

Manual for Migrating Email Data from Gmail to Office 365

Ver. 1.0

August 1, 2018

Information Systems Administrative Office

目次

1. Introduction	3
2 . Migrating Email Data	4
2 - 1 . Installing Thunderbird and Adding Gmail	4
2 - 2 . Adding an Office 365 Account.....	14
2 - 3 . Migrating Email Data from Gmail to Office 365	19

1. Introduction

■ Overview

The procedures necessary to migrate email data from APU Gmail (Gmail) to APU Office 365 (Office 365) are summarized in this manual. Any unmigrated email that you have can be migrated by following the instructions in this manual.

Please note that settings for forwarding and inbox rules cannot be migrated; instead, you will have to look up the specific settings for forwarding and inbox rules in Gmail, and then apply the same settings in Office 365.

Please also note that this manual uses the email client Thunderbird (ver.52.9.1) to migrate email data. If you migrate your data using a different email client than Thunderbird, follow the steps this manual uses for Thunderbird as a reference to complete the procedures.

NOTE: Before connecting to Gmail with Thunderbird for the first time, you must first set up IMAP. To see how to set this up, please go to:
<https://support.google.com/mail/answer/7126229?hl=en>

NOTE: There will be no change to your email address as a result of the email system changeover.

2 . Migrating Email Data

2 - 1 . Installing Thunderbird and Adding Gmail

In this section, you will prepare for migration by installing Thunderbird on the personal computer you will be using, and then applying the necessary settings to connect to Gmail.

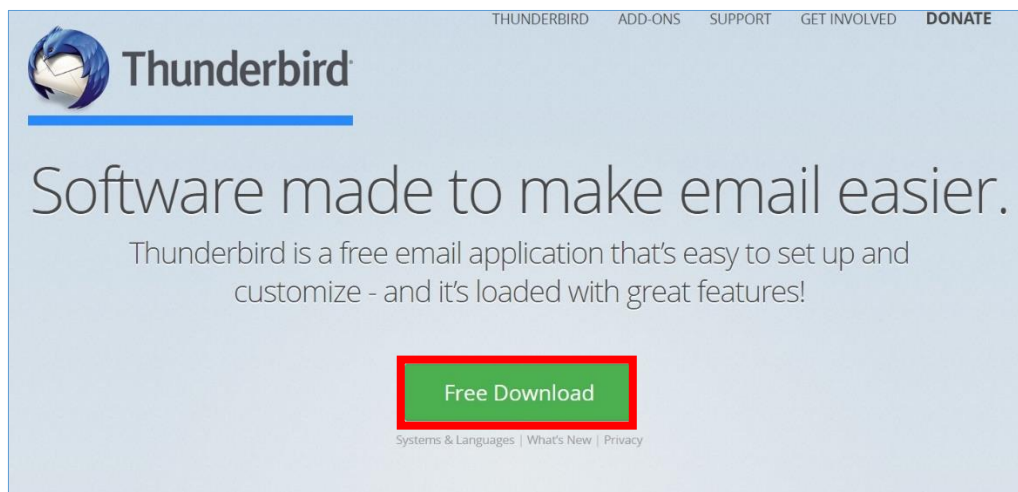
If you already have Thunderbird installed:

Steps differ depending on whether a Gmail account has already been set up in Thunderbird:

- If a Gmail account has already been set up, please go on to section 2-2 and continue on with the procedures.
- If a Gmail account has not been set up, please go on to step 2-1 (10) and continue on with the procedures.

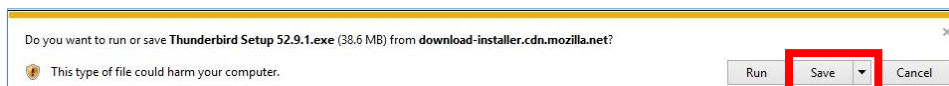
(1) **Go to the official Thunderbird homepage.**

Go to <https://www.thunderbird.net/en-US/?lang=en-US> and click on “Free Download” .



(2) **Once the screen displays as shown below, click “Save” . To save to a different location, click the ▼ and choose your location.**

NOTE: Exactly what displays can vary depending on the browser you are using. Just follow the directions on the screen to save.



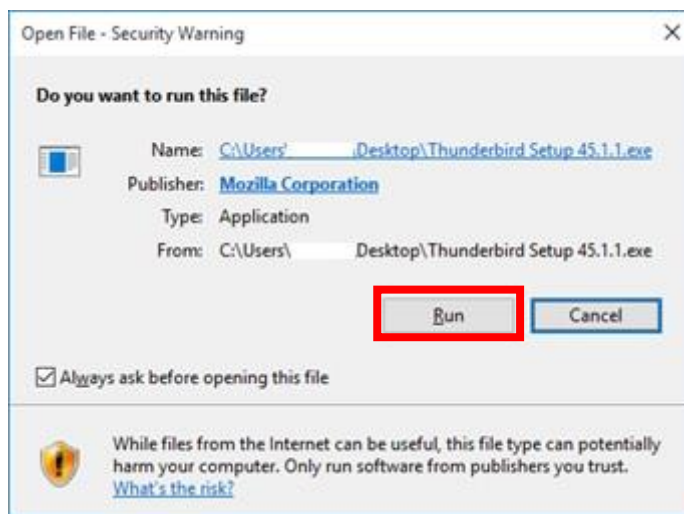
(3) Double-click the [Thunderbird Setup] you have saved.



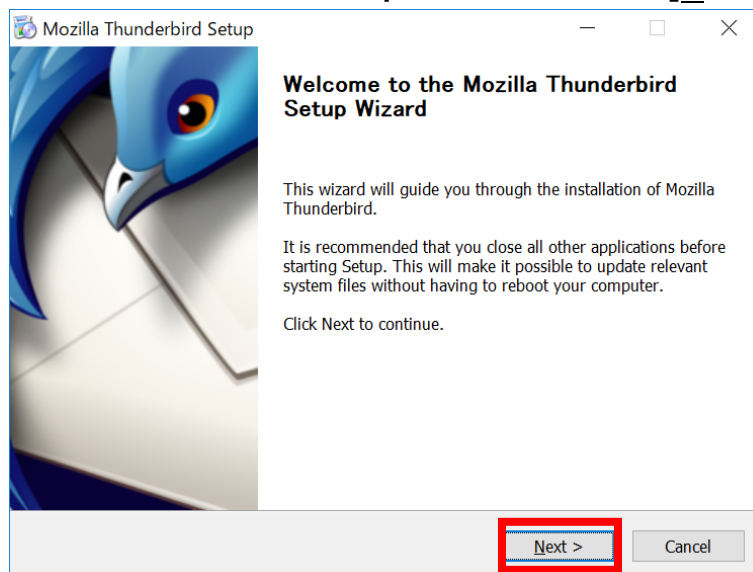
(4) Click [Run]

NOTE: It will take a moment for the screen to change.

NOTE: The screen may look different depending on the OS of the PC.

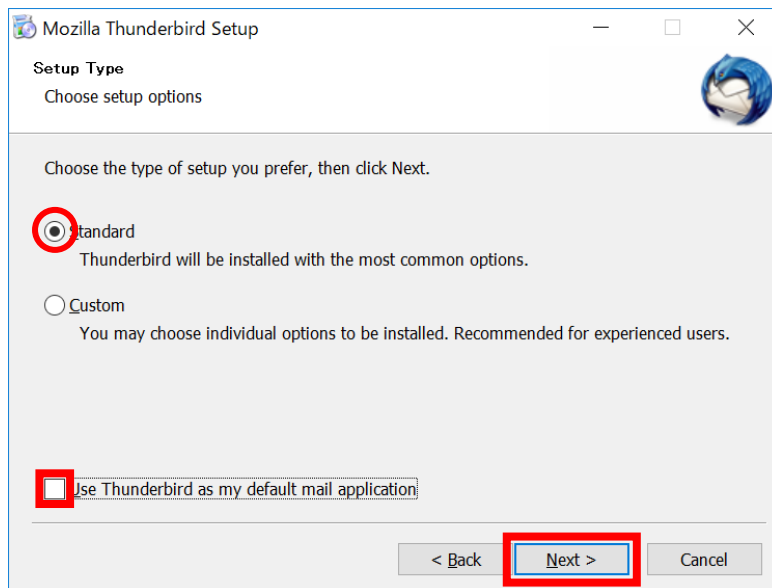


(5) Mozilla Thunderbird Setup will launch. Click [Next >].



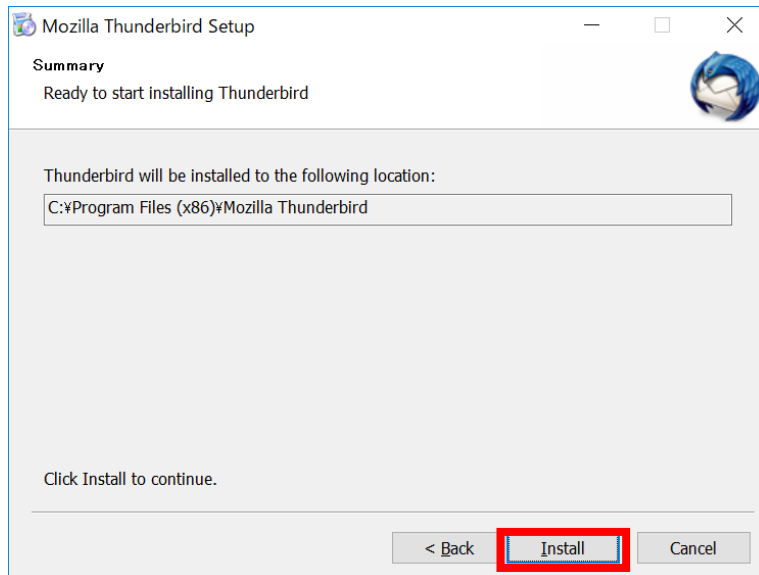
(6) Choose “Standard” and click [Next >].

NOTE: If [Use Thunderbird as my default mail application] displays, uncheck it.

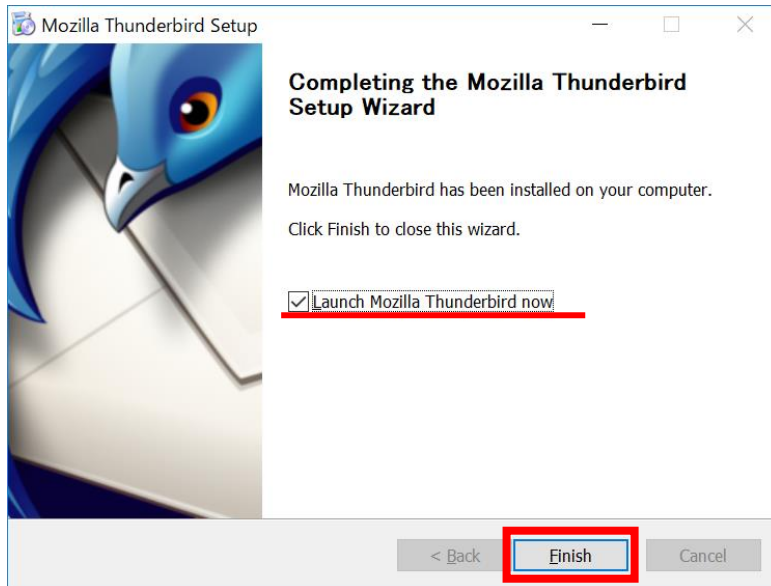


(7) Once the setup summary displays on the screen, click [Install].

Installation will start.

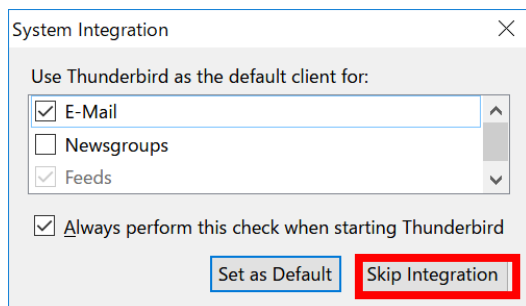


- (8) Leave “Launch Mozilla Thunderbird now” checkbox as checked, then click [Finish].

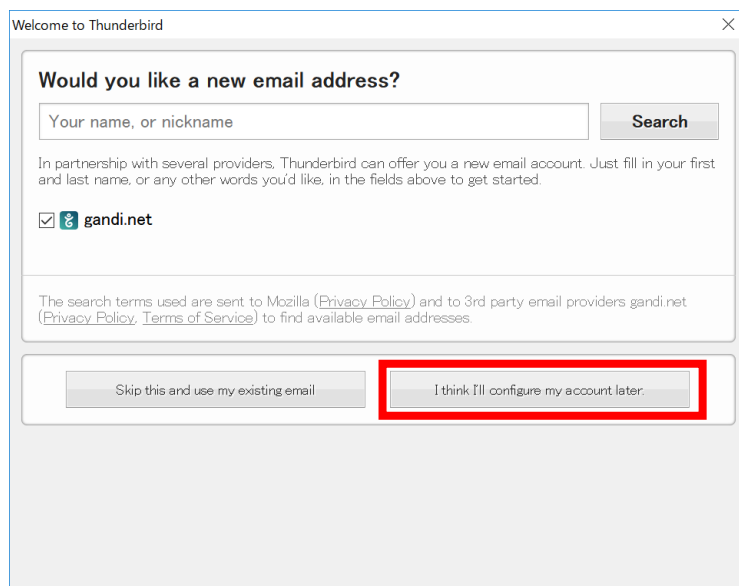


The installation procedure is now complete. Thunderbird will automatically launch.

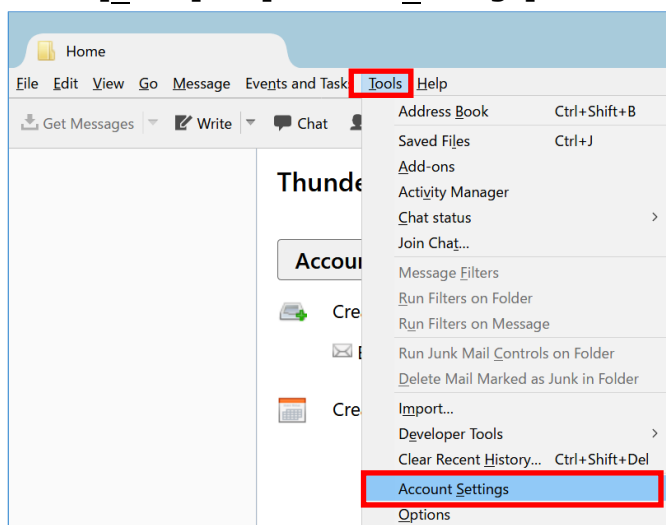
NOTE: If the screen displays as shown below, select [Skip Integration].



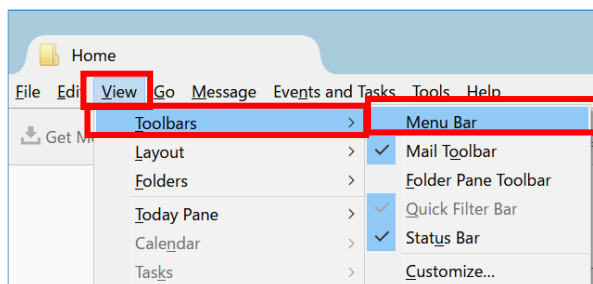
(9) Click [I think I' ll configure my account later].



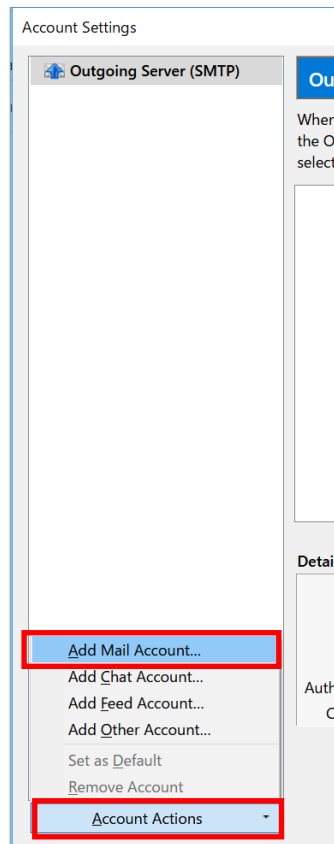
Click [Tools] → [Account Settings].



NOTE: If the Menu Bar is not displayed, press the “Alt” key to display the Menu Bar, then click [View] → [Toolbars] → [Menu Bar], and click to add a checkmark in front of [Menu bar].



- (10) On the bottom left of the Account Settings screen, click [Account Actions] → [Add Mail Account].



- (11) As shown below, fill in ① Your name, ② Email address, and ③ Password; then uncheck ④ “Remember password” and click [Continue].

The image shows a 'Mail Account Setup' dialog box. It contains four input fields: 'Your name' (labeled ①), 'Email address' (labeled ②), 'Password' (labeled ③), and a checkbox labeled 'Remember password' (labeled ④). The 'Continue' button at the bottom right is highlighted with a red box. The 'Get a new account' button is on the bottom left, and the 'Cancel' button is on the bottom right.

① Your name	Enter the name you wish to use.
② Email address	Enter your APU email address (including everything after the '@').
③ Password	Enter your password.

- (12) Click on [Manual config].

NOTE: If no account is found and the screen displays as in step (13), just go ahead and perform the manual configuration.

The image shows the 'Mail Account Setup' dialog box after clicking 'Continue'. It displays the configuration found in the Mozilla ISP database. The 'Incoming' and 'Outgoing' server settings are shown, along with the 'Username'. The 'Manual config' button at the bottom is highlighted with a red box. The 'Get a new account' button is on the bottom left, and the 'Done' and 'Cancel' buttons are on the bottom right.

- (13) As follows below, fill in ① Incoming, ② Incoming “Server hostname”, ③ Outgoing “Server hostname”, ④ “Port”, ⑤ “SSL”, ⑥ “Authentication”, and ⑦ Username; then click either [Done] or [Get a new account].

NOTE: Clicking the “Retest” button will fail to create the account properly. Please take caution to not click this button by mistake.

Mail Account Setup

Your name: APU Test Your name, as shown to others

Email address: xxxxxxxx@apu.ac.jp

Password: ●●●●●●

☐ Remember password

Configuration found in Mozilla ISP database

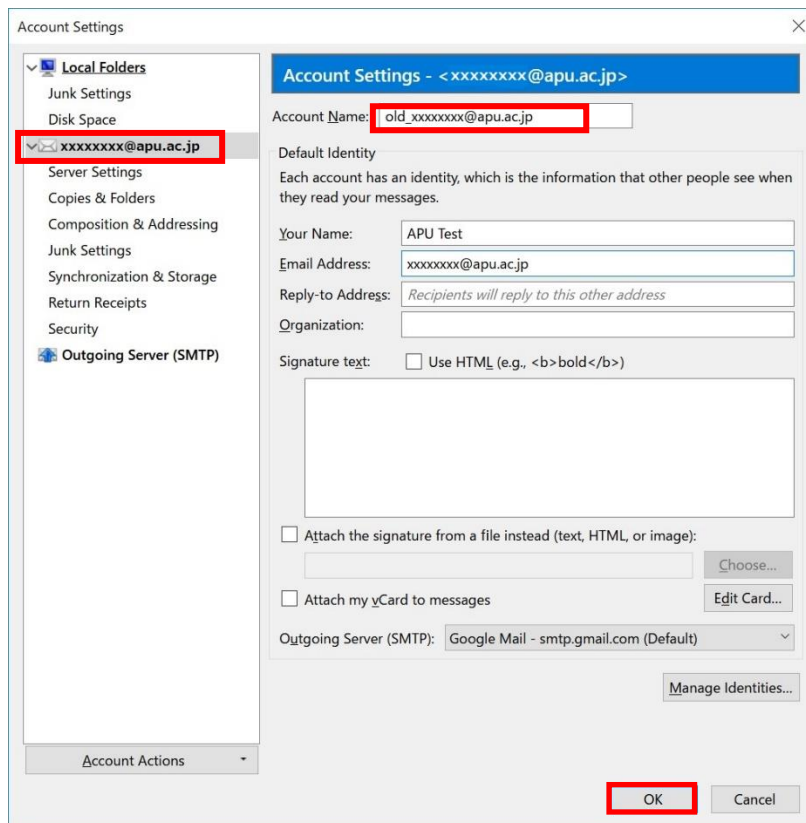
	① Incoming	② Server hostname	④ Port	⑤ SSL	⑥ Authentication
Incoming:	IMAP	imap.gmail.com	993	SSL/TLS	Normal password
Outgoing:	SMTP	smtp.gmail.com	465	SSL/TLS	Normal password

⑦ Username: Incoming: xxxxxx@apu.ac.jp Outgoing: xxxxxx@apu.ac.jp

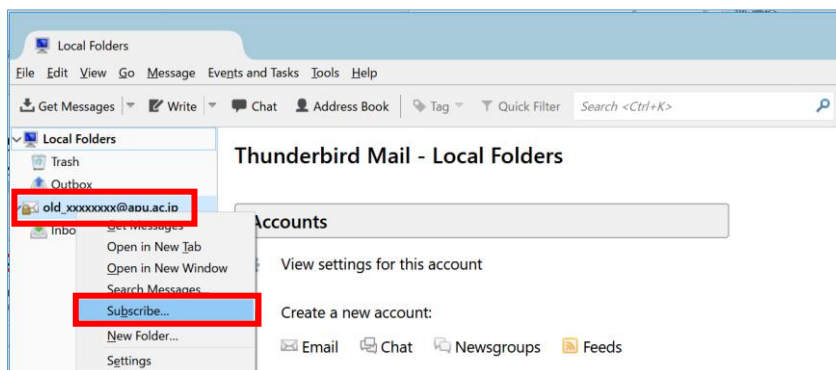
Get a new account Advanced config Re-test Done Cancel

① Incoming	Select “IMAP”.
② Incoming “Server hostname”	Enter “imap.gmail.com”.
③ Outgoing “Server hostname”	Enter “smtp.gmail.com”.
④ Port	Select “993” for Incoming, “465” for Outgoing.
⑤ SSL	Select “SSL/TLS” for both Incoming and Outgoing.
⑥ Authentication	Select “Normal password”.
⑦ Username	Enter your APU email address (including everything after the ‘@’).

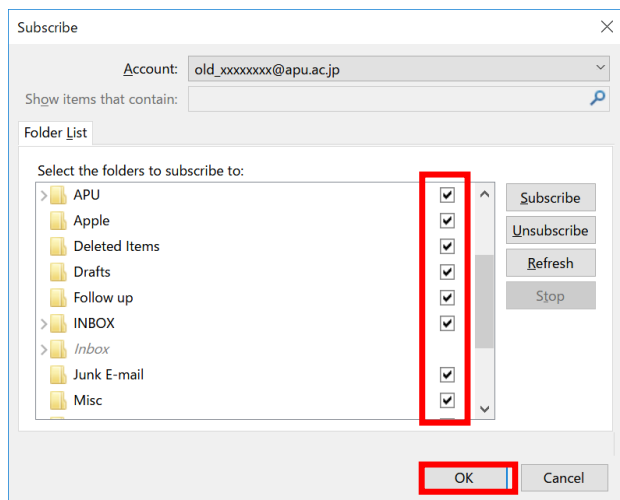
- (14) Make sure that the Gmail account set up in step (13) is displayed on the left side of the Account Settings screen. Once displayed, select that Gmail account and add “old_” to the beginning of the entry in [Account Name]. Once added, click [OK] to close the Account Settings screen.



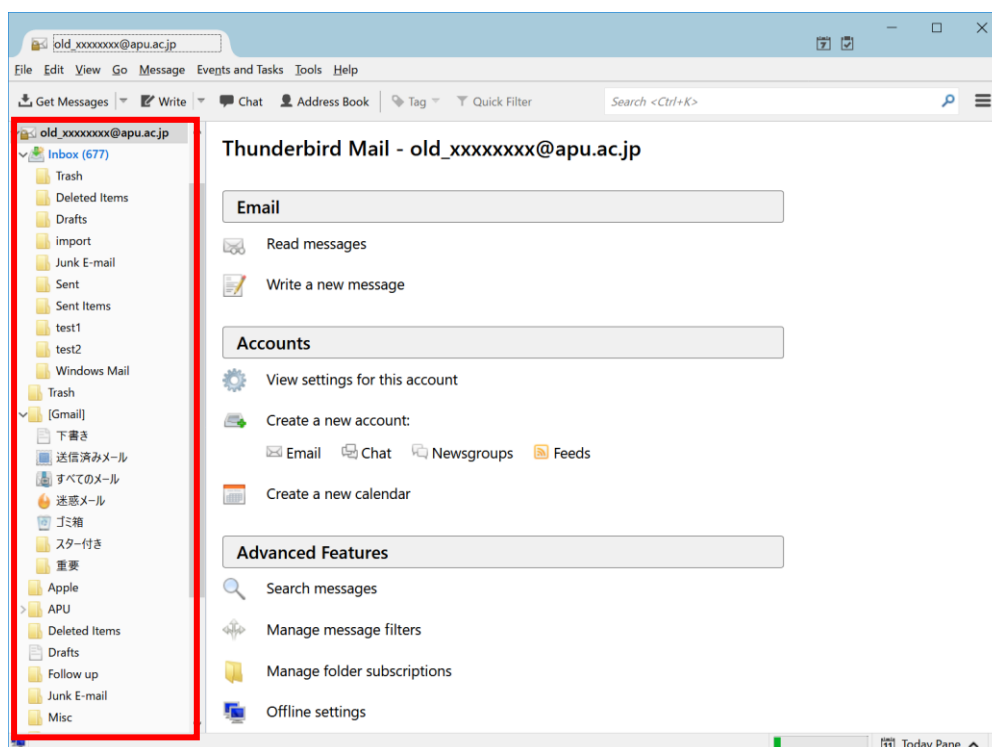
- (15) Right-click on the Gmail account on the left side of the screen (the account you prefixed with “old_”) and click “Subscribe” .



- (16) Add a checkmark to all your folders, including subfolders; then click [OK].



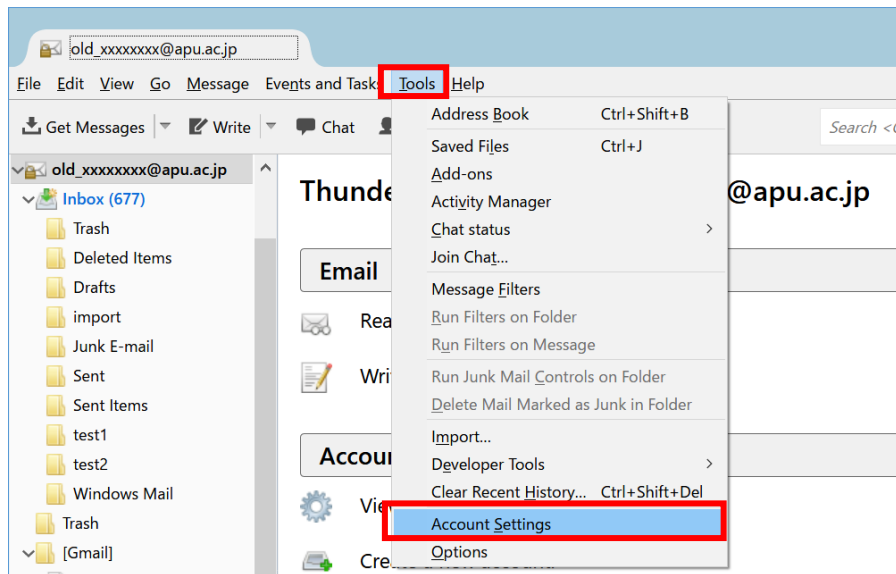
- (17) Make sure all your folders are being displayed then go on to the next step.



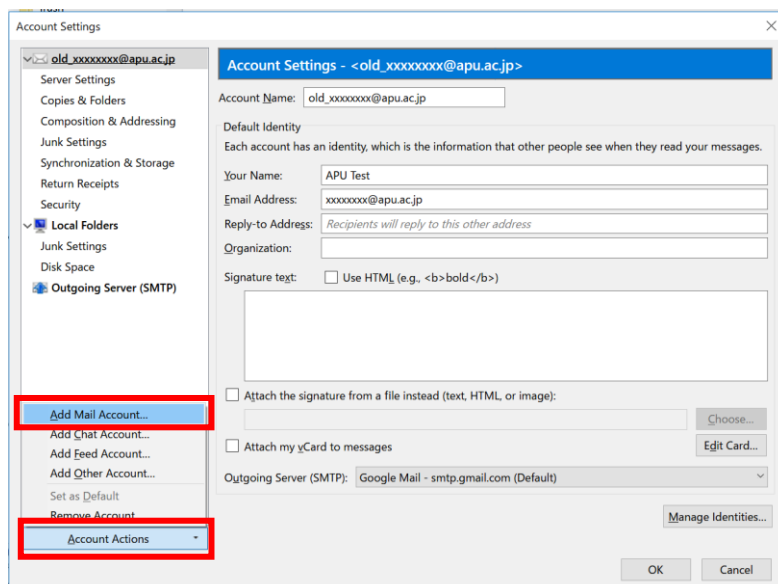
2 - 2 . Adding an Office 365 Account

In this section, you will apply the necessary settings to connect to the Office 365 email address that will be used as the migration destination in Thunderbird.

- (1) Click [**Account Settings**] under [**Tools**] in the Menu Bar.



- (2) Click [**Account Actions**] then click [**Add Mail Account**].



- (3) As shown below, fill in ① Your name, ② Email address, and ③ Password; then uncheck ④ “Remember password” and click [Continue].

The image shows a 'Mail Account Setup' dialog box. It has four numbered red circles pointing to specific elements: ① points to the 'Your name' field (containing 'APU Test2'), ② points to the 'Email address' field (containing 'xxxxxxx@apu.ac.jp'), ③ points to the 'Password' field (containing masked characters), and ④ points to the 'Remember password' checkbox (which is unchecked). The 'Continue' button at the bottom right is highlighted with a red box. There are also 'Get a new account' and 'Cancel' buttons.

① Your name	Enter the name you wish to use.
② Email address	Enter your APU email address (including everything after the '@').
③ Password	Enter your password.

- (4) Click on [Manual config].

NOTE: If no account is found and the screen displays as shown in (5), just go ahead and perform the manual configuration.

The image shows the 'Mail Account Setup' dialog box after clicking 'Continue'. It displays the configuration found in the Mozilla ISP database. The 'Your name' field contains 'APU Test2', 'Email address' contains 'xxxxxxx@apu.ac.jp', and 'Password' is masked. The 'Remember password' checkbox is unchecked. Below the fields, it says 'Configuration found in Mozilla ISP database'. There are two radio buttons: 'IMAP (remote folders)' (selected) and 'POP3 (keep mail on your computer)'. Below these, it shows 'Incoming: IMAP, imap-mail.outlook.com, SSL' and 'Outgoing: SMTP, smtp-mail.outlook.com, STARTTLS'. The 'Username' field contains 'xxxxxxx@apu.ac.jp'. At the bottom, there are four buttons: 'Get a new account', 'Manual config' (highlighted with a red box), 'Done', and 'Cancel'.

- (5) As shown below, fill in ① Incoming, ② Incoming “Server hostname”, ③ Outgoing “Server hostname”, ④ “Port”, ⑤ “SSL”, ⑥ “Authentication”, and ⑦ Username; then click either [Done] or [Get a new account].

NOTE: Clicking the “Re-test” button will fail to create the account properly. Please take caution not to click this button by mistake.

Mail Account Setup

Your name: APU Test2 Your name, as shown to others

Email address: xxxxxxx@apu.ac.jp

Password: ●●●●●●●●

☐ Remember password

Configuration found in Mozilla ISP database

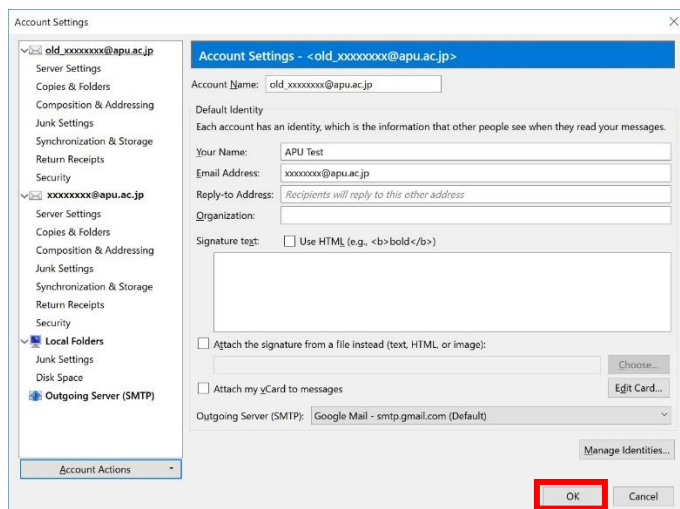
	① Incoming	② Incoming "Server hostname"	④ Port	⑤ SSL	⑥ Authentication
Incoming:	IMAP	imap-mail.outlook.com	993	SSL/TLS	Normal password
Outgoing:	SMTP	smtp-mail.outlook.com	587	STARTTLS	Normal password

⑦ Username: Incoming: xxxxxxx@apu.ac.jp Outgoing: xxxxxxx@apu.ac.jp

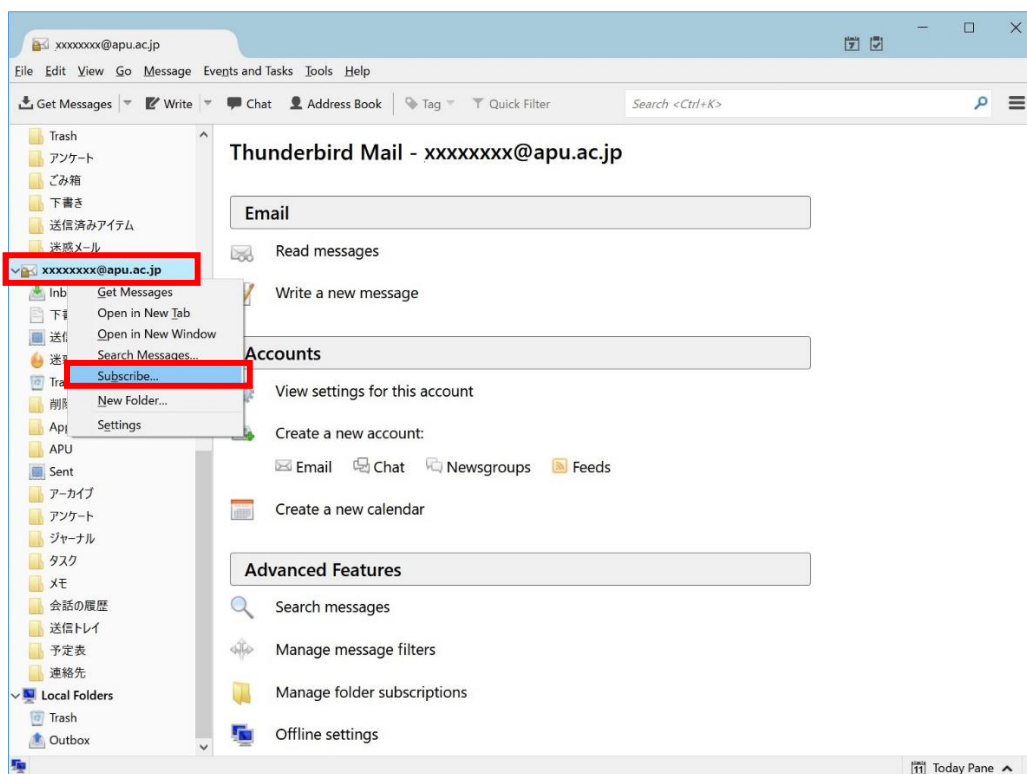
Get a new account Advanced config Re-test Done Cancel

① Incoming	Select "IMAP".
② Incoming "Server hostname"	Enter "imap-mail.outlook.com".
③ Outgoing "Server hostname"	Enter "smtp-mail.outlook.com".
④ Port	Select "993" for Incoming, "587" for Outgoing.
⑤ SSL	Select "SSL/TLS" for Incoming, "STARTTLS" for Outgoing.
⑥ Authentication	Select "Normal password".
⑦ Username	Enter your APU email address (including everything after the '@').

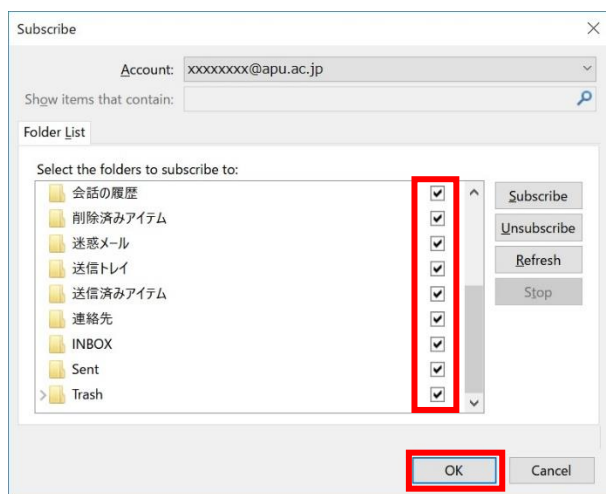
- (6) Click [OK] to close the Account Settings screen.



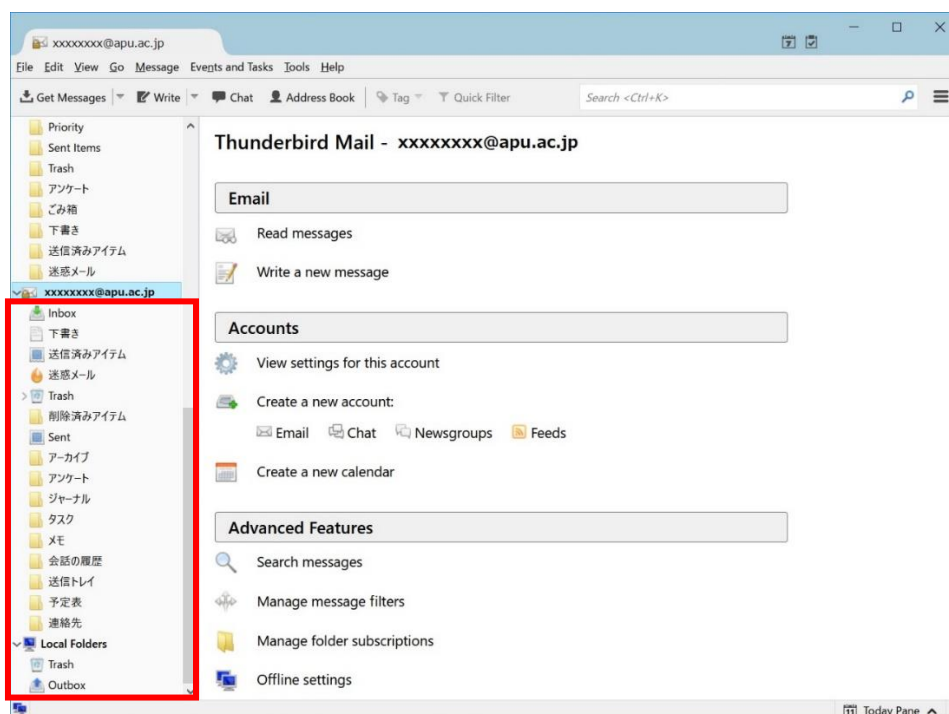
- (7) Make sure that the new account set up in step (5) is displayed on the left side of the screen. Once you see it, right-click on the new account, then click “Subscribe” .



- (8) **Add a checkmark to all your folders, including subfolders; then click [OK].**



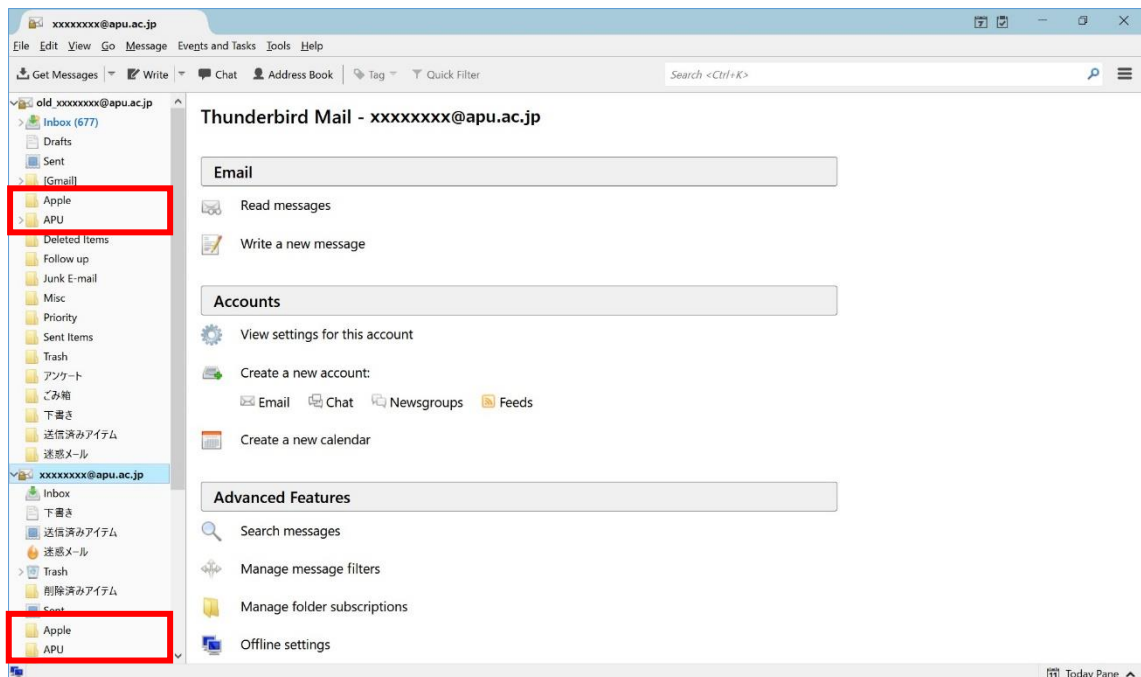
- (9) **Make sure all your folders are being displayed, then go on to the next step.**



2 - 3 . Migrating Email Data from Gmail to Office 365

In this section, you will copy the emails you added to Thunderbird over into Office 365.

- (1) **If the emails you want to migrate are separated into a number of folders, for each folder you want to migrate you need to make a folder inside [Office 365] with the same name.**



NOTE: To create a new folder, just right-click on the Inbox or the parent folder, then click [New Folder].

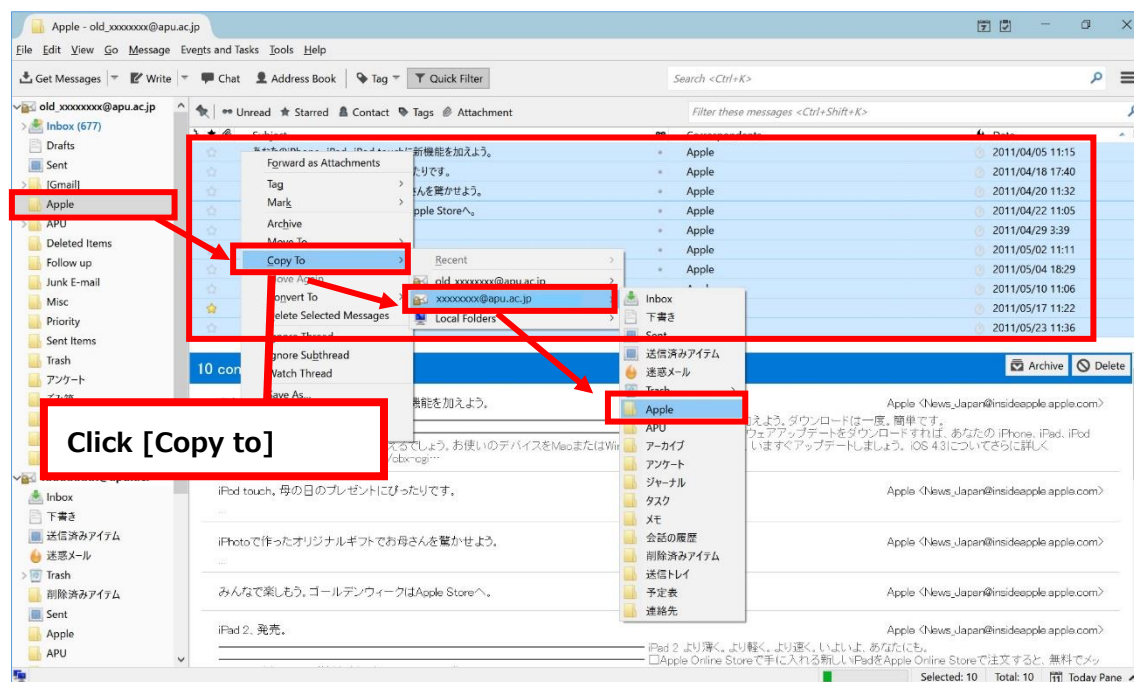


(2) Copy email data from Gmail to Office 365.

«**CAUTION**» Be sure to follow these directions and use “Copy to” when you migrate. You run the risk of losing your email data if migration fails while using “Migrate to” .

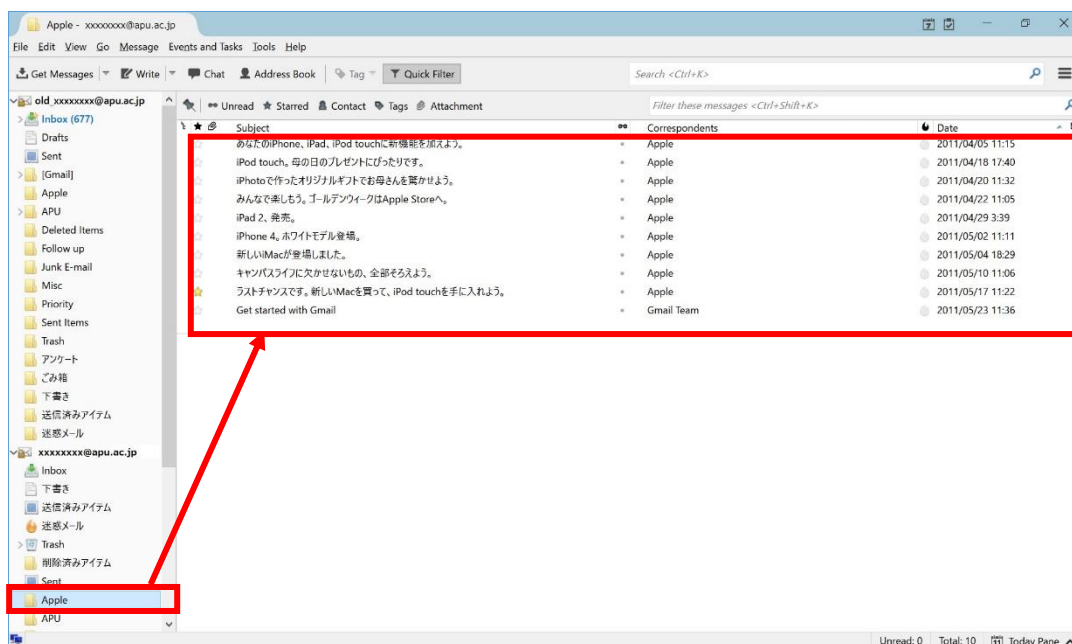
- ① Select the folder you want to migrate from Gmail.
- ② Select the emails that you want to migrate from that folder. If you want to select all the emails, select one email in the folder, then hit [Ctrl] + [A] to select all email data.
- ③ Right-click on the email data you have selected, then select [Copy to] → [<< Office 365 >>] → then choose the corresponding folder you created in step (1). (The example is [Apple] in the [Inbox].)

NOTE: There is a risk of Thunderbird freezing when migrating large numbers of emails, or emails containing large amounts of data. Please migrate the email data you want to copy in multiple phases of approximately 1000 emails each. Also, please avoid migrating any single email that exceeds 35 MB in data.

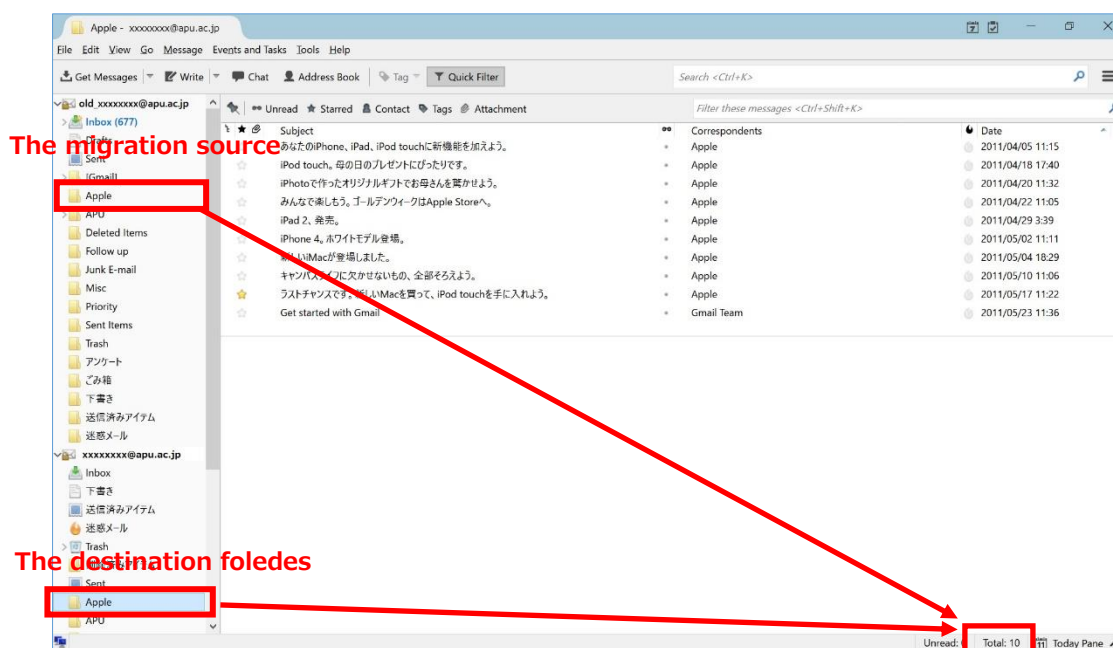


NOTE: Data in Sent Items and Drafts can also be migrated, as you find necessary.

- (3) Make sure that the emails have been migrated to the folders created in step (1).



- (4) Verify the number of emails migrated. Once migration of all the emails from a folder is completed, you can verify the numbers by selecting the migration source/destination folders one at a time and looking on the bottom-right of the screen to see if the totals match.



(5) Repeat Steps (2) to (4) as necessary for any folders you wish to migrate.

Migration of your email data from Gmail to Office 365 should now be complete.

NOTE: If there are any emails you wish to migrate that you have been unable to migrate using the above steps, you can create a backup by doing a copy-paste of the body, then emailing it to yourself.