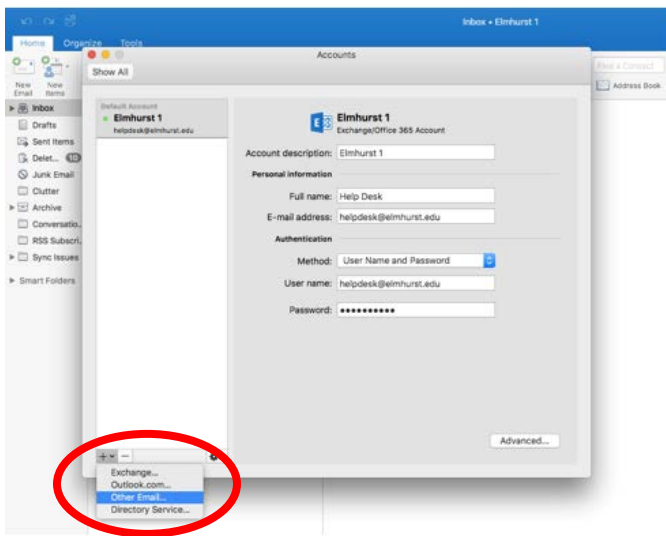
1. Navigate to the Microsoft Outlook client on your computer.
2. Click on **Outlook** (top right) and select **Preferences**.



3. Under the **Preferences** section, select **Add Account**.



4. Select **(+) add account** and select **Other Email**.



5. Fill in the account information in the following format, and then click **Add Account**.

Email Address: username@net.elmhurst.edu

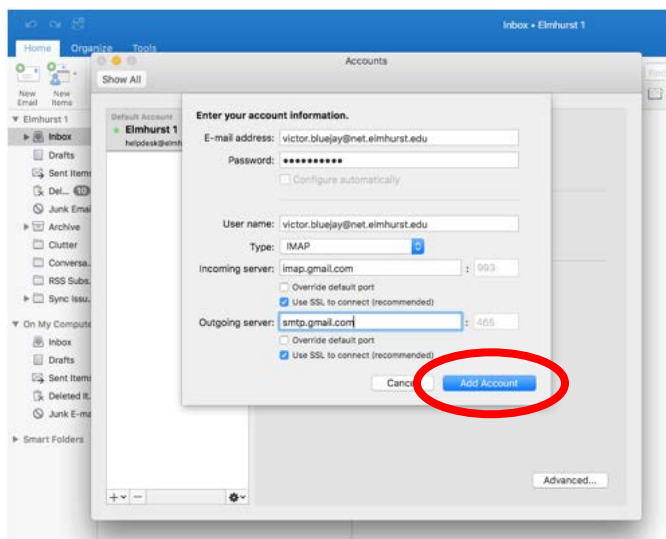
Password

User name: username@net.elmhurst.edu

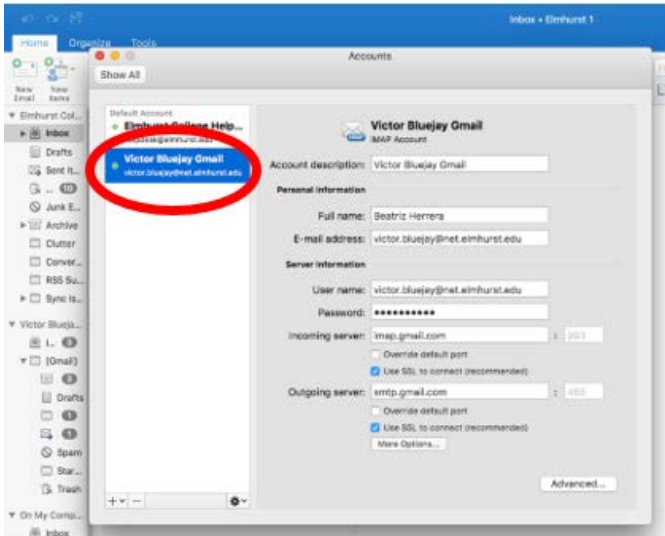
Type: IMAP

Incoming mail server: imap.gmail.com

Outgoing mail server: smtp.gmail.com

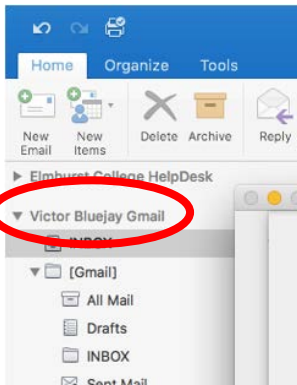


- When a green dot appears, your Google Apps account should begin syncing with the Microsoft Outlook client. You will need to wait until all of your messages populate.

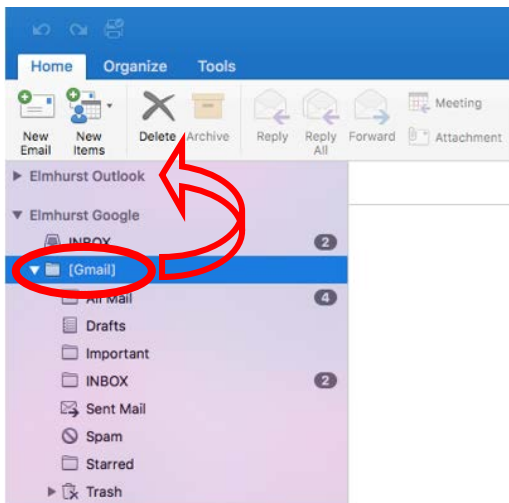


Step 4: Import your Google Apps e-mail into Office 365

- Click the arrow next to your Google Apps account Inbox to prepare for import.



- Select your **[Gmail]** folder, which contains all mail, inbox, sent mail, etc. and drag and drop it into the Outlook folder, under Inbox or Archive.



- After dropping the **[Gmail]** folder into the Outlook Inbox or Archive folder, the migration is complete. You should now see a new folder under your Outlook account labeled **[Gmail]**.