

Knowledgebase > Client Advancement Services > Emeritus Email Migration SOP

## **Emeritus Email Migration SOP**

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For a PC

- 1. On the target machine, have the user login to gmail.com with their eID@vcu.edu
- 2. Launch Outlook
  - 1. File
  - 2. Open/Export (top left corner once you hit file)
  - 3. import/export
  - 4. Export file (pst)
  - 5. Put it somewhere memorable and easy to nav to
- 3. Go download the google workspace migration tool
  - 1. <u>https://tools.google.com/dlpage/gsmmo</u> (the exe is fine to use, no msi needed)
- 4. Have the user enter their eID into the window that comes up on launching it
- 5. point the tool at the PST file and import all info
- 6. check off all their deleted, contacts, etc, migrate everything

For macOS you add their gmail to outlook via imap

Incoming Mail (IMAP) Serverimap.gmail.com Requires SSL: Yes Port: 993

Outgoing Mail (SMTP) Serversmtp.gmail.com Requires SSL: Yes Requires TLS: Yes (if available) Requires Authentication: Yes Port for SSL: 465 Port for TLS/STARTTLS: 587

Then drag and drop from outlook to gmail.