

Email Migration Instructions

To get a copy of your email history from your student account, you could use one of several options.

Google Takeout

One for exporting data from Google Apps is called [Google Takeout](#).

OIT User Services Portal

Another option is the migration tool at <http://oitportal.uah.edu>. Google changed their security standards during the Spring 2016 semester, so now you must make configuration changes in your accounts before you can use this tool:

- A. Allow the less secure apps in your Gmail accounts temporarily while you migrate your data in the OIT User Services Portal. More information about how to allow less secure apps in your Gmail settings is available at <https://support.google.com/accounts/answer/6010255?hl=en>.
- B. The email migration uses IMAP to transfer messages. Please ensure IMAP is enabled in both accounts. Configuration is under Settings->Forwarding and POP/IMAP->Enable IMAP and don't forget to click "Save changes" then re-try the migration.

Once you have made the appropriate configuration changes, follow these steps to use the UAH migration tool:

1. Go to the OIT User Services Portal at <https://apps.uah.edu/OITPortal/> and log in with your Charger ID and password.
2. Click on the Google selection tab.
3. Click on the Migration tab.
4. Enter the complete email address and password for the account you wish to transfer.
5. Enter the complete email address and password for the destination account.
6. Click on Begin Transfer.

You may exit the OIT User Services Portal at this time. You will receive an email sent to both addresses when the process is complete. Check the email for any errors. Contact the OIT Help Desk (256-824-3333/helpdesk@uah.edu) if you have questions.

Please note:

- This will copy your email only, and a set of special email folders will be skipped, including Trash, Spam, All mail, Sent, and Drafts. The login for each account is your entire primary email address (including the @uah.edu, @alumni.uah.edu or @gmail.com part). Please note:
- It is likely that you will need to allow less secure apps to access your account. For more information, click here. Please disallow the secure apps once your email has finished being copied.
- Using this tool repeatedly should not create duplicate email messages in the destination account. However, no guarantee is made.
- Google groups similar messages together as conversations which means the number of email conversations you see when using your email will appear to be much less than the individual message counts.