

Table of Contents

Introduction.....	1
Move Outlook Emails into a New Folder.....	2
Export Personal Emails Folder.....	4
Download and Run the G Suite Migration for Microsoft Outlook tool.....	6
Access Personal Email folder in Gmail.....	13

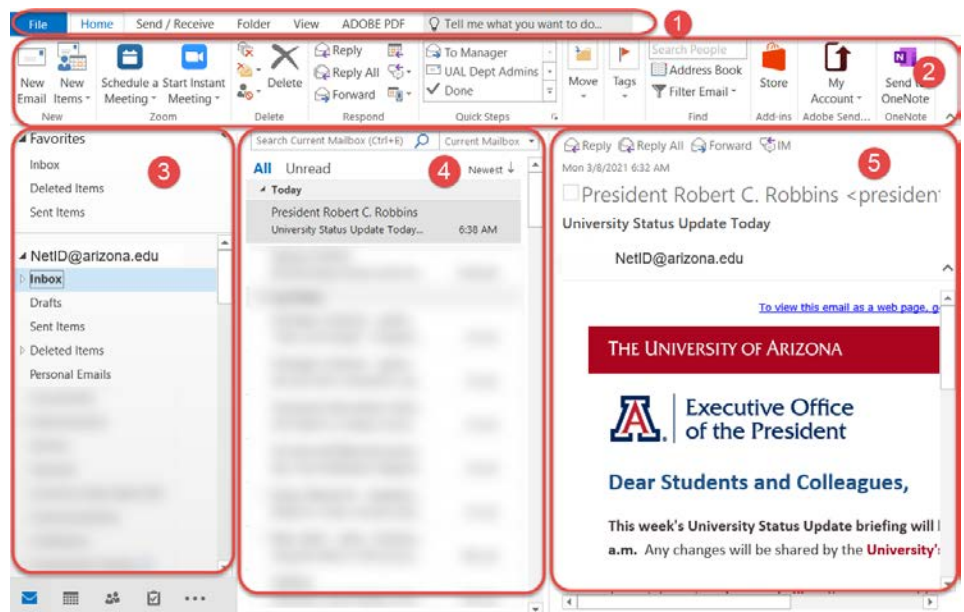
Introduction

This document walks you through steps to bulk export/migrate personal emails from your University of Arizona Outlook account to a personal (non-UA) Gmail.

- **NOTE:** Do not move emails or attachments that contain HIPAA-protected or other regulated data to Gmail or any other service that isn't specifically approved for regulated data.

This diagram defines the different sections of your email, which will be referenced throughout the step-by-step instructions.

1. Tabs
2. Ribbon
3. Navigation Pane
4. Mail Navigation Pane
5. Reading Pane



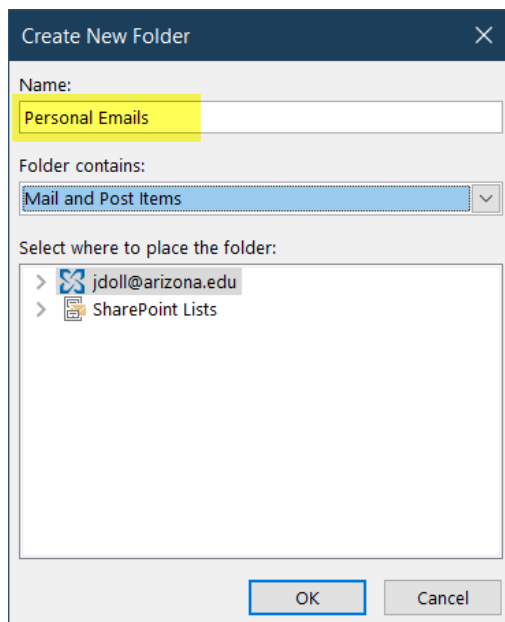
Move Outlook Emails into a New Folder

This process ensures you are being deliberate about which emails are personal (not related to UA business), need moved out of your University Outlook account or other research related emails you need to retain once you either separate from or retire from the University.

1. Make sure you have the Outlook Desktop Client
 - a. When using the desktop client you access your Outlook directly from your computer and don't go to a browser to open/view email.
2. Create a new folder. This is where you will move all personal emails that you want to retain once you no longer have access to the emails in your outlook account (once you separate or retire from the University).
 - a. From the Menu Tabs, click **Folder**. Then in the Ribbon click **New Folder**.

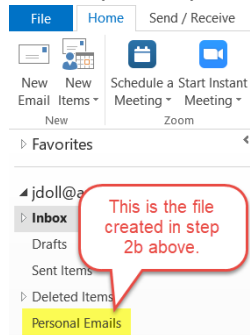


- b. Enter a name for the folder.
 - i. For the purpose of this document, the new folder is labeled **Personal Emails**.
 - ii. In the **Select where to place the folder** section, your email address should automatically be highlighted so the folder can be put in that location. If it's not, click on that item.



Bulk Migrate Personal Email: Microsoft Outlook to non-UA Gmail

- c. Click **OK**.
- d. In the Navigation Pane you should now see the **Personal Emails** folder, along with any folders you may already have.

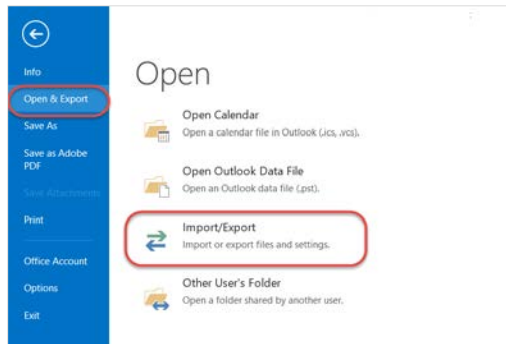


3. Identify and move the relevant emails to the **Personal Emails** folder.
 - Click on the email you need to retain. From the Ribbon click **Move** and then select the **Personal Emails** folder.
 - If the correct folder name doesn't show, click **Other Folder** and navigate to it.
 - Drag and drop an email from the Mail Navigation Pane to the Personal Emails folder in the Navigation Pane.
 - To move multiple emails at once, hold down control (on a pc) or command (on a mac) and click on the emails you want to move. This should allow you to select several non-sequential emails.
 - Use either method above to move those several selected items at once into the Personal Emails folder.

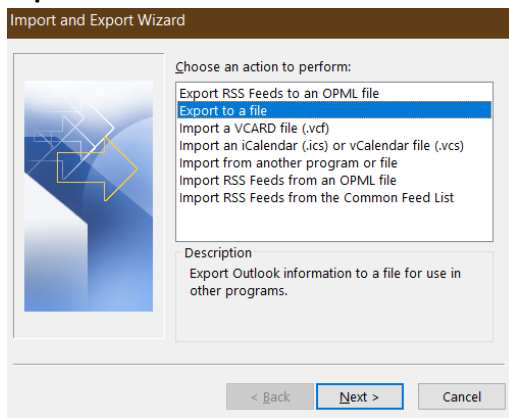
Bulk Migrate Personal Email: Microsoft Outlook to non-UA Gmail

Export Personal Emails Folder

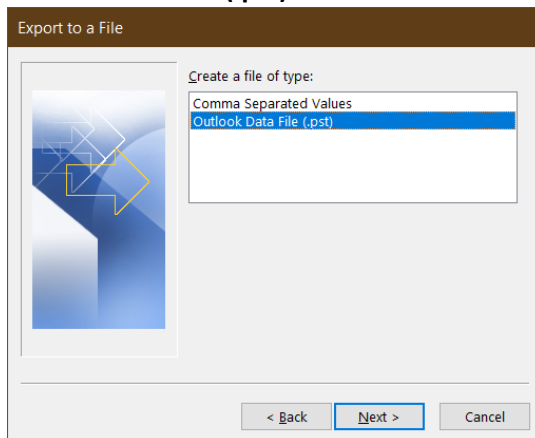
1. In Outlook, click on the **File** tab (from the top menu).
2. From the left column click **Open & Export**. Then in the middle section click **Import/Export**.



3. Choose **Export to a file** and click **Next**.

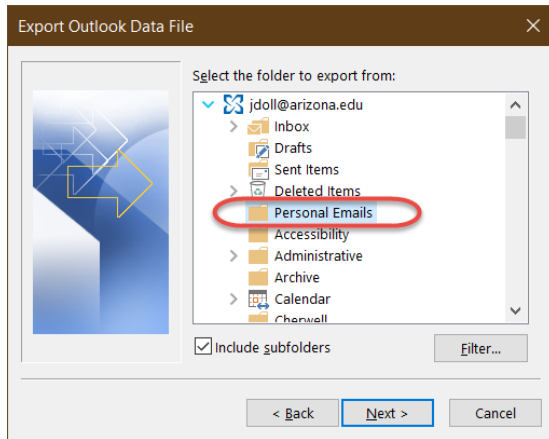


4. Choose **Outlook Data File (.pst)** and click **Next**.

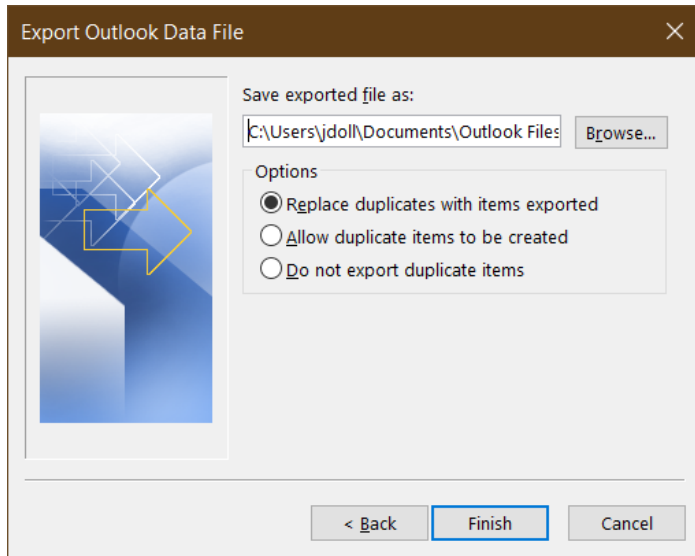


Bulk Migrate Personal Email: Microsoft Outlook to non-UA Gmail

5. Select the **Personal Emails** folder created in the *Move Emails into a New Folder* section then click **Next**.



6. You can save the file to the location automatically selected. You can also click **Browse** and choose a different location to save the file.
 - a. Make note of where you save the file so you can find/access it in a later step!
 - b. Keep the default selection for **Replace duplicates with items exported**.
 - c. Click **Finish**.



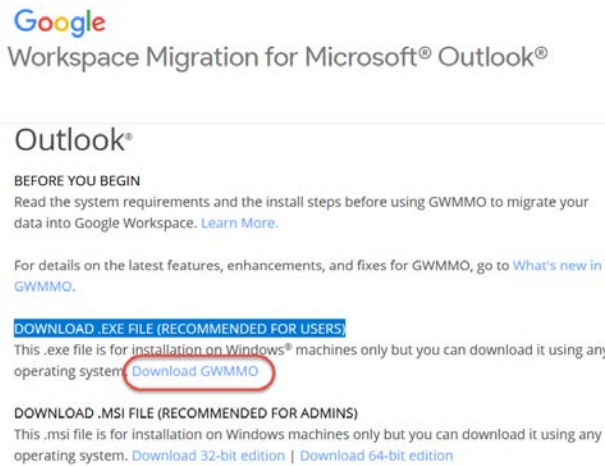
7. You can enter a password, which will be used later to access the “personal emails” file you saved OR simply leave blank and click **OK**.

Bulk Migrate Personal Email: Microsoft Outlook to non-UA Gmail

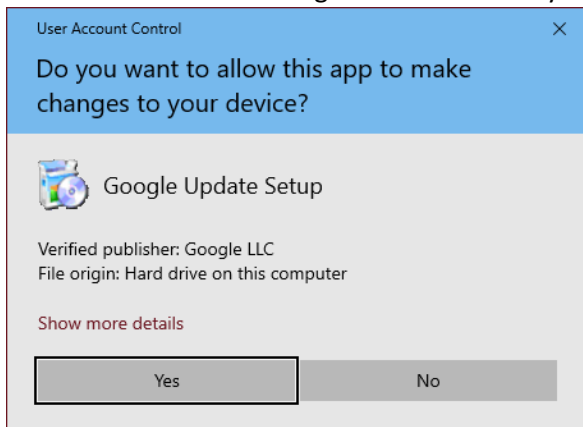
Download and Run the [G Suite Migration for Microsoft Outlook® tool](#)

Note: You most likely need **Admin rights** to your computer in order to complete these steps.

1. Open Chrome. The process works in other browsers but Chrome is a Google product and the next several steps are specific to using that browser.
2. Go to <https://tools.google.com/dlpage/gsmmo>.
3. In the DOWNLOAD .EXE FILE (RECOMMENDED FOR USERS) section click **Download GMMO**.

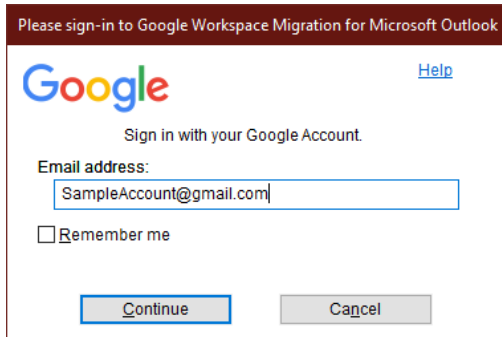


4. In Chrome the .exe file shows at the bottom of the browser. When the download is complete, click on the file to install it.
5. Click **Yes** to allow the Google tool to work on your computer.



Bulk Migrate Personal Email: Microsoft Outlook to non-UA Gmail

6. In the Google Workspace Migration window enter your personal Gmail address, then click **Continue**.



Please sign-in to Google Workspace Migration for Microsoft Outlook

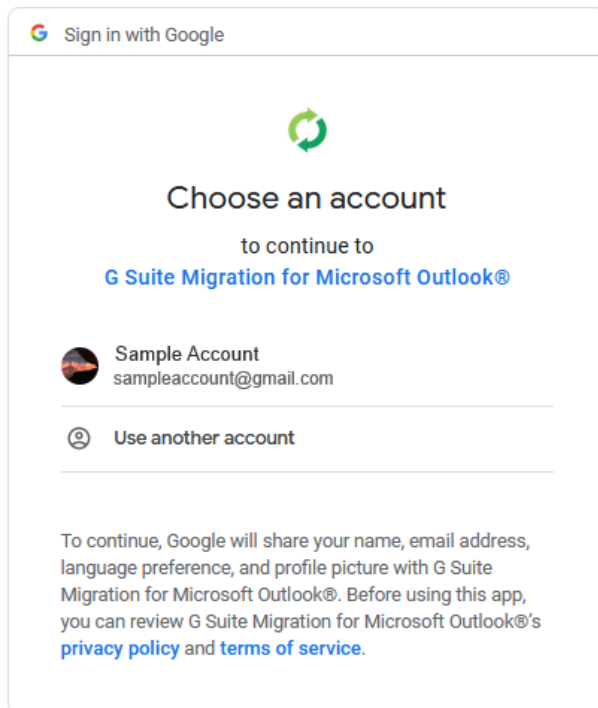
Google [Help](#)


Sign in with your Google Account.


Email address:

Remember me


7. Your computer should bring up your default browser, which will then prompt you to choose the appropriate Google account. This is your personal (non-UA) Gmail account you're exporting your Outlook emails to.




 Sign in with Google



Choose an account
to continue to
G Suite Migration for Microsoft Outlook®

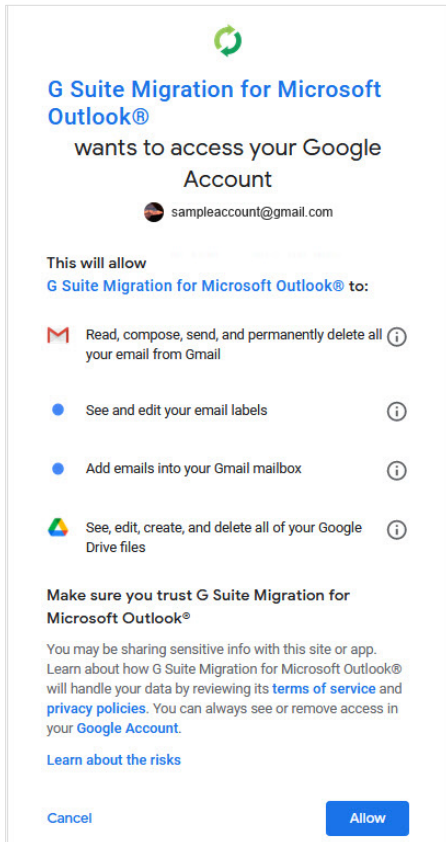
 **Sample Account**
sampleaccount@gmail.com

 Use another account

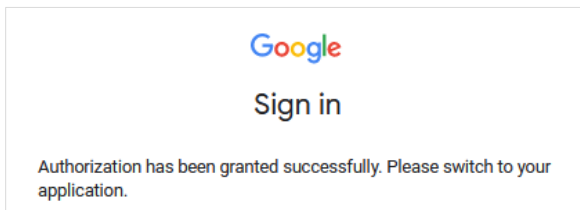
To continue, Google will share your name, email address, language preference, and profile picture with G Suite Migration for Microsoft Outlook®. Before using this app, you can review G Suite Migration for Microsoft Outlook®'s [privacy policy](#) and [terms of service](#).

Bulk Migrate Personal Email: Microsoft Outlook to non-UA Gmail

8. A tab or window displays, which is asking your permission to allow the migration tool to manage your Google items. The screenshot below is cropped and you will see more bulleted items. Scroll to the bottom and click **Allow**.

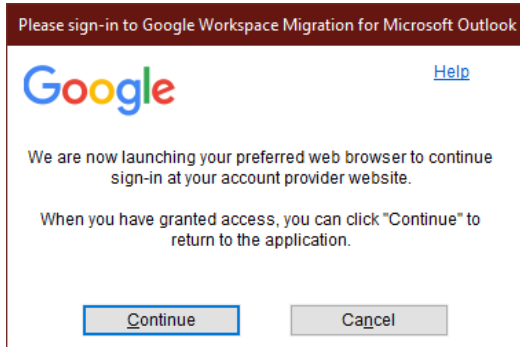


9. After you click Allow, the following message displays in that same tab/window.

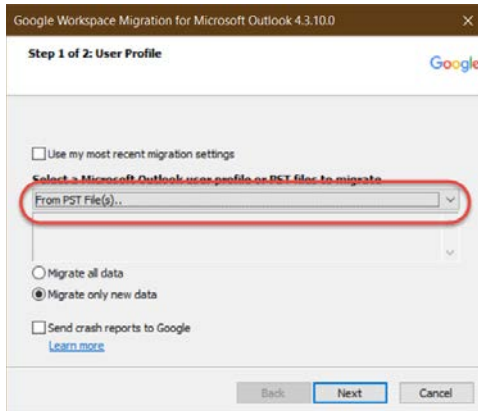


Bulk Migrate Personal Email: Microsoft Outlook to non-UA Gmail

- Once the “Authorization has been granted successfully” message appears, the Google Workspace Migration application should automatically open. If it doesn’t, return to the pop-up window shown below and click Continue.

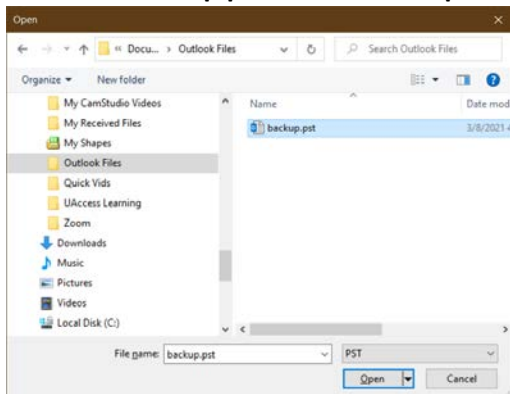


- Click the drop-down and change it to **From PST File(s)**.



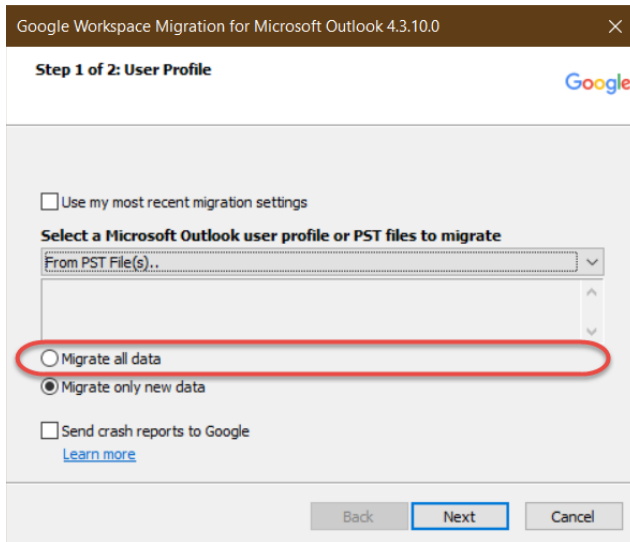
- An Explorer window automatically pops-up. Navigate to the pst file you saved in step 6 (p. 5) in the previous section.

- Select the **backup.pst** file and click **Open**.



Bulk Migrate Personal Email: Microsoft Outlook to non-UA Gmail

14. You're now back on the Migration Tool application window. Select the radio button for **Migrate all data** and then click **Next**.



Google Workspace Migration for Microsoft Outlook 4.3.10.0

Step 1 of 2: User Profile

Use my most recent migration settings

Select a Microsoft Outlook user profile or PST files to migrate

From PST File(s)...

Migrate all data

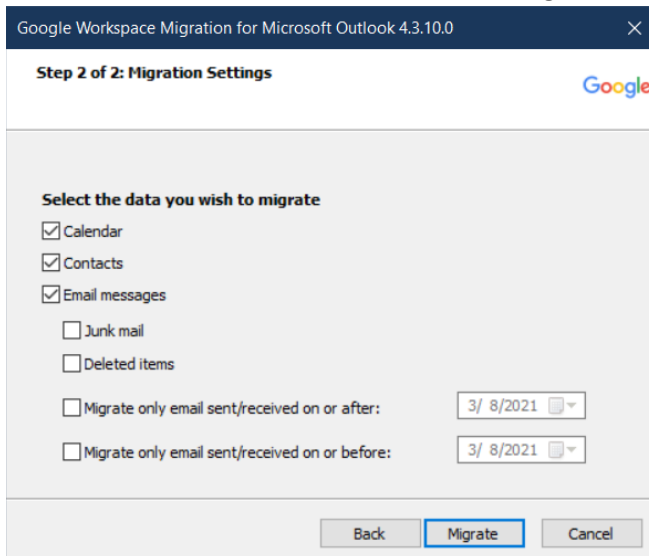
Migrate only new data

Send crash reports to Google

[Learn more](#)

Back Next Cancel

15. Contacts and Calendar items weren't in the "Personal Emails" folder you created in the **Move Outlook Emails into a New Folder** section (above) so there won't be any to import into Google. Leave the default boxes checked and click **Migrate**.



Google Workspace Migration for Microsoft Outlook 4.3.10.0

Step 2 of 2: Migration Settings

Select the data you wish to migrate

Calendar

Contacts

Email messages

Junk mail

Deleted items

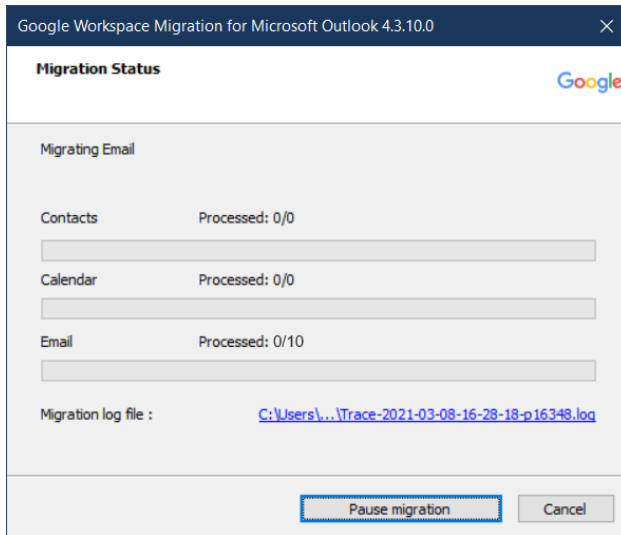
Migrate only email sent/received on or after: 3/ 8/2021

Migrate only email sent/received on or before: 3/ 8/2021

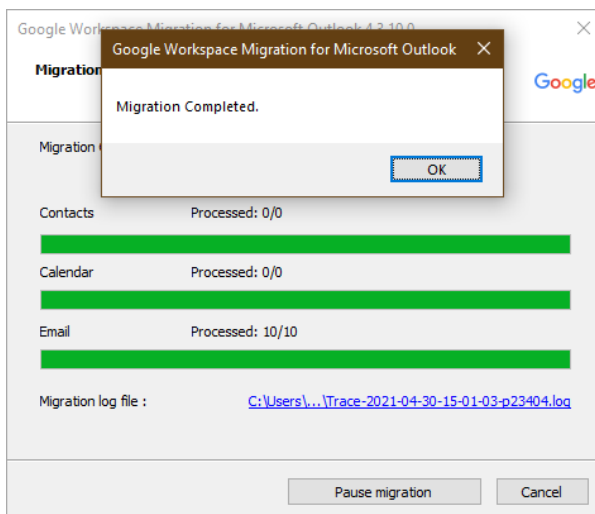
Back Migrate Cancel

Bulk Migrate Personal Email: Microsoft Outlook to non-UA Gmail

16. The process displays a progress screen with a **Pause migration** and **Cancel** button at the bottom.
- Notice that the Contacts and Calendar numbers are zero (as explained in the step immediately preceding this one).
 - The Email status bar does show how many emails were in the pst file and will be migrated into Gmail.

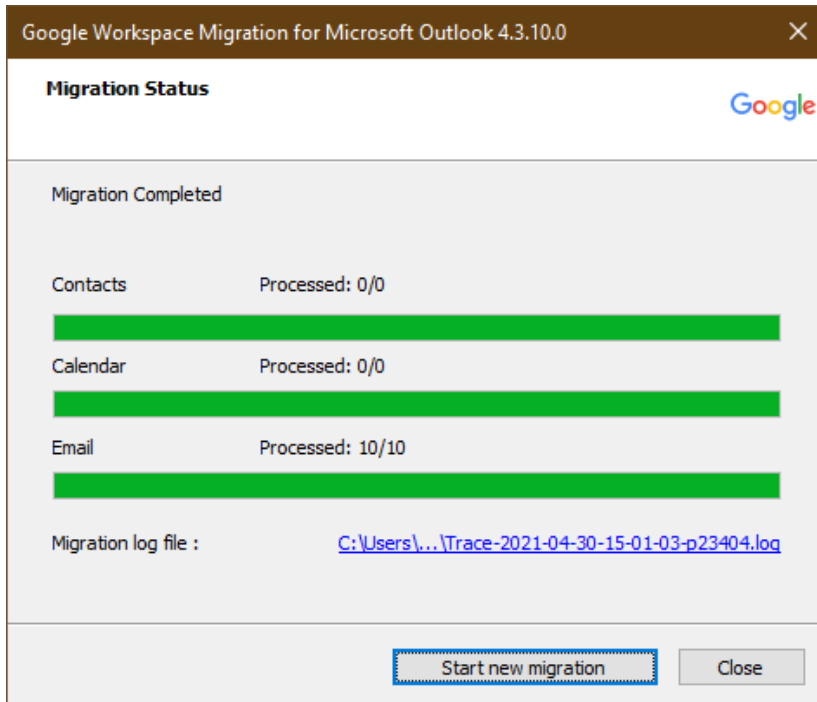


17. Depending on the number of emails being processed, this process may take a while. Once it's complete you see a new pop-up indicating the **Migration Completed**. Click **OK**.



Bulk Migrate Personal Email: Microsoft Outlook to non-UA Gmail

18. The buttons at the bottom change. If all your emails didn't migrate you can **Start new migration** to run the process again. Otherwise, click **Close**.



Bulk Migrate Personal Email: Microsoft Outlook to non-UA Gmail

Access Personal Emails Folder in Gmail

1. Go to gmail.com.
2. If prompted, sign in with your personal Gmail address and password.
3. From the left column, you should see the backup.pst section/category. Nested under that is the Personal Emails folder you created in Outlook and then migrated to Gmail. Click on the folder to see all the emails that migrated.

