

Google Apps: Migrating Between Accounts

AUDIENCE

This document is for anyone wanting to migrate Google mail from one account to another, such as graduating seniors who want to migrate email from their @uah.edu account to an @alumni.uah.edu account.

ABOUT @ALUMNI.UAH.EDU

According to UAH's email policy, graduating alumni can retain an email address associated with the university. The domain is @alumni.uah.edu.

Please contact the Alumni Relations Team at <u>http://alumni.uah.edu</u> to request an account if one is not created for you automatically within 90 days of graduation. An Alumni Google Apps account is available for your use for as long as UAH is able to provide it. If, at any point, you do not log into the account for a full year, the account will expire. Your regular @uah.edu account will expire within one year of last term enrolled.

WAYS TO MIGRATE YOUR ACCOUNT

It is possible to migrate your existing Google account to the new Google account using one of the following methods.

Note: It is recommended that you use only one method and that you perform the actions only once to prevent duplication of data.

USE THE UAH MIGRATION TOOL FOR EMAIL, DOCUMENTS, CONTACTS, AND PRIMARY CALENDAR

UAH has developed a simple tool that lets you transfer your email, documents, contacts, and primary calendar. This simple method uses IMAP and maintains all of your labels in email and folders in documents. Use this option for the most seamless transfer of data.

USE THE GOOGLE APPS OPTIONS TO MIGRATE EMAIL, DOCUMENTS, CONTACTS, AND CALENDARS

Google has a method for consolidating email that uses POP settings. None of the labels in email are transferred. Use this method if you are only interested in transferring mail and you do not want to maintain the same label structure.

Note: It is possible to export and import contacts and calendars and to download and upload documents through Google options.

GETTING YOUR ACCOUNTS READY TO MIGRATE

- 1. Go to <u>http://google.uah.edu</u> and click email to log in with your Charger credentials.
- 2. Select Settings from the gear shift in the upper right corner.
- 3. On the Forwarding and POP/IMAP tab in the IMAP Access section, select Enable IMAP OR in the Pop Download section, select Enable POP for all mail (even mail that's already been downloaded).

Note: IMAP is required for the UAH Migration Tool. POP is required for the Google Apps Migration Steps.

POP Download: Learn more	 Status: POP is enabled for all mail that has arrived since 10/19/09 Enable POP for all mail (even mail that's already been downloaded) Enable POP for mail that arrives from now on Disable POP 		
	 When messages are accessed with POP keep UAHuntsville Mail's copy in the Inbox Configure your email client (e.g. Outlook, Eudora, Netscape Mail) Configuration instructions 	*	
IMAP Access: (access UAHuntsville Mail from other clients using IMAP) Learn more	Status: IMAP is disabled Enable IMAP Disable IMAP		

- 4. Click Save Changes.
- 5. Proceed with one of the following options.
 - Use the UAH Migration Tool for Email, Docs, Contacts, and Calendar
 - Use the <u>Google Apps Options to Migrate</u>

UAH MIGRATION TOOL FOR EMAIL, DOCS, CONTACTS, AND CALENDAR

- 1. Go to http://google.uah.edu and click on Visit the OIT User Services Portal.
- 2. Log in with your Charger ID and password.
- 3. Click on the Google selection tab.
- 4. Click on the Migration tab.
- 5. Enter the complete email address and password for the account you wish to transfer.
- 6. Enter the complete email address and password for the destination account.
- 7. Disable the checkbox for any data you do not want to transfer (email, docs, contacts, calendar).
- 8. Click on Begin Transfer

Note: Please be aware that email in your Sent folder will not be migrated.

Note: Only documents you own will be transferred. See the Google Apps <u>Documents</u> section for Download/Upload information.

Note: Only your personal contacts transfer between domains, so the complete list of faculty and staff that displays in @uah.edu will not display in @alumni.uah.edu. See the Google Apps <u>Contacts</u> section for Import/Export information.

Note: Only the primary calendar is transferred. Attendees are not transferred. If you want to transfer secondary calendars to the new calendar, do not select to Copy Calendar in this tool, and use the Export/Import options on the Calendars tab in Calendar Settings in Google Apps instead. See the Google Apps <u>Calendars</u> section for import/export information.

USING GOOGLE APPS OPTIONS TO MIGRATE

EMAIL

- 1. For migration to an alumni account, go to <u>http://mail.alumni.uah.edu</u> and log in with your Charger ID and the password that was sent in your letter. Otherwise, go to the Gmail account to which your @uah.edu email will be migrated.
- 2. Select Mail Settings from the gear icon in the upper right corner.
- 3. On the Accounts tab, select Add a POP3 mail account you own.



4. Enter the official email address from the @uah.edu account and click Next Step.

University of Alabama in Huntsville Alumni Mail - Add a mail account y	
M google.com https://mail.google.com/mail/?ui=2&ik=9607295a40&view=ma	☆
Add a mail account you own	
Enter the email address of the account to get mail from (Note: You may add 5 more of your accounts)	
Email address: chargerj@uah.edu	
Cancel Next Step >	

5. Make sure that the Username includes the @uah.edu and enter the password for the @uah.edu account. Enter pop.gmail.com as the POP Server and 995 as the Port. If you leave a copy on the server you will be able to log

into the @uah.edu account to view the messages until your account expires (if this is a transfer to @alumni.uah.edu). We recommend that you always use a secure connection when retrieving mail. You can label the messages so that they indicate that they came from the @uah.edu account. You can also immediately archive the messages that are retrieved. Click Add Account.

🕹 University of Alabar	ma in Huntsville Alumni Mail - Add a mail account	y 💶 🖂
P google.com http	ps://mail.google.com/mail/?ui=28ik=9607295a40&view=ma	☆
Add a mail accour	nt you own	
Enter the mail settir	ngs for chargerj@uah.edu. <u>Learn more</u>	
Email address: Username:	chargerj@uah.edu chargerj@uah.edu	
Password: POP Server:	pop.gmail.com Port: 995 Leave a copy of retrieved message on the server. Lea	rn more
	Always use a secure connection (SSL) when retrievin Learn more Label incoming messages: Chargeri@uah.edu	g mail.
	Archive incoming messages (Skip the Inbox)	
	Cancel & Back Add Account >	
		.::

6. **IMPORTANT:** For @alumni.uah.edu, select No in the option to send mail as @uah.edu. If you continue to send emails as @uah.edu and people use that account, mail will bounce once that account is deactivated. Click Next Step.



7. Enter the name that will be associated with the mail you send. Enter the destination account, such as @alumni.uah.edu, address as your Reply-to address. Click Next Step.

🕙 University of Alaban	na in Huntsville Alumni Mail - Add another email ad 🔳 🗖 🗙
google.com https://ma	ail.google.com/mail/?ui=28ik=9607295a40&view=cf&cfmf=true&cfa=chargerj 🏠
Add another email	address you own
Enter information al (your name and email add	pout your other email address. ress will be shown on mail you send)
Name:	Jane Charger
Email address:	chargerj@uah.edu
Reply-to address:	chargerj@alumni.uah.edu
	(a reply to mail you send will go to this address. <u>Learn more</u>)
	Cancel Next Step >

8. Click Send Verification.



APPROVING THE MIGRATION REQUEST

- 1. Log back into the @uah.edu account.
- 2. The following email will be in your Inbox.



Note: If you are migrating between Gmail accounts, your message will not be from the Alumni team.

3. Click on the link to verify, or copy the verification code and paste it into the window that is displayed in the @alumni.uah.edu account and click Verify.

google.com https://mai.google	com/mail/?ui=28ik=9607295a408view=cf8cfmf=true8cfa=chargerj 🏠
dd another email addre	ess you own
Confirm verification and ac	dd your email address
An email with a confirmation To add your email address, d	code was sent to chargerj@uah.edu . [<u>Resend email]</u> o one of the following:
Click on the link in the confirmation email	I Enter and verify the confirmation OR code I 37673013 Verify Kg
	Close window

4. Wait for your messages to be migrated to the @alumni.uah.edu account.

DOCUMENTS

If you wish to retain your documents and you do not use the UAH migration tool, or if you want copies of documents that are owned by others, you would need to download and upload them individually.

- 1. Click the Documents tab in Google Apps.
- 2. Right-click on the document you wish to keep.
- 3. Select Download.
- 4. Save to a folder on your PC.

UPLOADING TO THE DESTINATION ACCOUNT

- 1. Click the Documents tab in Google.
- 2. Click on the Upload button.



- 3. Navigate to the folder that contains the documents on your PC.
- 4. Click Start Upload to upload. They will retain the names of the original folder(s).

CONTACTS

If you wish to retain your contacts and you do not use the UAH migration tool, you will need to export them from the uah.edu account and import them into the destination account.

Note: Only your personal contacts may be exported, so the complete list of faculty and staff that displays in @uah.edu will not be exported.

1. Go to the Contacts list of the uah.edu account.



2. Select Export from the More dialog.

More 🔻		_
Merge	contacts	
Delete	contacts	
Manag	e delegation settings	
Import.		
Export		
Print	<u>")</u>	
Find &	merge duplicates	- 1
Restore	e contacts	
Sort by		
🗸 First N	ame	
Last N	ame	- 1

3. Use these settings.

which contacts	s do you want to export?	
O Selected con	tacts (D)	
🔾 The group 🛛 jo	oomlas 🛛 💙 (33)	
⊙ All contacts (332)	
♥ Google CSV ○ Outlook CSV ○ vCard format	ormat? format (for importing into a Google account) format (for importing into Outlook or another application) (for importing into Apple Address Book or another applicatio	ın)

4. Click Export.

IMPORTING TO THE DESTINATION ACCOUNT

- 1. In the Contacts list of the alumni.uah.edu account, select Import Contacts
- 2. Browse to the file you saved from uah.edu and Import.

CALENDARS

If you wish to retain your calendar and you do not use the UAH migration tool, or if you want your secondary calendars as well, you would need export them from the uah.edu account and import them to the destination account.

- 1. Click on the Calendar tab in Google Apps.
- 2. Go to Calendar Settings in the upper right of the window.

ab0026@uah.edu - 🔅	
Calendar s qt tings	
Calendar help	
Labs	
Offline	

- 3. Click the Calendars option.
- 4. Click Export Calendars which displays after all of the calendars you own.

Create new calendar	Import calendar	Export calendars
_		

- 5. Save a .zip file of all of your calendars.
- 6. Extract the zip file to contain individual ics files

IMPORTING TO THE DESTINATION ACCOUNT

- 1. Go to the Calendars tab of the destination account.
- 2. Select the drop-down next to Other Calendars and select Import Calendar
- 3. Browse to the ics file that you want to import.

Note: Only events are imported, not the entire calendar.

- 4. Select the calendar that you want to add the ics events to and click import.
- 5. Repeat for additional calendars.