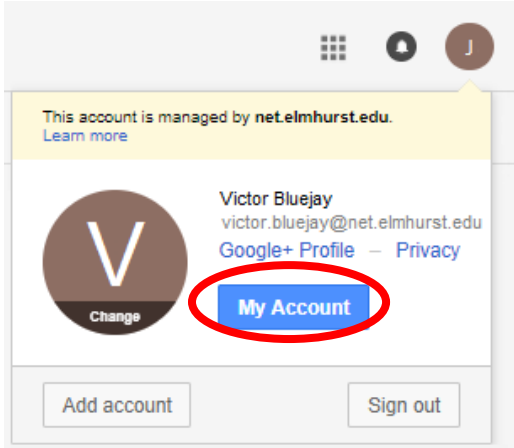


## Migrating Google Apps Data into Office 365 - PC version

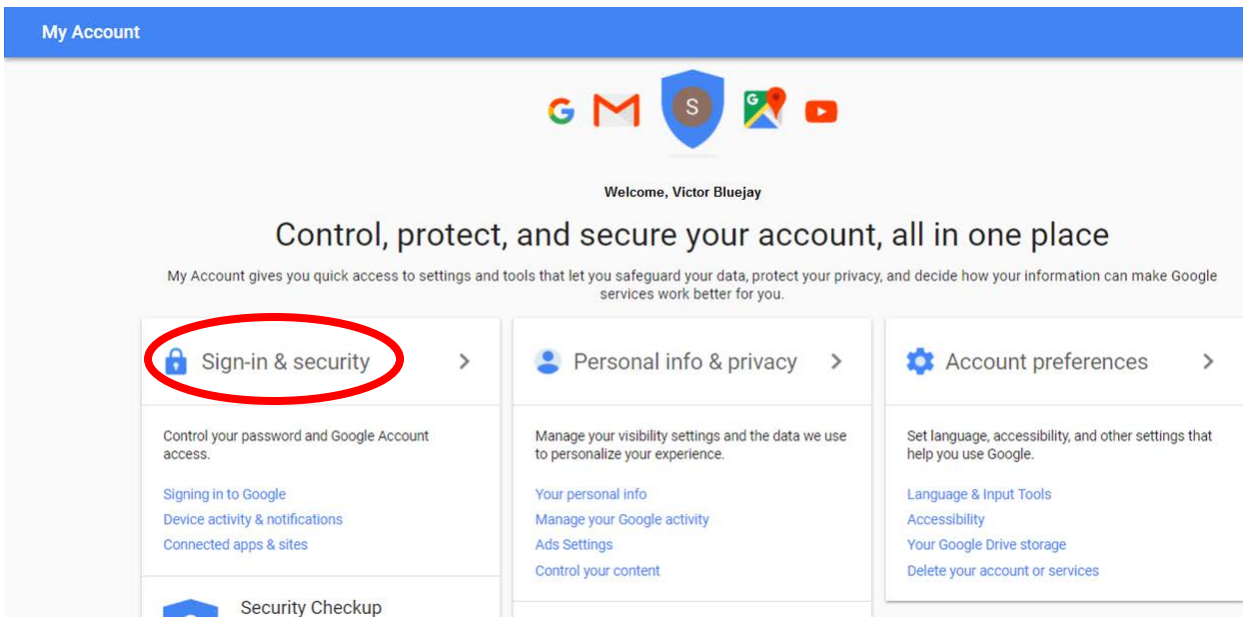
This guide has been designed to help you migrate e-mail, contacts, and calendars from the Google Apps system to Office 365.

### Step 1: Adjust Google Apps Account Settings

1. Open a web browser and navigate to [gmail.com](https://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

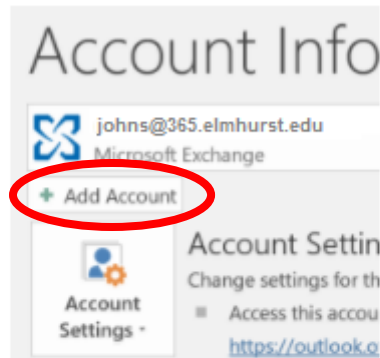
1

Open **Outlook 2016**.



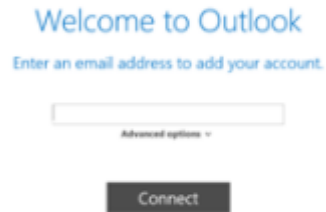
2

Select **File > Add Account**.



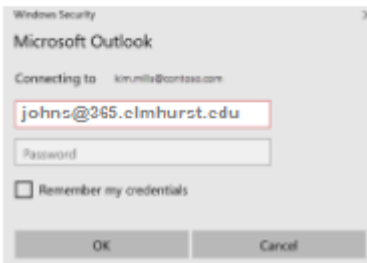
3

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**.



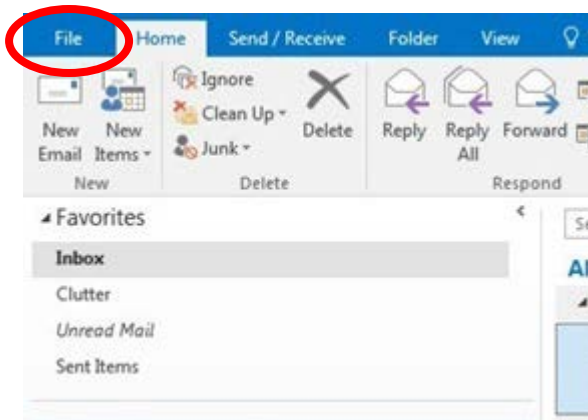
5

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

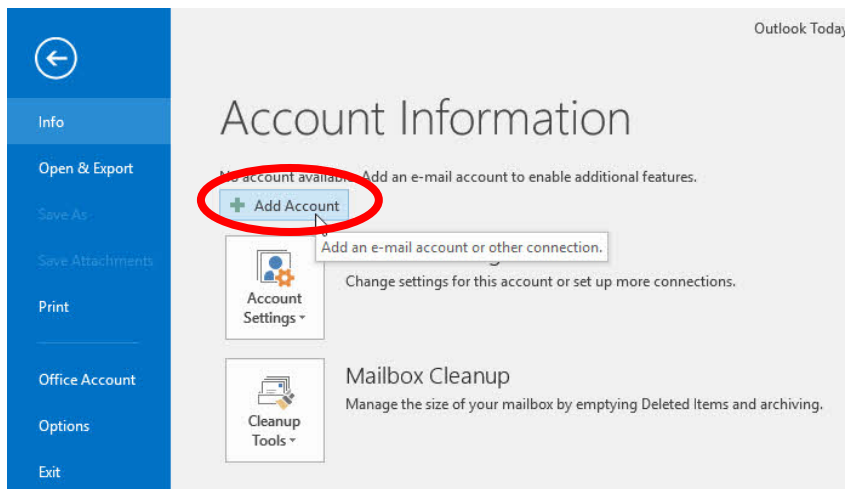


## Step 3: Add Google Apps Account to Microsoft Outlook Client

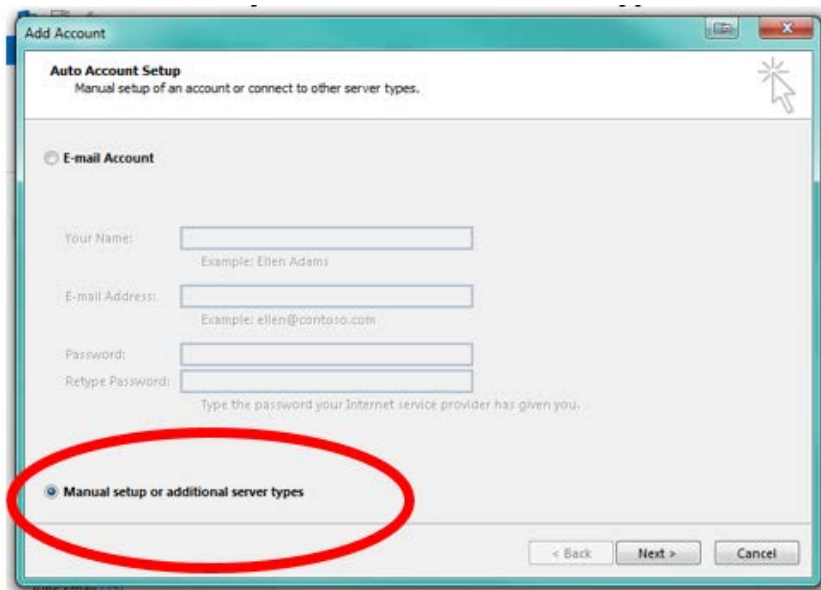
1. Navigate to the Microsoft Outlook client on your PC.
2. On the top-right corner, click on **File**.



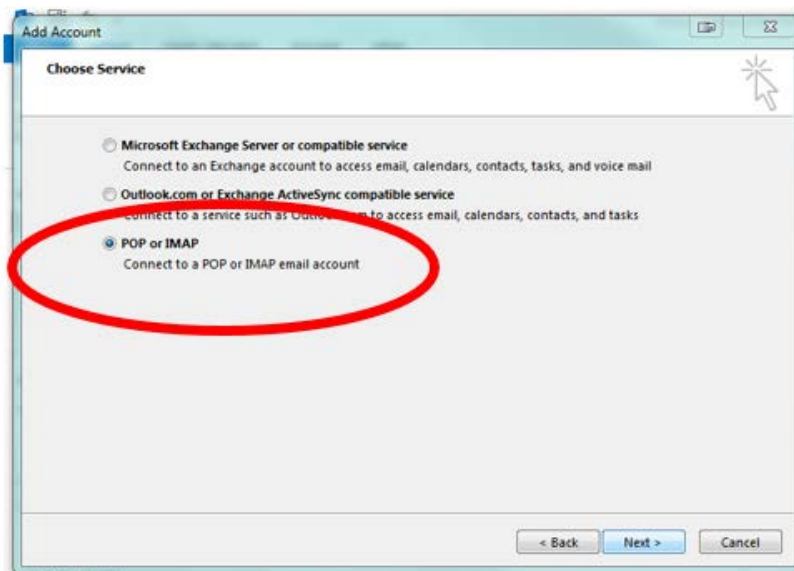
3. Ensure the **Info** tab is highlighted on the left, then click on **Add Account**.



4. Select **Manual Setup or Additional Server Types** and click **Next**.



5. Select **POP or IMAP** and click **Next**.



- Fill in the IMAP Settings in the following format.
  - User Information
    - Your Name
    - Email Address: [username@net.elmhurst.edu](mailto:username@net.elmhurst.edu)
  - Server Information
    - Account Type: IMAP
    - Incoming mail server: imap.gmail.com
    - Outgoing mail server: smtp.gmail.com
  - Logon Information
    - User Name: [username@net.elmhurst.edu](mailto:username@net.elmhurst.edu)
    - Password

Check the box to remember your password  
Check the box to require logon using Secure Password Authentication (SPA).
- Select **More Settings** before clicking Next.

Add Account

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**  
Your Name: Victor Bluejay  
Email Address: r.bluejay@net.elmhurst.edu

**Server Information**  
Account Type: IMAP  
Incoming mail server: imap.gmail.com  
Outgoing mail server (SMTP): smtp.gmail.com

**Logon Information**  
User Name: r.bluejay@net.elmhurst.edu  
Password: \*\*\*\*\*  
 Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
We recommend that you test your account to ensure that the entries are correct.  
Test Account Settings ...  
 Automatically test account settings when Next is clicked

Mail to keep offline: All

More Settings ...

< Back Next > Cancel

- Click on the **Outgoing Server** tab and check the box to select **My outgoing server (SMTP) requires authentication**.

Internet E-mail Settings

General Outgoing Server and Authentication

My outgoing server (SMTP) requires authentication  
 Use same settings as my incoming mail server

Log on using  
User Name:   
Password:   
 Remember password  
 Require Secure Password Authentication (SPA)

OK Cancel

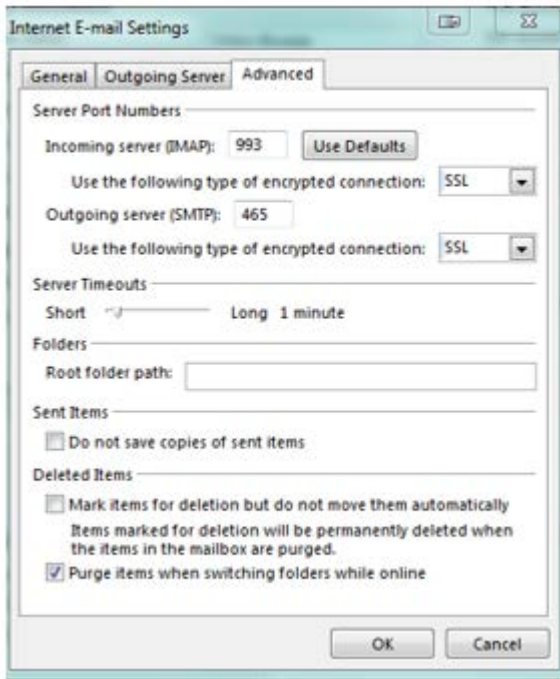
9. Click on the **Advanced** tab to make the following changes and click **OK**.

Incoming server (IMAP): **993**

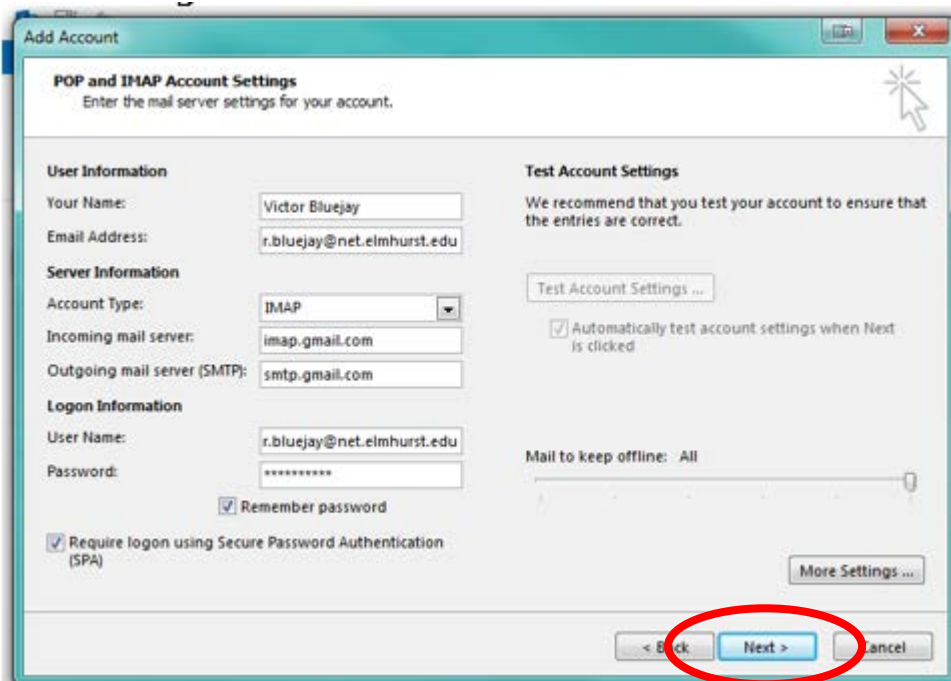
Use the following type of encrypted connection: **SSL**

Outgoing server (SMTP): **465**

Use the following type of encrypted connection: **SSL**



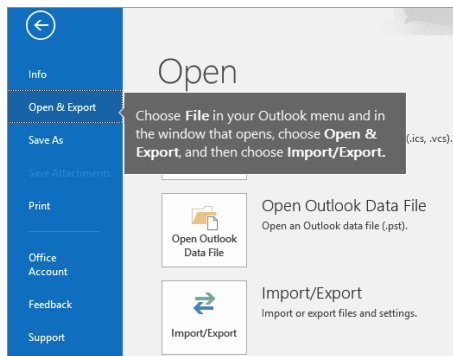
10. Click **Next** on the "Add Account" window and wait for the account settings test to complete.



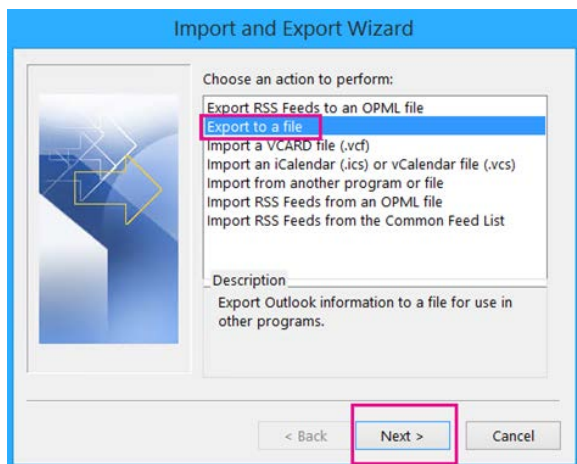
11. Click **Finish**. Your Google Apps account should now begin syncing with the Microsoft Outlook client. You will need to wait until all of your messages populate.

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

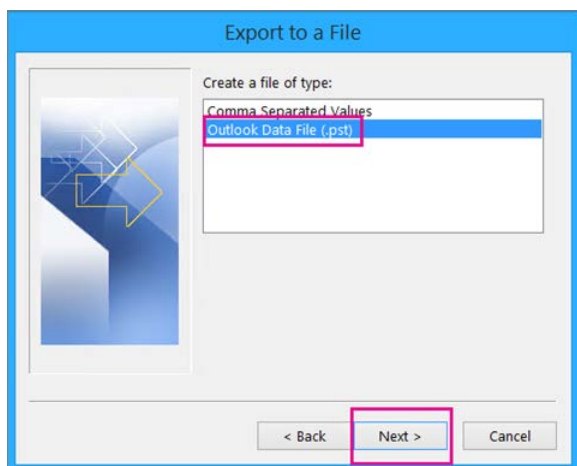
1. In the Microsoft Outlook client, click on **File > Open & Export > Import/Export**.



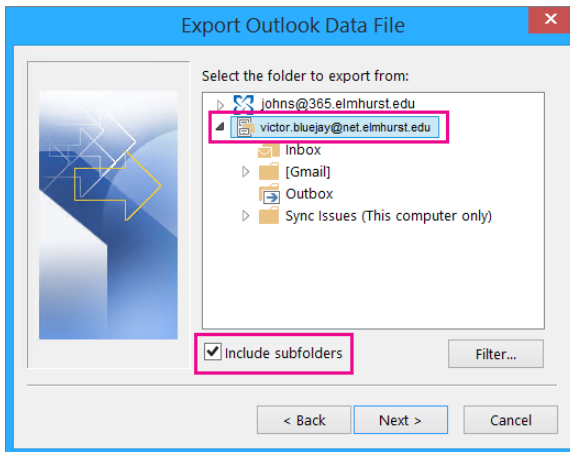
2. Select **Export to a file**, and then click on **Next**.



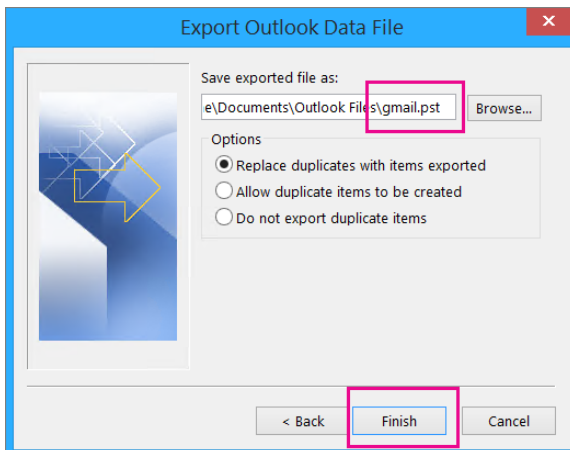
3. Select **Outlook Data File (.pst)**, and then choose **Next**.



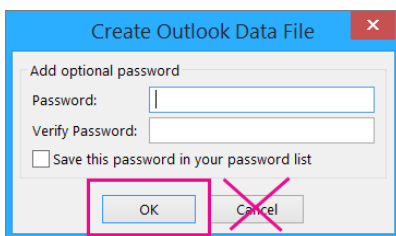
4. Select the account you want to export by choosing the name or email address of your Google Apps account, and check the box to **Include subfolders**, and then click **Next**.



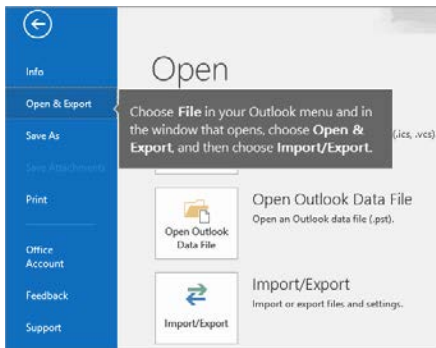
5. Click on **Browse** to select a location to save the Outlook Data File (.pst) and to enter a file name. By default, the name is "backup," so choose another name that's easy to remember, such as **gmail**. Click **Finish** to continue.



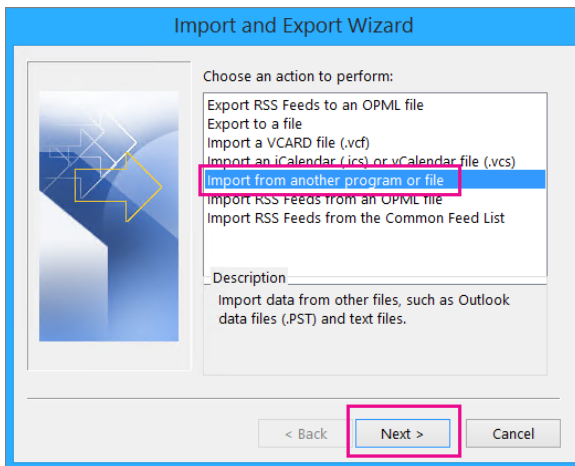
6. In the **Add an optional password** dialog box, add a password if you want. Choose **OK** to save the data file **even if you leave the password boxes empty**. Without further notice, Outlook begins exporting the data immediately.



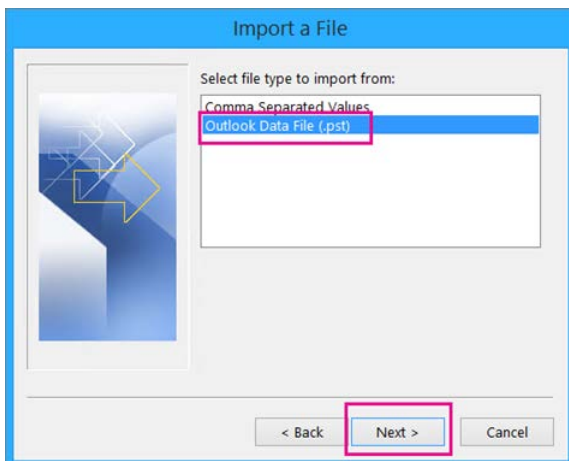
7. In the Microsoft Outlook client, click on **File > Open & Export > Import/Export** to start the Import and Export Wizard.



8. Choose **Import from another program or file**, and click **Next**.

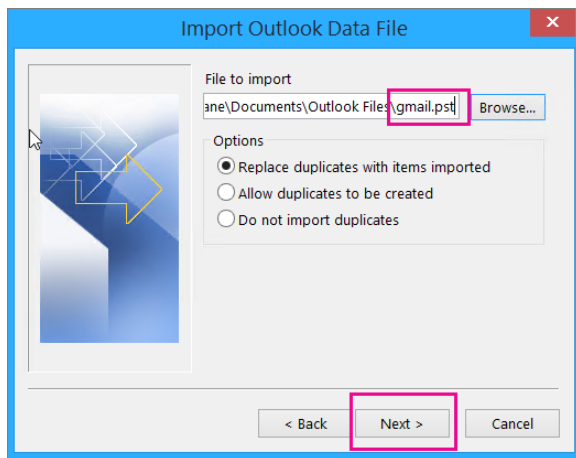


9. Choose **Outlook Data File (.pst)**, and click **Next**.

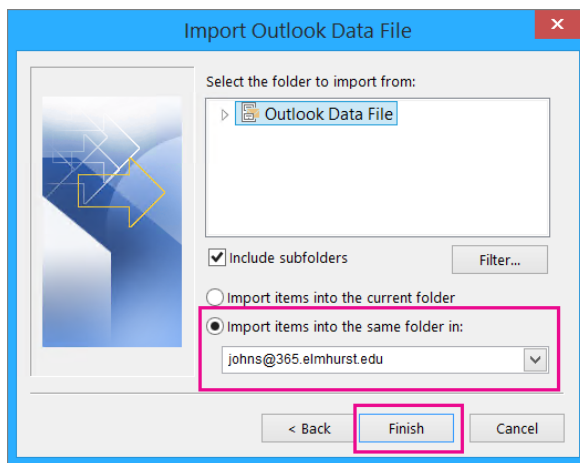




10. Browse to the .pst file you created in step 5. Under **Options**, select the option to **Replace duplicated with items imported**. Click on **Next**.



11. Select **Import items into the same folder in** your Office 365 account, and click on **Finish**.



12. Outlook starts copying the e-mail from your Google Apps account to your Office 365 account. This process may take a long time to complete if you have a lot of e-mail.

