<u>Transfer Email</u> <u>Transfer Files</u> <u>How to Get Outlook Email on Your iPhone or iPad (Outlook App)</u> How to Get Outlook Email on Your iPhone or iPad (Built-in Mail App)

How to transfer Email from Gmail to O365

Step 1:

Before attempting this process, you will need to have Microsoft Outlook installed. Got to <u>https://office.com</u> and log in with your SU credentials. Here you will have the ability to install Outlook from your account page.

Once installed, open the Outlook application.



Step 2:

Before you begin the process of adding your accounts, you will want to change your Outlook from 'New Outlook' to 'Old Outlook'. There will be a switch for this in the top right corner of the screen.

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Items: 61				All folder	s are up to date. Conne	cted to: apotter2@samfo	ord.edu

Step 2:

Navigate to the menu at the top of the screen and select 'Tools'.



Step 3:

In this menu, select 'Accounts' at the bottom.

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Conversation History		Google Co	mmunity Team	<no subject=""></no>	Mon 5/2/22, 11:07 /	AM		
RSS Subscriptions		Google Ta	keout	<no subject=""></no>	Mon 5/2/22, 11:07 /	AM		
Subscribed Public Folders		Google Ta	keout	<no subject=""></no>	Mon 5/2/22, 11:07 /	AM		
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Step 4:

Click on the '+' in the bottom-left corner of this window and select 'New Account'.

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Items: 61			All folders are up to date.		

Step 5:

This will prompt you to enter your e-mail address. Put in your Samford email and click 'Continue'.

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Step 6:

After entering your Samford email, close out of the webpage it automatically to which it brings you. You will see a screen like the one below. Select 'Not Office 365' in the top right. Select Google on this page.

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✓ Favorites Conversa ☑ Intex	ation History =		Get started with Outlook
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> Saved			No Calendar Events
+ 0-			Locking good! Your day is wide open. Enjoy!
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Step 7:

After selecting Google, you will prompted with the screen below. Select your Samford account.

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	Su Email1 suemail1@samford.edu		
	Use another account		Screen Shot 2012-072.52 AM
	To continue, Google will share your name, email address, language preference, and profile picture with Microsoft		
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Step 8:

A message stating that 'Microsoft apps & services wants to access your Google Account'. Click 'Allow' at the bottom of the window.



Step 9:

A window asking, 'Do you want to allow this page to open "Microsoft Outlook"?' will appear. Click 'Allow'.



Step 10:

You will be prompted with a message saying, 'Google Account has been added'. Select 'Done' in the bottom right.



Step 11:

Select your 'Inbox' and navigate to the top menu. Click 'File' and select' Export'.

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Step 12:

The below menu will appear with everything automatically selected. Click 'Continue' in the bottom right.

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> All Accounts	Focused Other By: Conversations - +	🕤 Microsoft Outlook Te	st Message			¢
✓ suemail1@samford.edu	Vesterday	Microsoft Outlook csuem	il1@samford.edu>			Yesterday at 9:36 AM
Erbox	Microsoft Outlook	To: suemailigisamford.edu				
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Rems: 1088						Inbox: Downloading

Step 13:

Name the file you are exporting and select where you would like to save it. The below image shows it will be saved to the documents.

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✓ suemail1@samford.edu	 Yesterday 	Microsoft Outlook «suemail1@samford.edu»	Yesterday at 9:36 AM
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	Get the official Gmail app 6/14/22		
	Get the official Grnail app The best feature		
Rems: 1088			Inbox: Downloading

Step 14:

You will receive a message saying your data has been exported. Select 'Finish' in the bottom right.



Step 15:

Navigate back to the accounts page. This can be done selecting Outlook > Preferences > Accounts, or Tools > Accounts on the top menu bar.

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Cutter		Sign-in attempt was blocked suemail1@sa		Support@samford.edu	Exchange/Office 385 Account			
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Items: 11								All folders are up to date.

Step 16:

Select your Samford email and hit the minus sign in the bottom left corner. You will then be prompted with the below box, select 'Sign out on this Device.'

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Home Organize Tools								Ø
New New Delete Archive Reply Email Items								
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✓ suemail1@samford.edu	×	Yesterday	Microsoft Outlo	ook <suemail1@samford.ed< th=""><th>D</th><th></th><th></th><th>Yesterday at 9:36 AM</th></suemail1@samford.ed<>	D			Yesterday at 9:36 AM
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Items: 11								Connected to: suemail1@samford.edu

Step 17:

In the accounts menu select the plus (+) in the bottom left and select 'New Account'.

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> Smart Polders	Personal Information	
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	E-mail address: support@samford.edu	
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	User name: supportigisamtoro.edu	
	Password:	
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	New Account. Directory Confere	
	Construct Association	
Items: 0		This folder is up to date.

Step 18:

Enter your Samford email and click 'Continue'. This will take you to a standard Samford login page, complete the login process with a DUO push included.

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Items: 0			This folder is up to date.

Step 19:

You will receive the message below stating your account has been added. Select 'Done'.

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New New Delate Archive Basiy B Email Barry	and/ Formerd En Academiest Enropiest Move Aret Beactimest Comparise Folice The Address Book Smith Off. Address Book Smith Off. Address Downlow Address Comparise	
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III Deleted items 137		
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RSS Subscriptions	Outlook supports Google, Yahoo Mail, and iCloud accounts.	
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	Get Outlook for IOS & Android	
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Step 20:

Next click on 'File' and select 'Import'.



Step 21:

This will bring you to the below menu. Select the .olm file type and click 'continue' in the bottom right.



Step 22:

Navigate to the location of the file you exported from your Gmail. Then click 'Import' in the bottom right.

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Step 23:

You will receive a message confirming your data has been imported.

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Step 24:

Your imported Outlook files will then appear in the bottom left of the side, under the 'On my Computer' tab.

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How to transfer files from Gmail to O365

Step 1:

Open your account's Google Drive. This can be accessed by going to the website drive.google.com. Once inside, it should look like the image below.

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	E Test Document 1	Test Document 2	Test Document 3	

Step 2:

Select the files you would like to transfer. You can shift+click to select multiple files.

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Step 3:

Click with two fingers or command+click on the selected files to bring-up the menu below.

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Step 4:

Select "Download" on the above menu and it will download the selected files to a .zip file. You will get the below confirmation message to appear in the bottom right corner of the window.

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Step 5:

You may have to allow "accounts.google.com" permission to download the files. It will prompt for it as seen below.

Do you want to allow downloads on "accounts.google.com"? You can change which websites can download files in Websites Preferences.	Do you want to allow downloads on "accounts.google.com"? You can change which websites can download files in Websites Preferences. Cancel Allow	Do you want to allow downloads on "accounts.google.com"? You can change which websites can download files in Websites Preferences. Cancel Allow	Do you want to allow downloads on "accounts.google.com"? You can change which websites can download files in Websites Preferences. Cancel Allow		
Do you want to allow downloads on "accounts.google.com"? You can change which websites can download files in Websites Preferences.	Do you want to allow downloads on "accounts.google.com"? You can change which websites can download files in Websites Preferences. Cancel Allow	Do you want to allow downloads on "accounts.google.com"? You can change which websites can download files in Websites Preferences. Cancel Allow	Do you want to allow downloads on "accounts.google.com"? You can change which websites can download files in Websites Preferences. Cancel Allow		
	Cancel Allow	Cancel Allow	Cancel Allow	Do you want to allow downloads on "accounts.google.com"? You can change which websites can download files in Websites Preferences.	

Step 6:

Once the files are downloaded, they will appear in the downloads folder. They will be in a zipped folder.

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Step 7:

Navigate to your OneDrive account through the web portal. This can be done at https://www.microsoft.com/en-us/microsoft-365/onedrive/online-cloud-storage.

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Get the OneDrive apps									
Return to classic OneDrive									

Step 8:

Click on upload at the top. From here you will select the 'file' option, which will automatically open MAC's finder app.

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Get the OneDrive apps						
Return to classic OneDrive						

Step 9:

Select the files that you would like to upload to OneDrive. You can select multiple items by using shift+click. Once selected click 'Open' in the bottom right corner.

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Get the OneDrive apps Return to classic OneDrive				

Step 10:

After clicking open it will give you a notification in the top right corner confirming that the files have been uploaded successfully. They will also appear in the list as shown in the image below.

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test group	Test Document 2.xlsx	A few seconds ago Service Desk	4.48 KB	
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				View all
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Get the OneDrive apps				
Return to classic OneDrive				

How to Get Outlook Email on Your iPhone or iPad (Outlook App)

Step 1:

Download the Outlook app from the App Store.

Step 2:

Enter your Samford email address.

Step 3:

Enter your Samford username and password.

Step 4:

You will then get the DUO prompt page. Click the "Push" button and accept the prompt if you have the app on your phone.

Step 5:

Click "Connect".

How to Get Outlook Email on Your iPhone or iPad (Built-in Mail App)

Step 1:

Open the "Settings" app on your iOS device.

Step 2:

Scroll down to Mail and select it.

Step 3:

Select "Add Account."

Step 4:

Select type "Microsoft Exchange."

Step 5:

Select "Sign In" and enter your full Samford email address. (Do not configure the settings manually.) You will then be redirected to the familiar Samford login page.

Step 6:

Enter your Samford username and password.

Step 7:

Authenticate with DUO. Your email account will synchronize, then be ready for use.