

## Issue Details:

Application	Description of issue
Google Mail Google Calendar Google Contacts	When migrating to Google Apps from Outlook, it is recommended that you export your Outlook data and import it into Google's Apps rather than generating it anew. This tech note will show you how to import your mail, contacts and calendars to Google Apps.

## Solution:

### How to import Outlook's data to Google Apps:

This is most easily done using the **Google Apps Migration** tool.

1. Download the Migration tool by visiting <https://tools.google.com/dlpage/outlookmigration> and clicking the download button shown in Exhibit 1.
2. Open the downloaded file.
3. Enter your Google credentials as requested in Exhibit 2.  
*Note: If you have enabled Google's 2 Step Authentication, you will not be able to log in using the password field. Instead choose the option **No, help me sign-in**. You will be redirected to a webpage that authorizes the migration tool to gain access to your Google account.*
4. If you have migrated other Outlook accounts, place a checkmark in front of the **Use my most recent migration settings** option shown as (1) in Exhibit 3.
5. Choose a user profile to migrate from the dropdown list shown as (2) in Exhibit 3.
6. Choose whether to migrate all data or just new data using the toggles highlighted as (3) in Exhibit 3.
7. Press **Next**.
8. You will be presented with a screen to select the data you want to migrate as show in Exhibit 4.
  - a. Place a checkmark in front of **Calendar** (1) to migrate your Outlook calendars into Google Calendar.
  - b. Place a checkmark in front of **Contacts** (2) to migrate your Outlook contacts into Google Contacts.
  - c. Place a checkmark in front of **Email Messages** (3) to migrate your Outlook mail into Google Mail.
    - i. Place a checkmark in front of **Junk mail** (4) to include your Junk folder in the migration process.
    - ii. Place a checkmark in front of **Deleted items** (5) to include all items in the *Deleted Items* folder.
    - iii. Place a checkmark in front of highlight (6) to migrate only messages received on or after a certain date. Once the option is selected, you will be permitted to select the date.
    - iv. Place a checkmark in front of highlight (7) to migrate only messages received before or on a certain date. Once the option is selected, you will be permitted to select the date.
9. Press the **Migrate** button.
10. The migration process will now begin. Note that depending on the number of items to migrate, the process could take several hours.
11. Once the migration is complete, you will be presented with a popup confirmation. Press **OK** and **Close** the Migration utility.

**Illustration:**

Exhibit 1: Download Migration tool



Exhibit 2: Sign in window

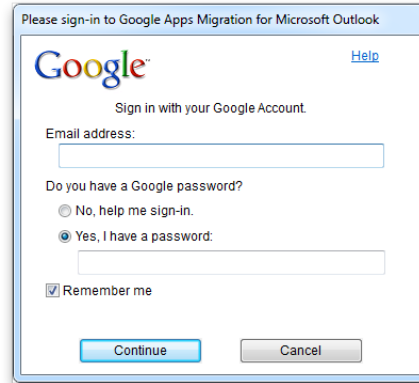


Exhibit 3: Outlook profile selection

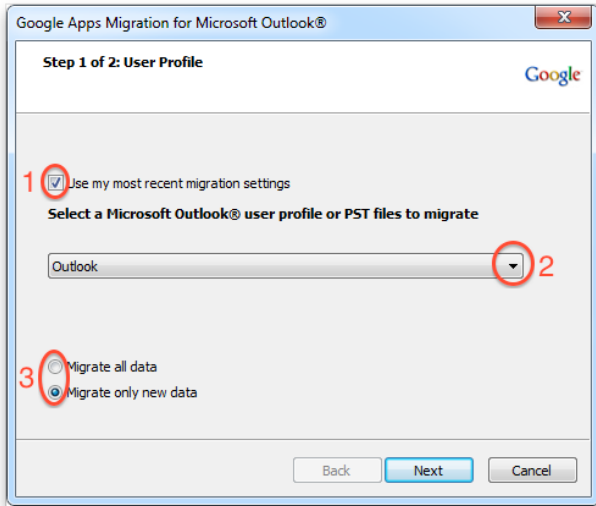


Exhibit 4: Data to migrate

