Task conversion manual

August 8, 2018

～Cautions when using task conversion tool～

Task conversion tool is compatible with only Japanese and English.
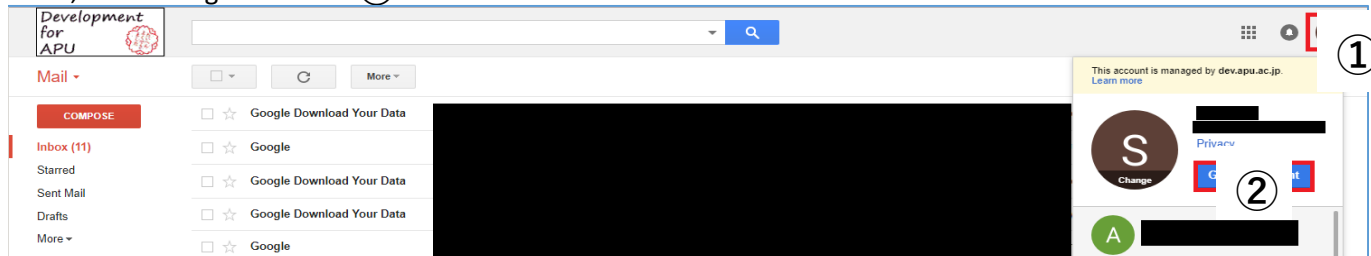**If you keep a to-do list in other languages, you cannot transfer it.**

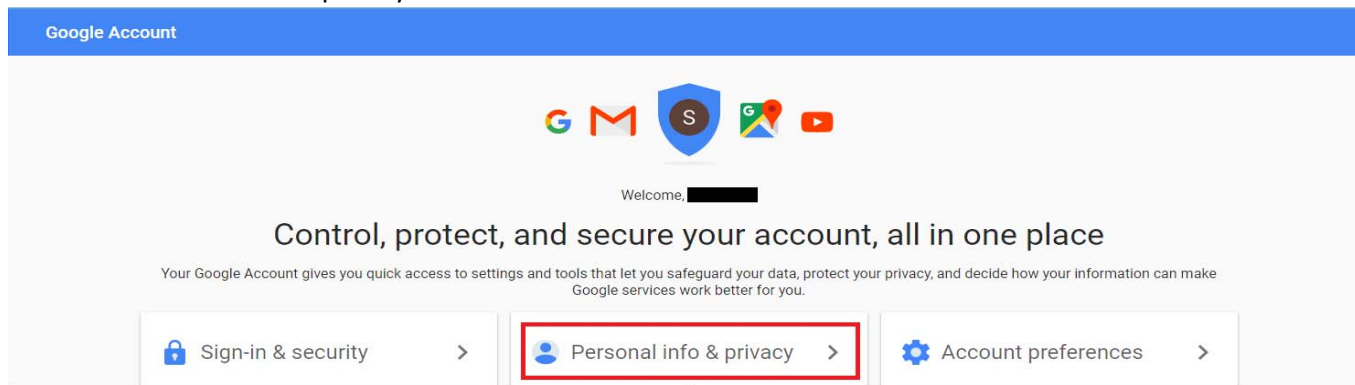Also, Items that can be imported are title, memo, and deadline.

～Setup Guide～

If you are using ToDo List in Gmail, download it to a file at first.

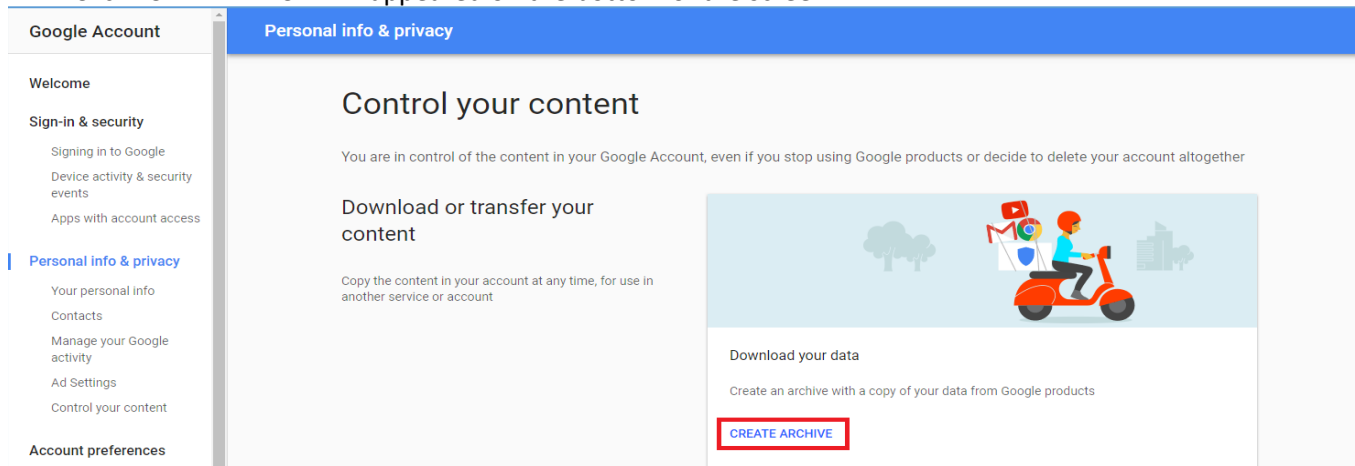１．Log into Gmail, and click the username icon in the upper-right corner of the window①
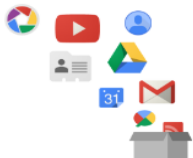Next, click "Google Account"②

２．Click "Personal info & privacy"

３．Click "CREATE ARCHIVE" appeared on the bottom of the screen.

4. Click "SELECT NONE"

5. Click "Tasks" and enable it
6. Click "NEXT" on the bottom of the screen

7. Click "CREATE ARCHIVE"

8． The following screen will be displayed for a while.
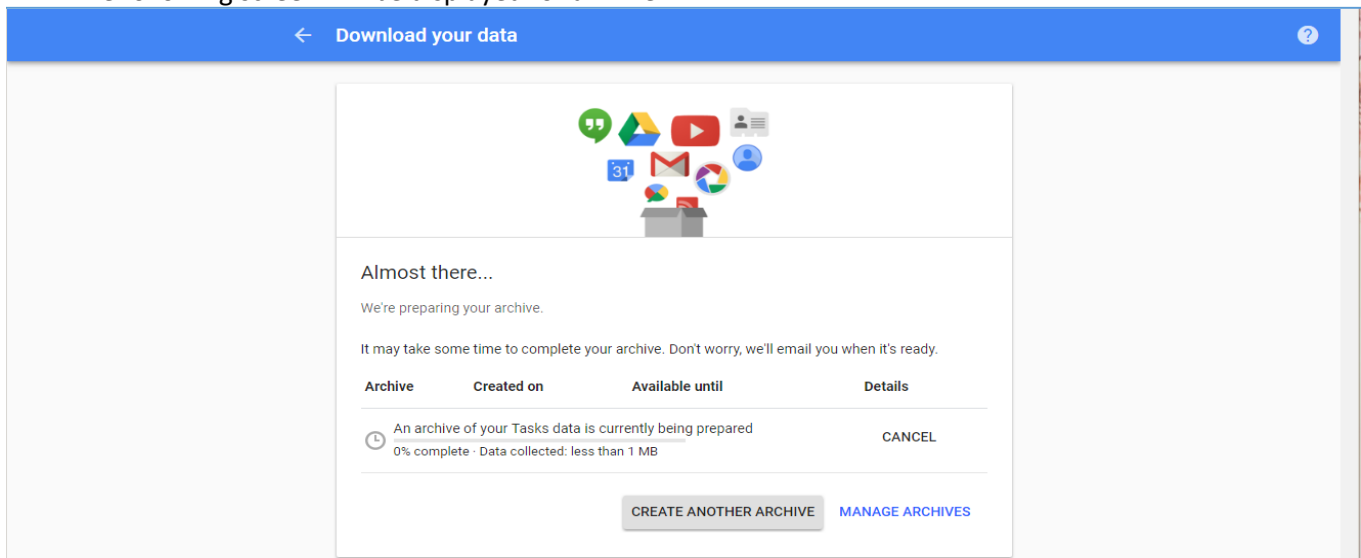
9． After "DOWNLOAD" is displayed, click it
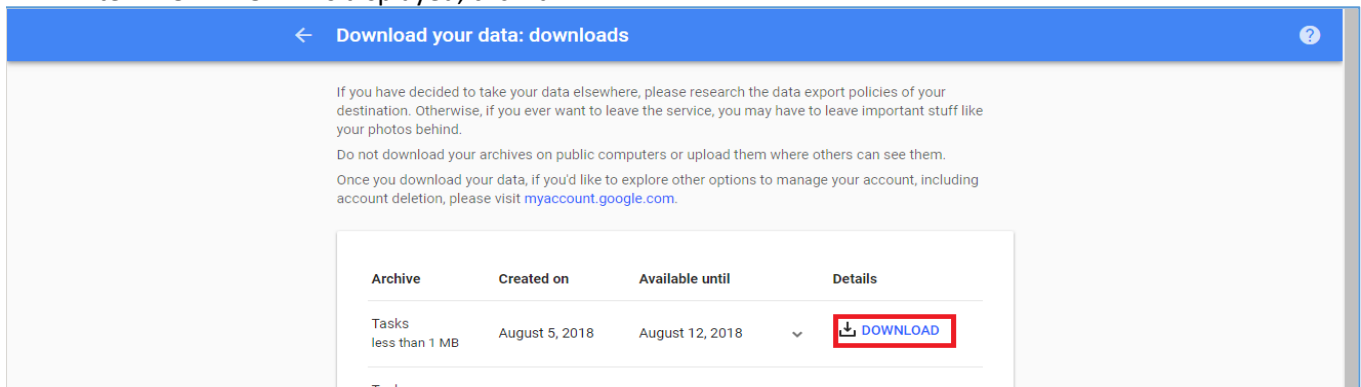
１０． After Log in authentication screen is displayed, enter your password, and click "NEXT"

１１．Right-click on the downloaded file, and click "Extract All..."

１２．Select the extraction destination folder on an as-needed basis, and click "Extract"
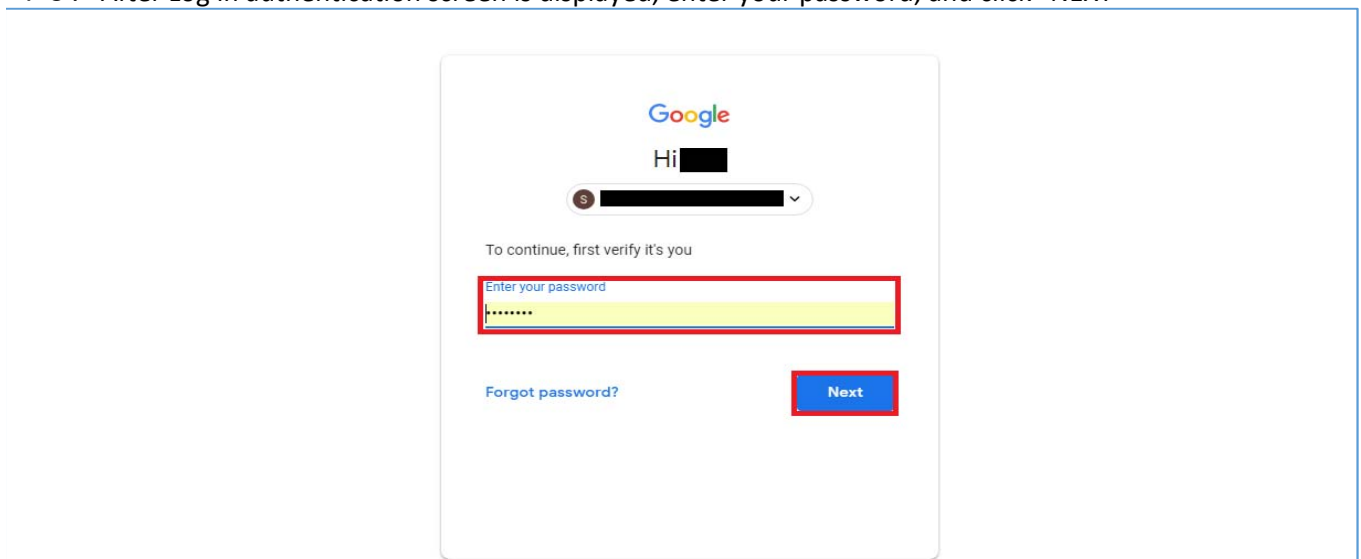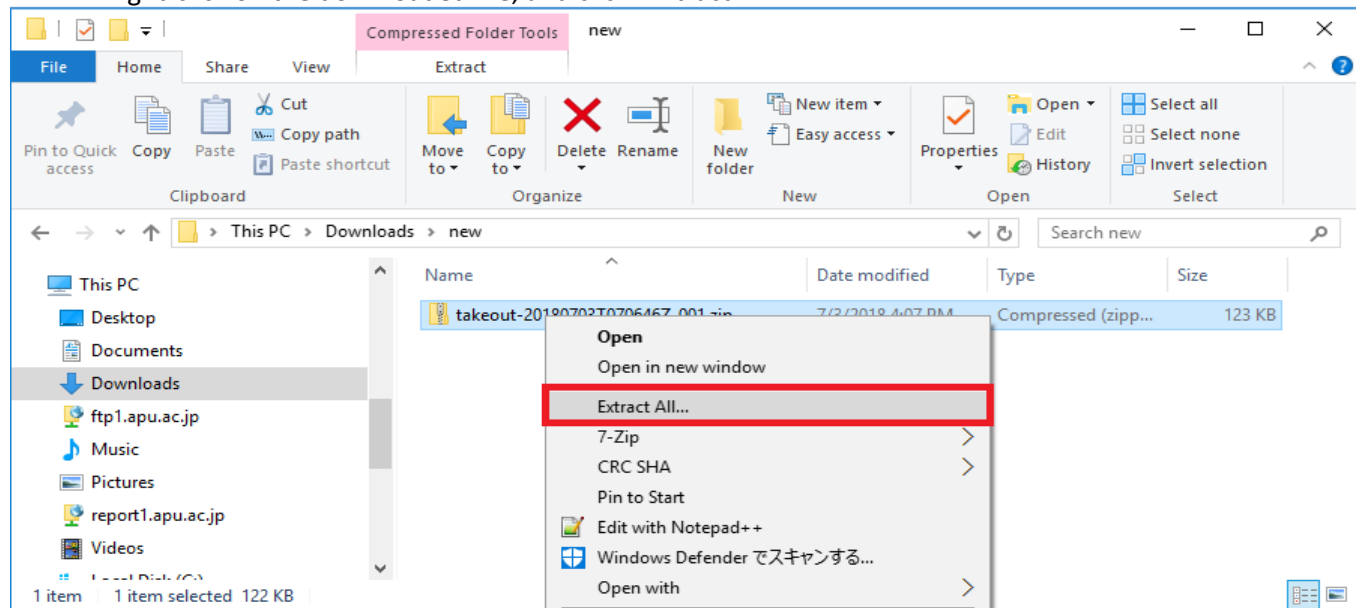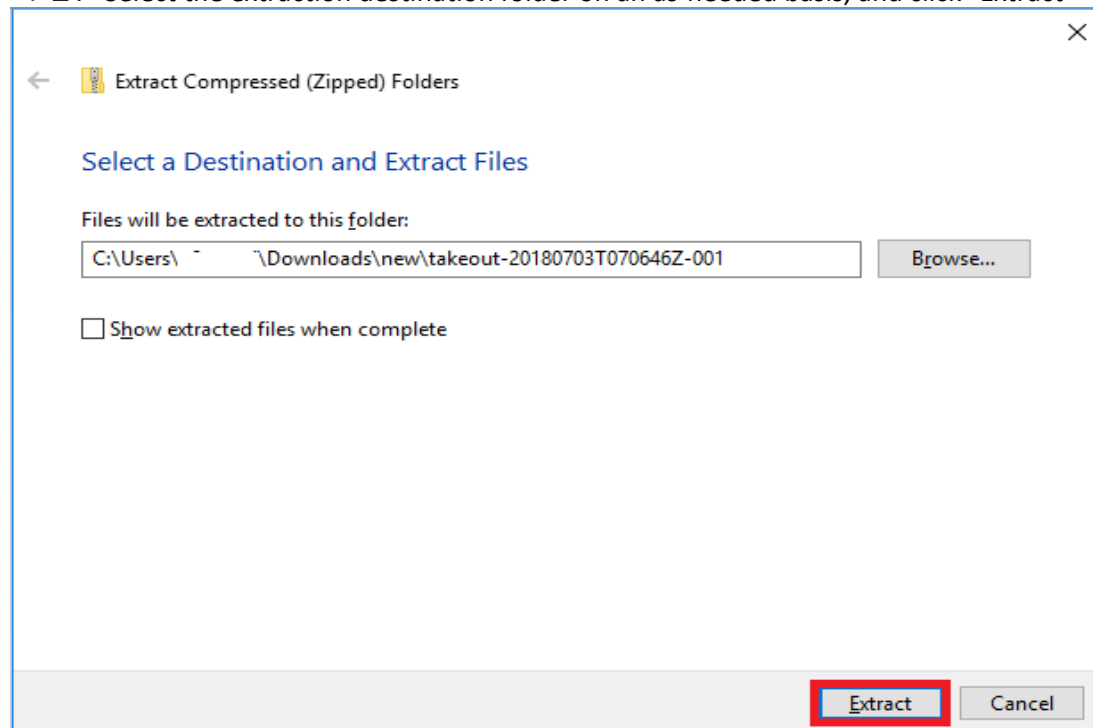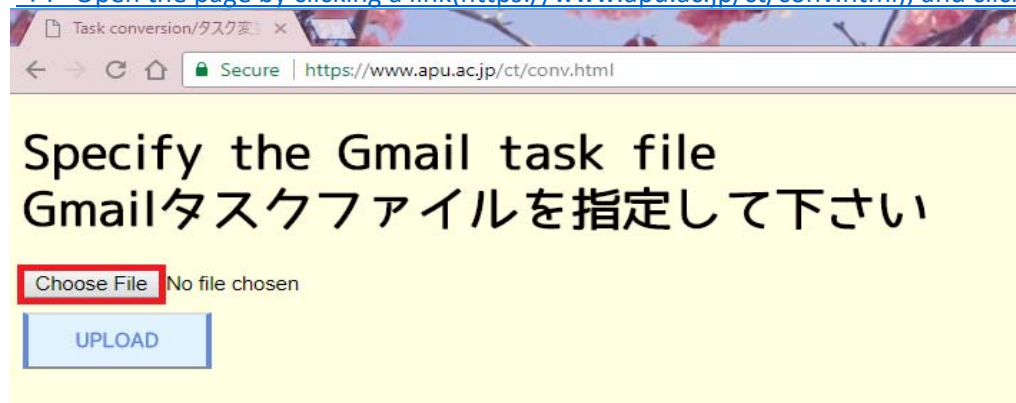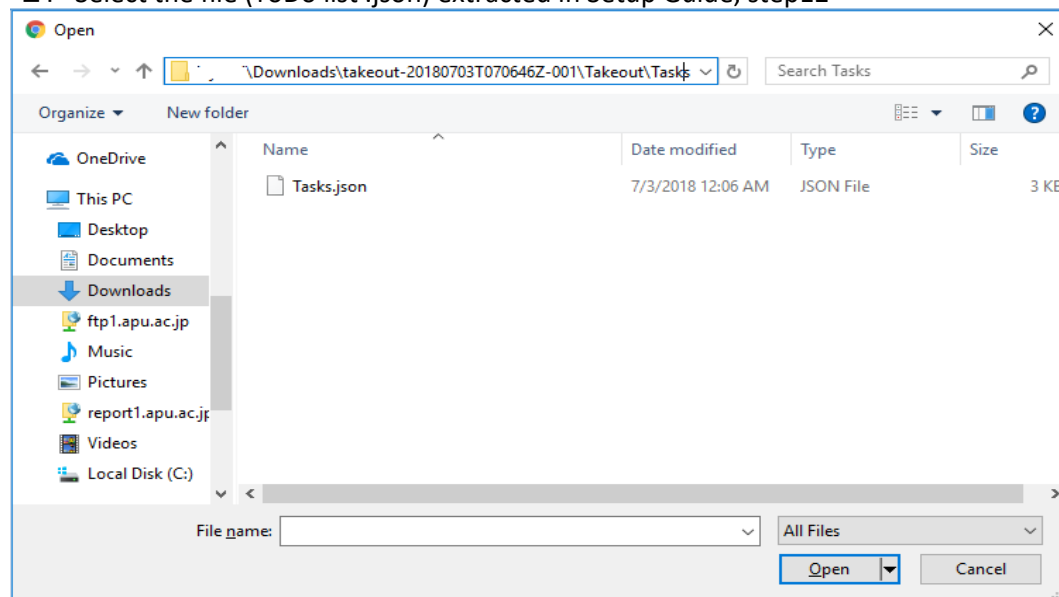
～ToDo list⇒Conversion processing to task Guide～

Use the conversion program to convert data from Gmail's Todo list to O365 task

１． Open the page by clicking a link(https://www.apu.ac.jp/ct/conv.html), and click "Choose File"

２． Select the file (ToDo list .json) extracted in Setup Guide, step12

３． Click「UPLOAD」

４．Click on「Office365 Task / Office365タスク」①, and download CSV file
※Downloaded file will be deleted automatically in the case of lapse of 2 minutes from UPLOAD
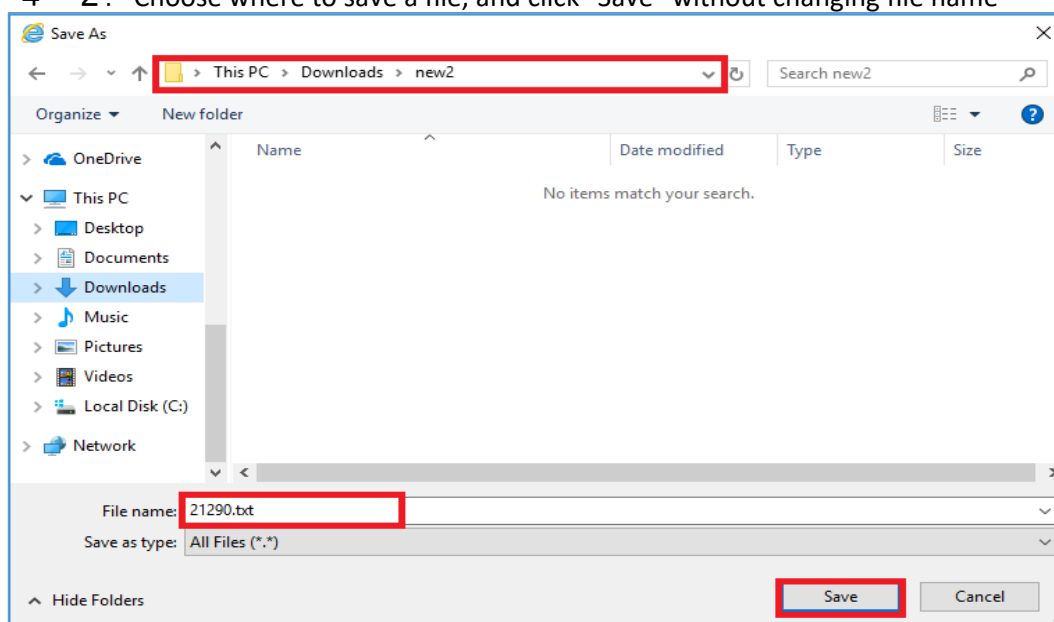If you cannot download it, please click ② to start over again

※ If the extension of the downloaded file becomes ".txt",
you need to convert it to ".csv" in the following steps 4-1 to 4-5
If the CSV file was downloaded , go to step 5.

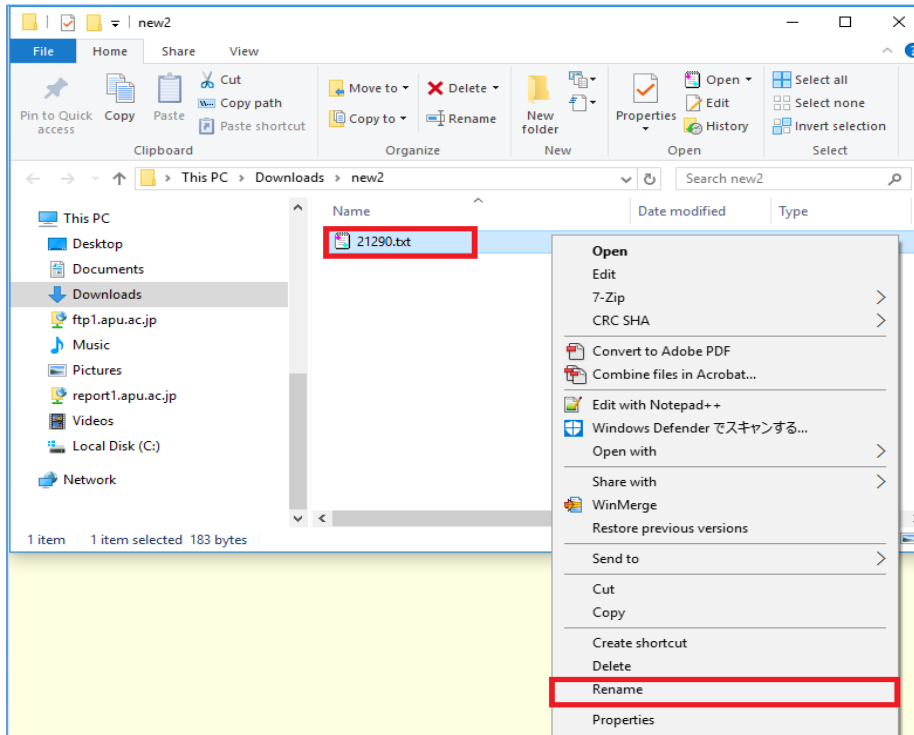４－１．Right click on the「Office365 Task / Office365タスク」
Click "Save target as..."

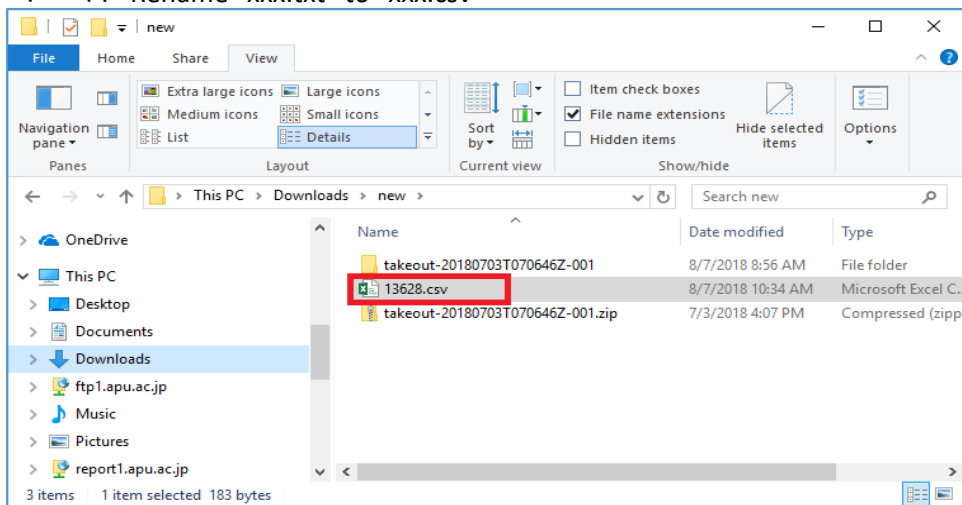４－２．Choose where to save a file, and click "Save" without changing file name
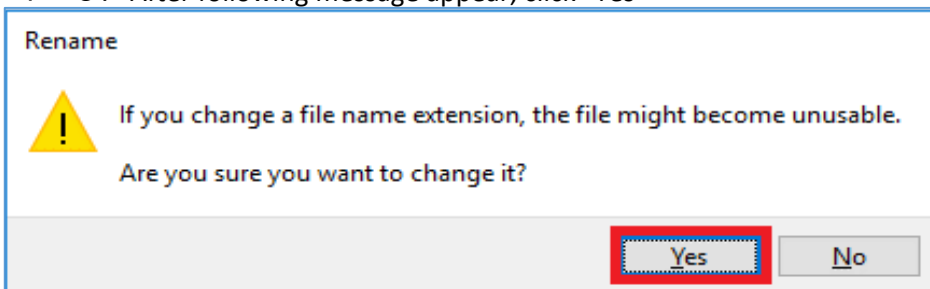
４－３．Right-click on a saved file
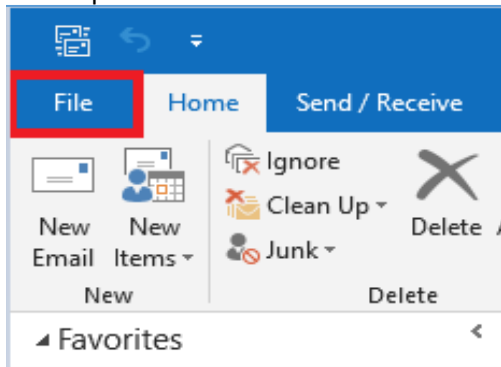Click "Rename"

４－４．Rename "xxx.txt" to "xxx.csv'
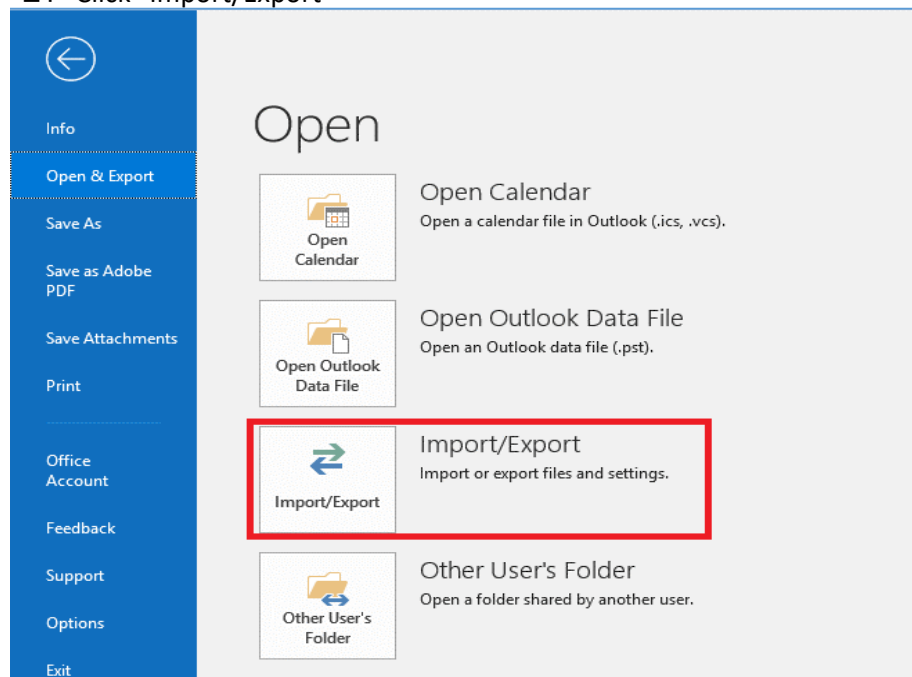

４－５．After following message appear, click "Yes"

～To Do list ⇒Conversion processing to task～

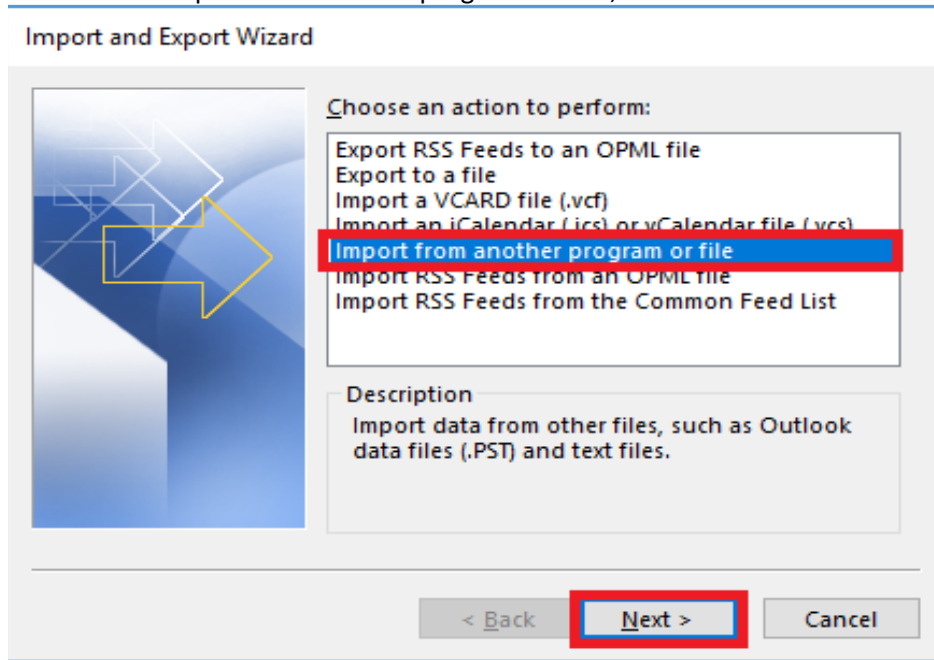Using the conversion program, convert data from Gmail's Todo list to O365 task.
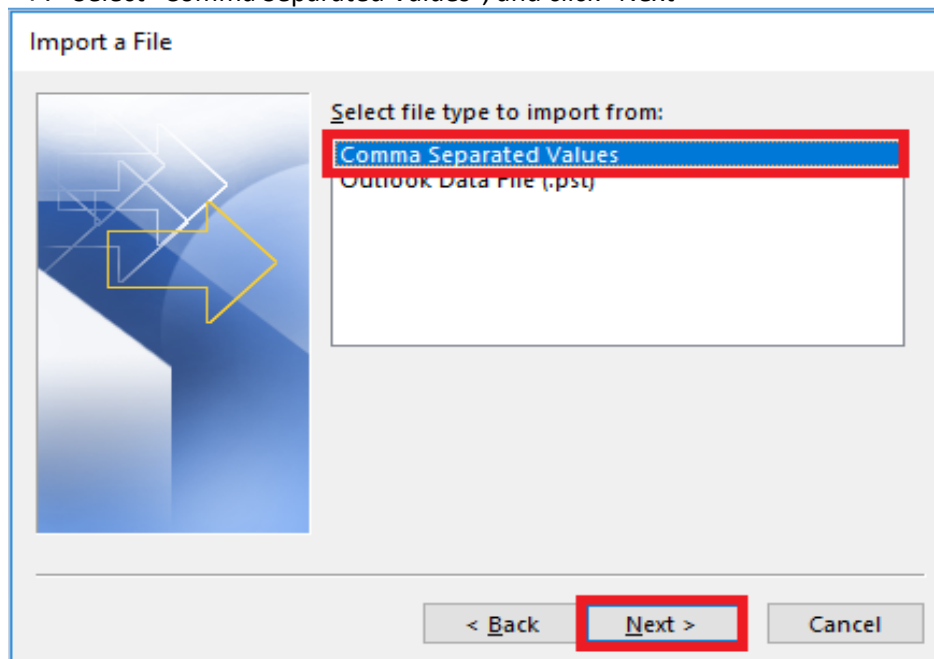
１．Open "Outlook" and click File on the menu bar
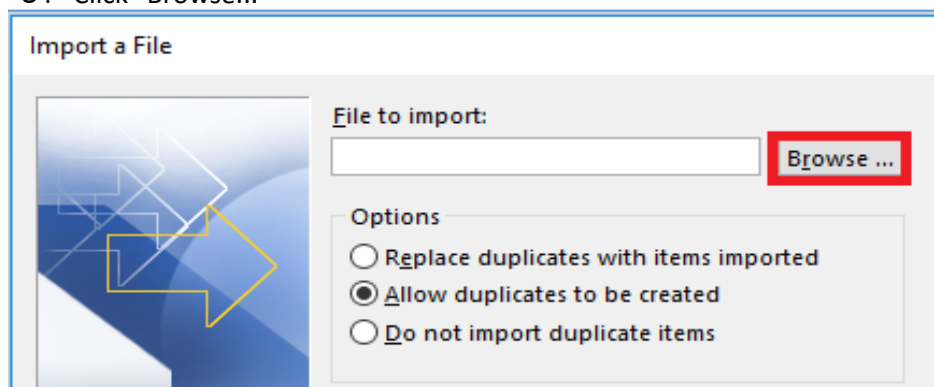

２．Click "Import/Export"

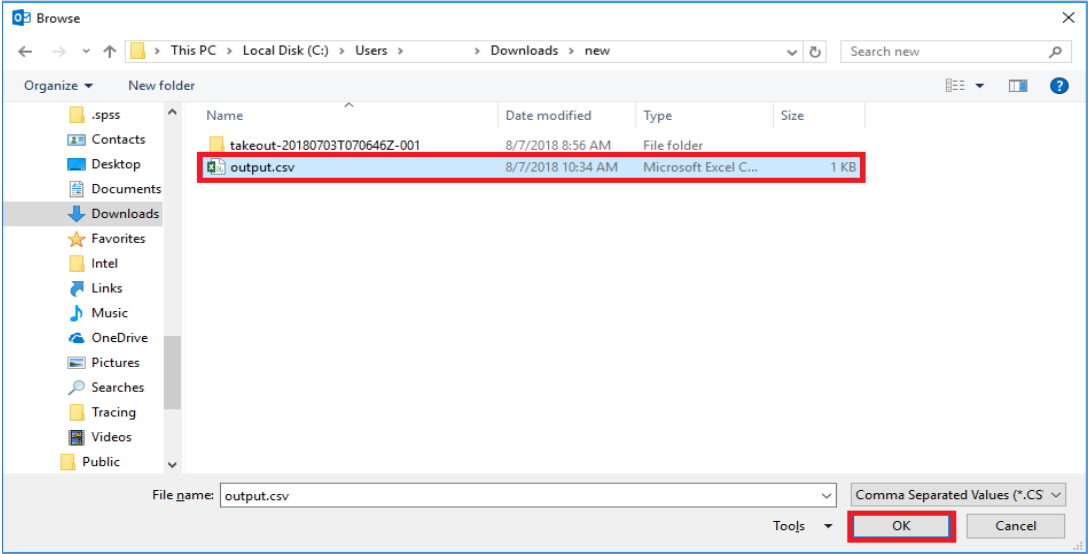3. Select "Import from another program or file", and click "Next"

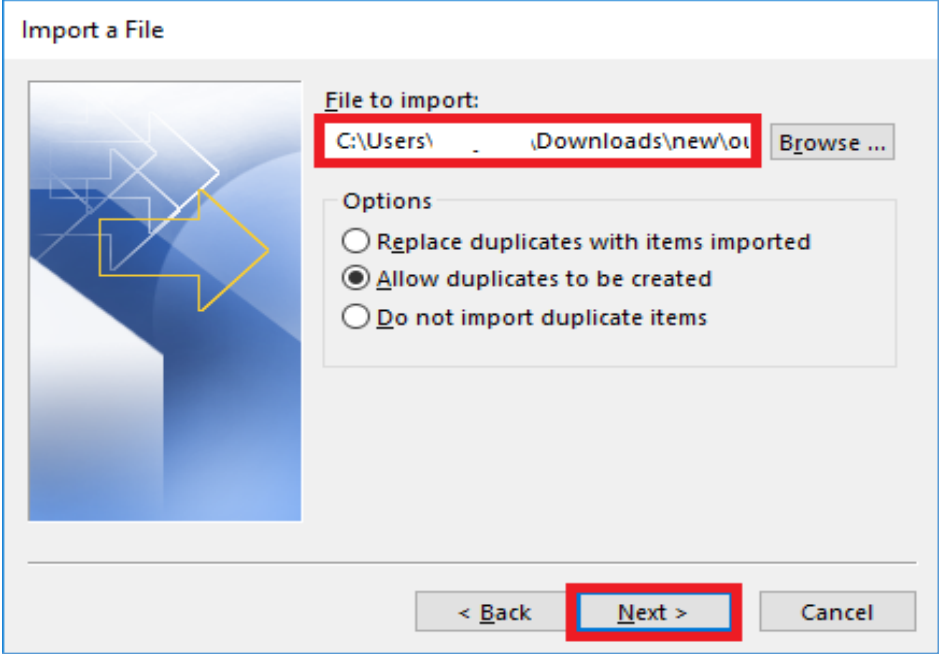4. Select "Comma Separated Values", and click "Next"
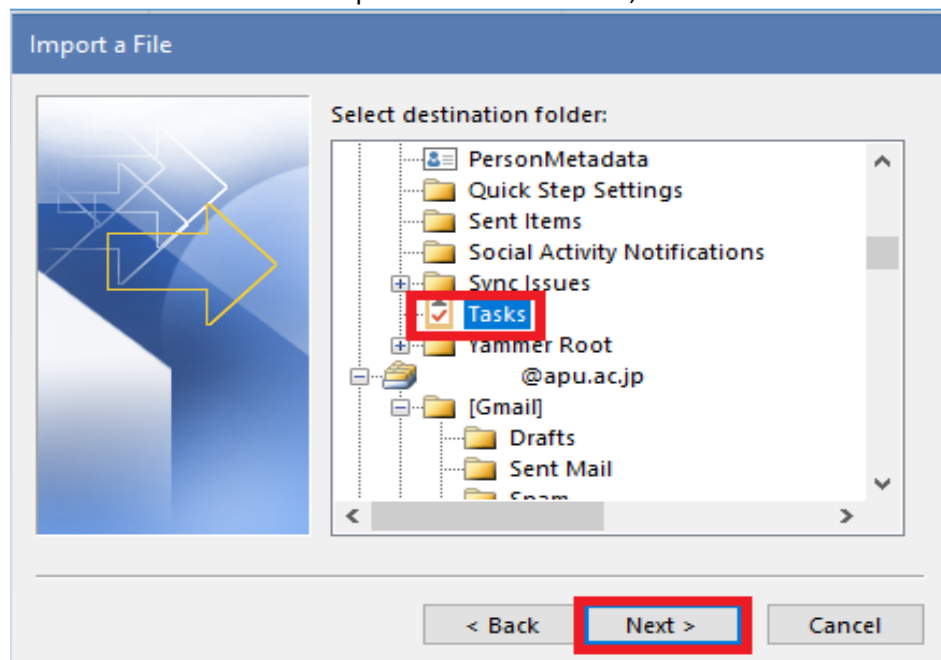

5. Click "Browse..."

6. Select the CSV file created in "To Do list ⇒ "Conversion processing to task",
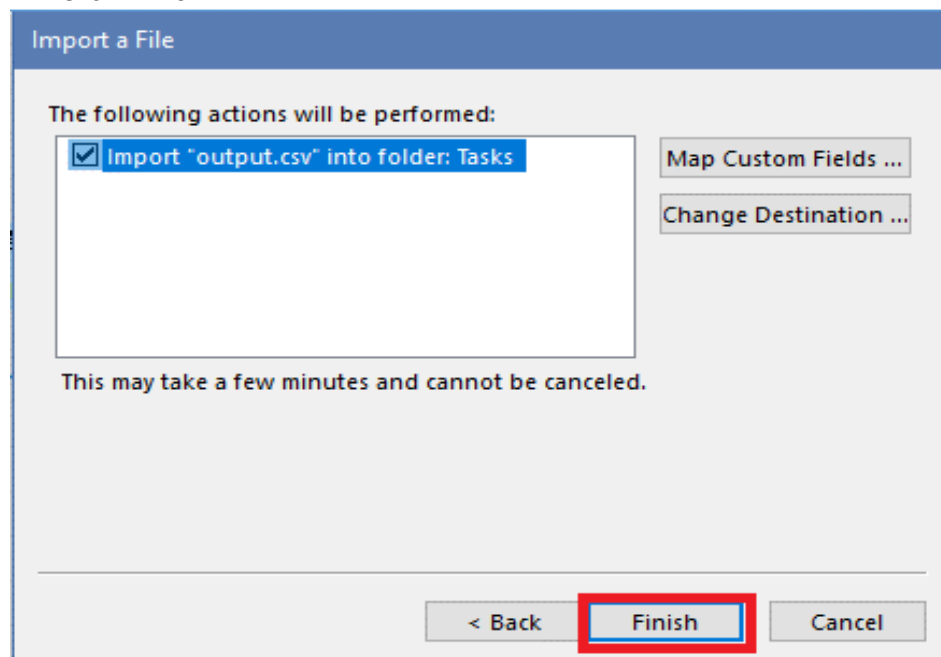and click "OK"

7. Click "Next" after confirming the selected file content

8．Select "Tasks" in the import-destination folder, and click "Next"

9．Click "Finish"

10. Work will be completed after confirming that the import is completed successfully
on the screen of the Outlook task