

[Transfer Email](#)

[Transfer Files](#)

[How to Get Outlook Email on Your iPhone or iPad \(Outlook App\)](#)

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

How to transfer Email from Gmail to O365

Step 1:

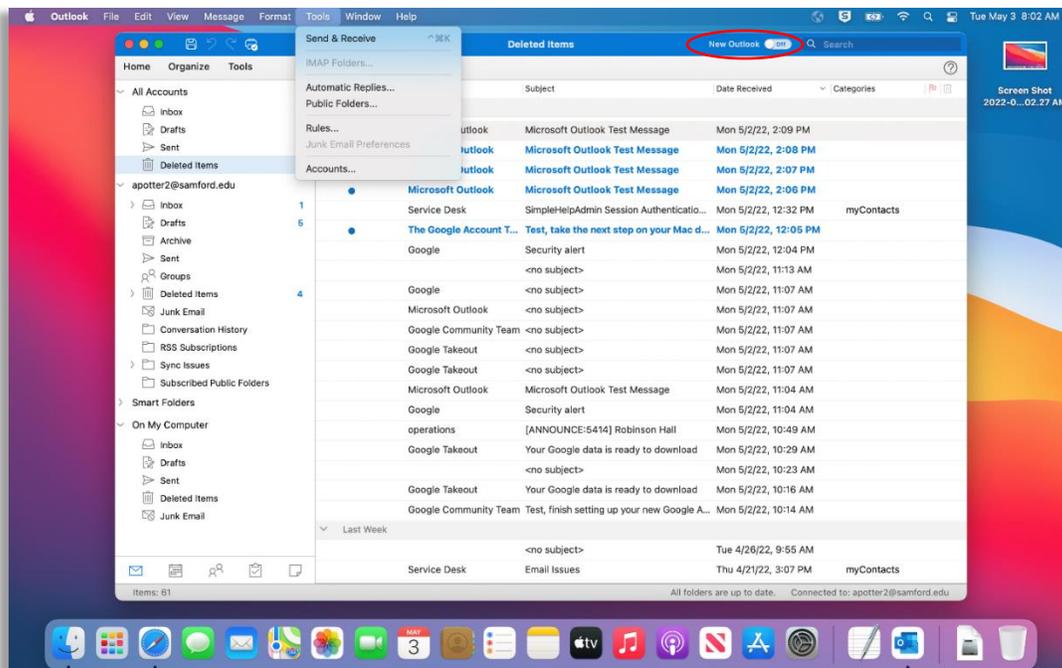
Before attempting this process, you will need to have Microsoft Outlook installed. Got to <https://office.com> and log in with your SU credentials. Here you will have the ability to install Outlook from your account page.

Once installed, open the Outlook application.



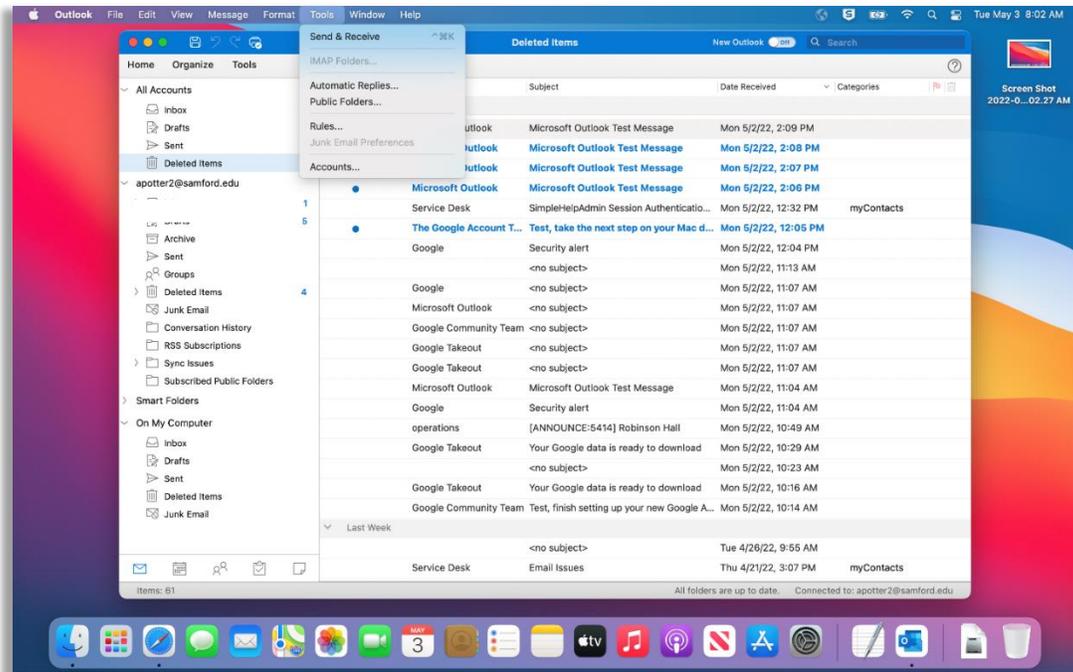
Step 2:

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.



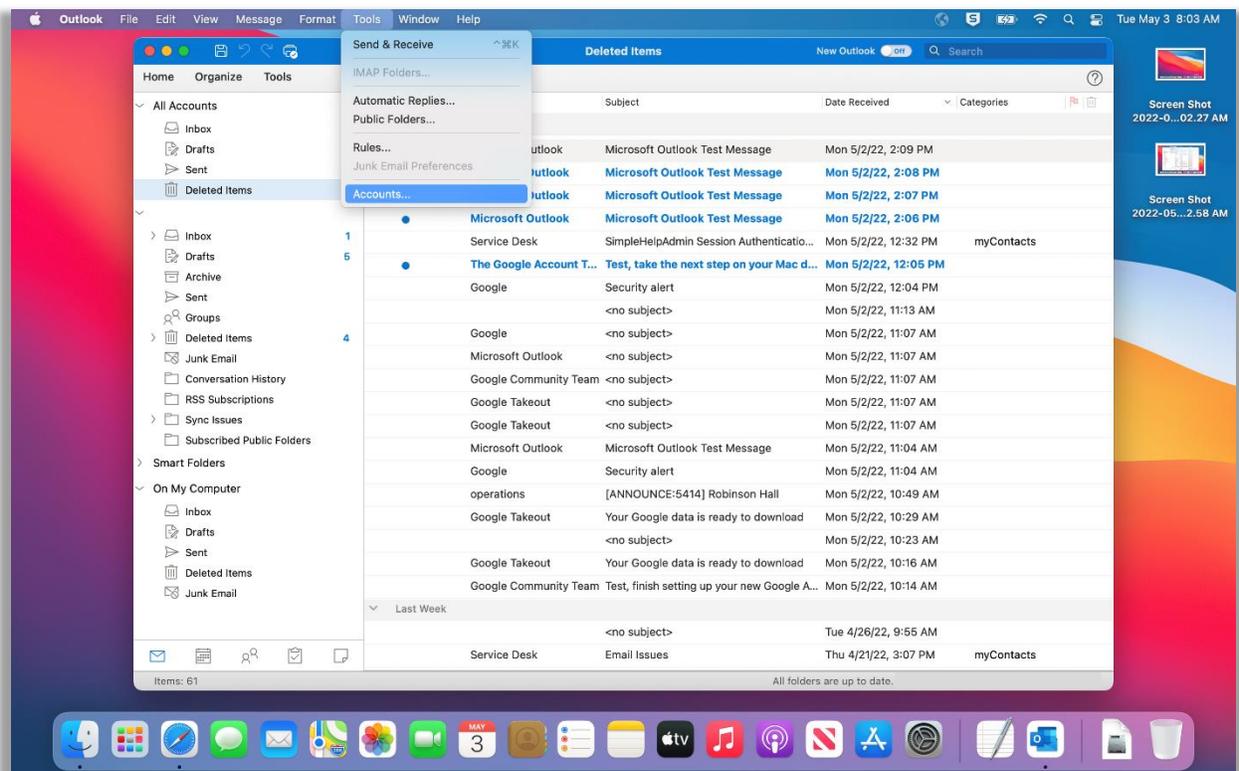
Step 2:

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



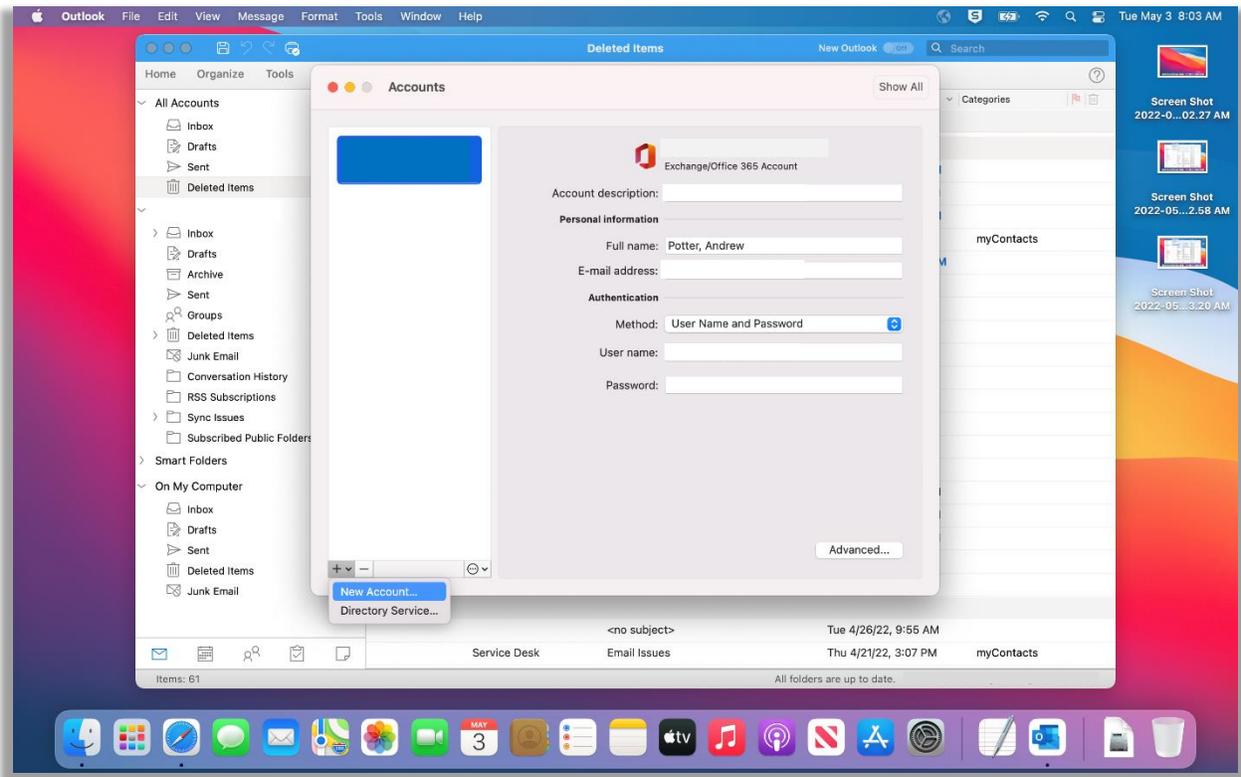
Step 3:

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



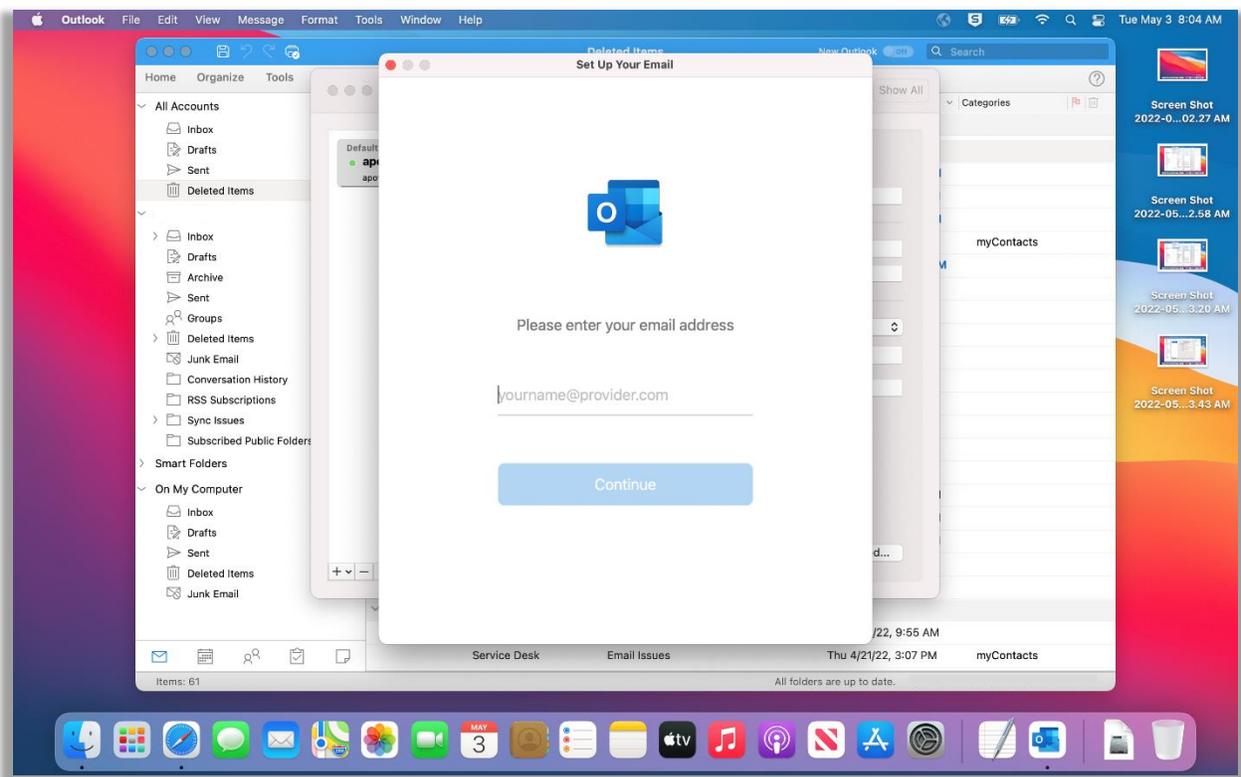
Step 4:

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



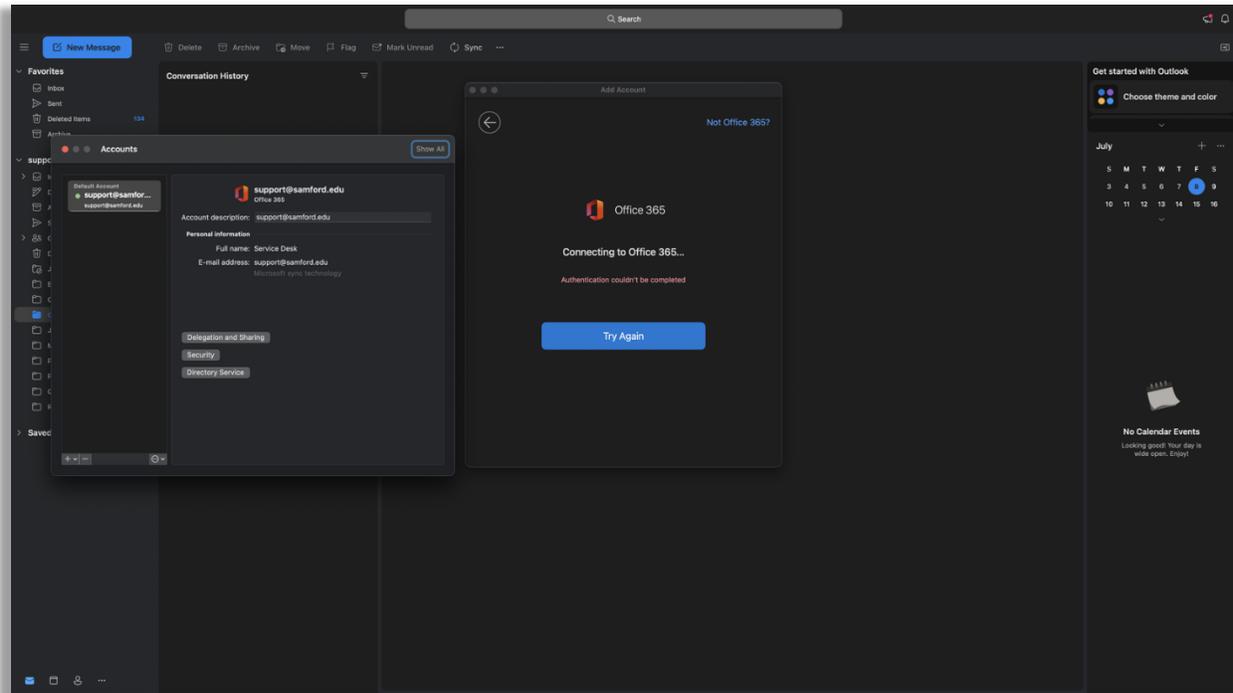
Step 5:

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



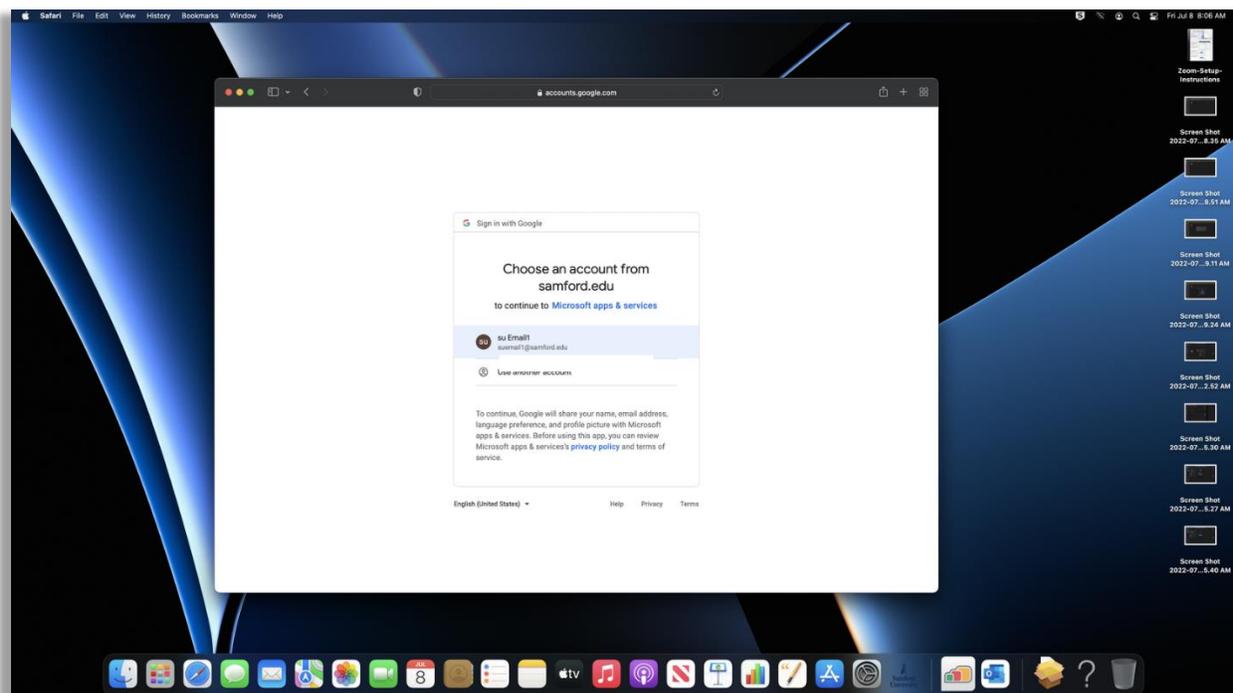
Step 6:

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.



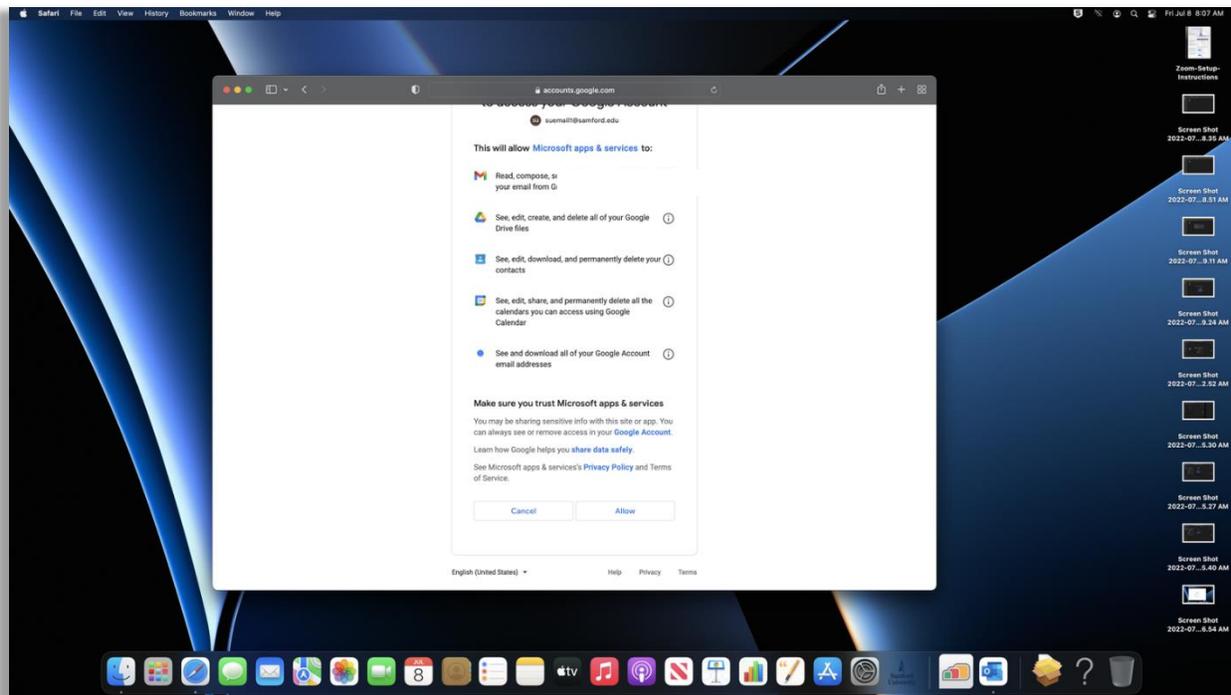
Step 7:

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



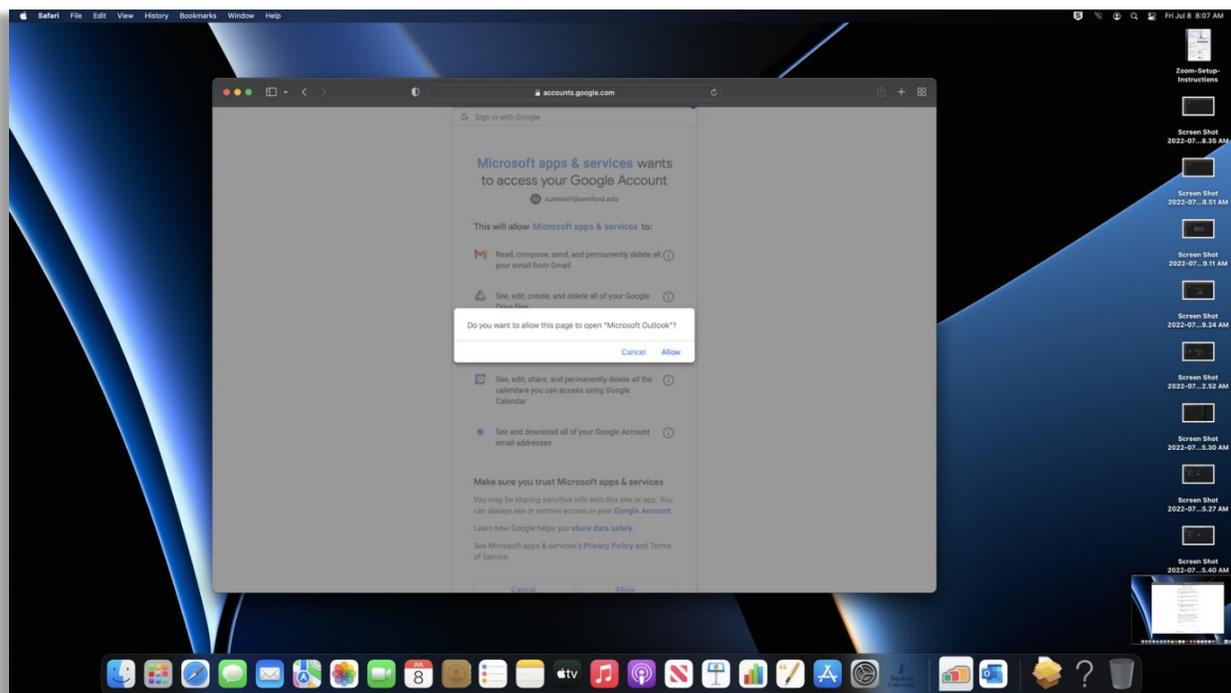
Step 8:

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



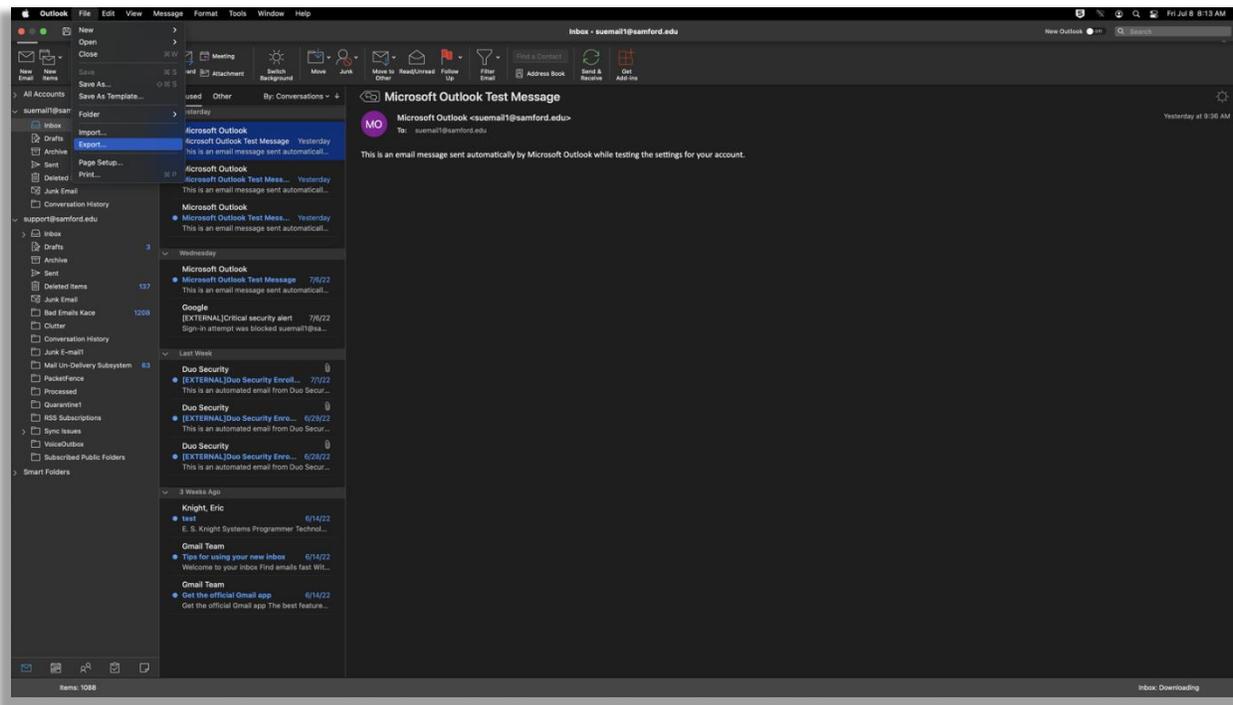
Step 9:

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



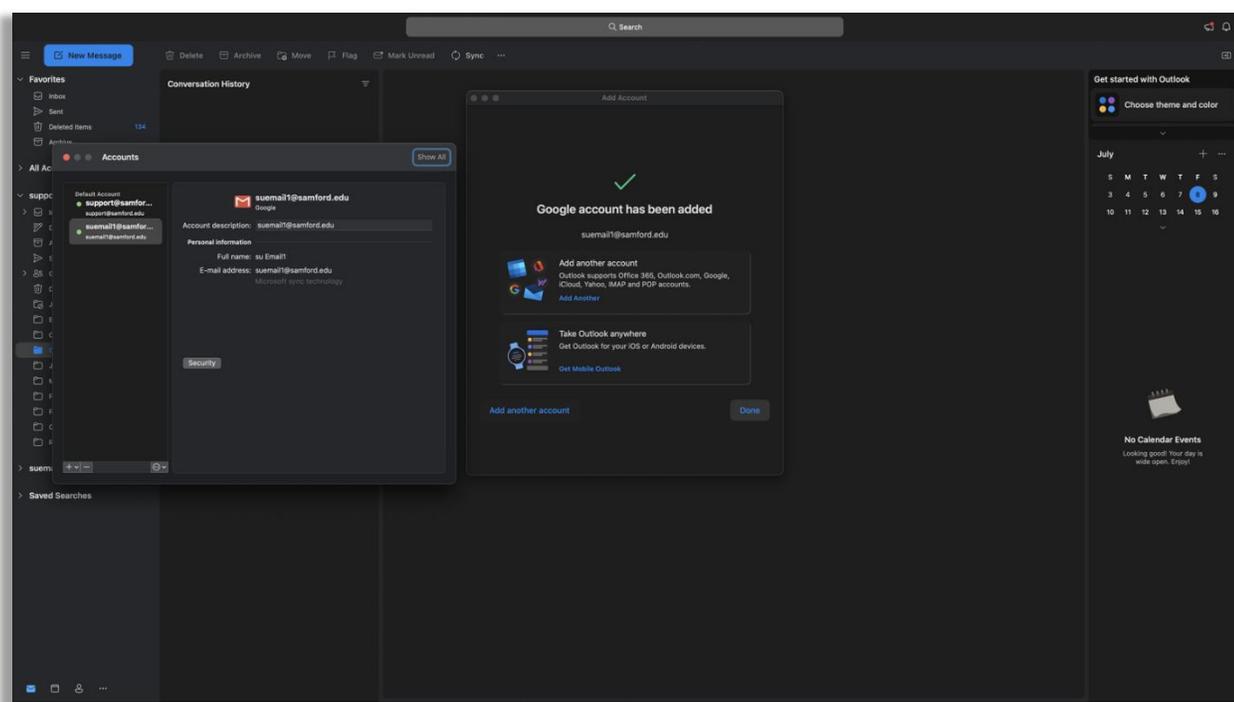
Step 10:

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



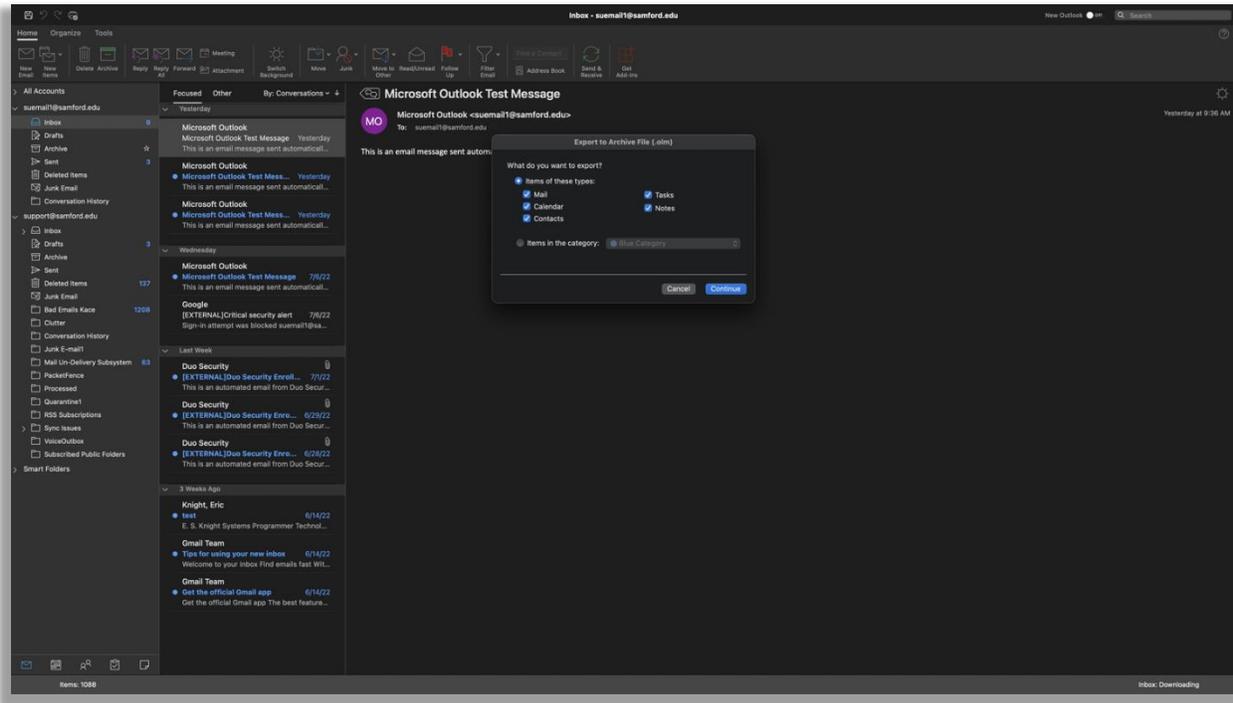
Step 11:

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



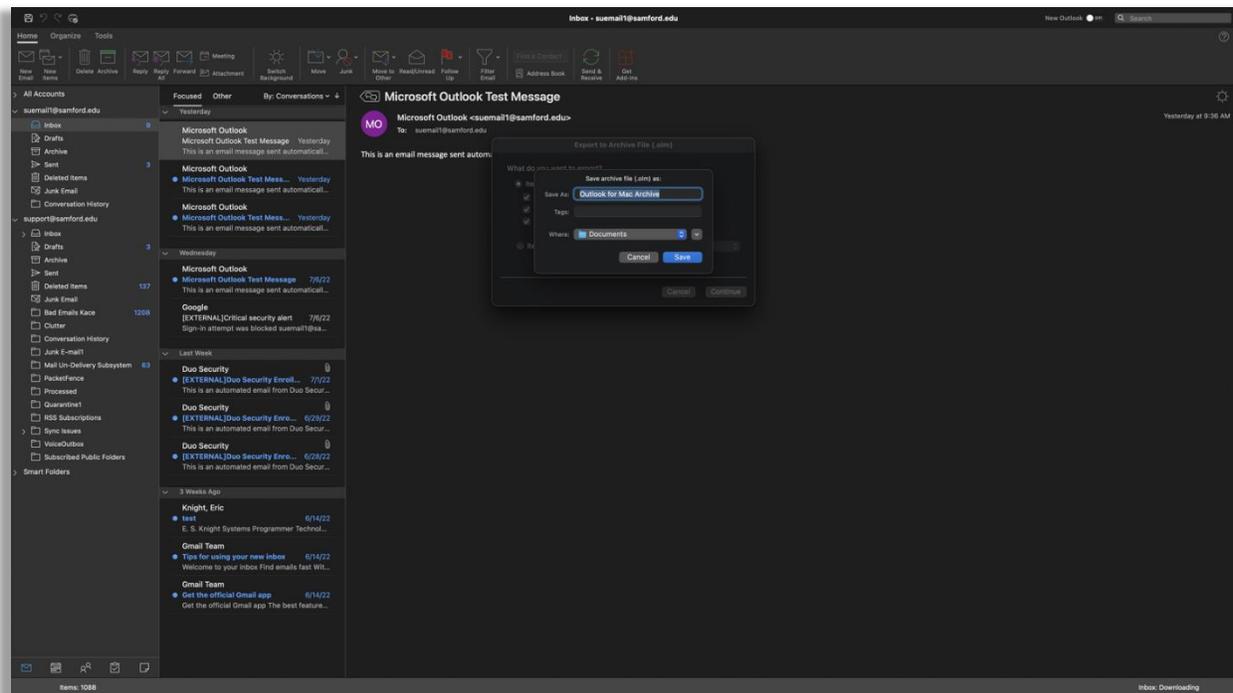
Step 12:

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



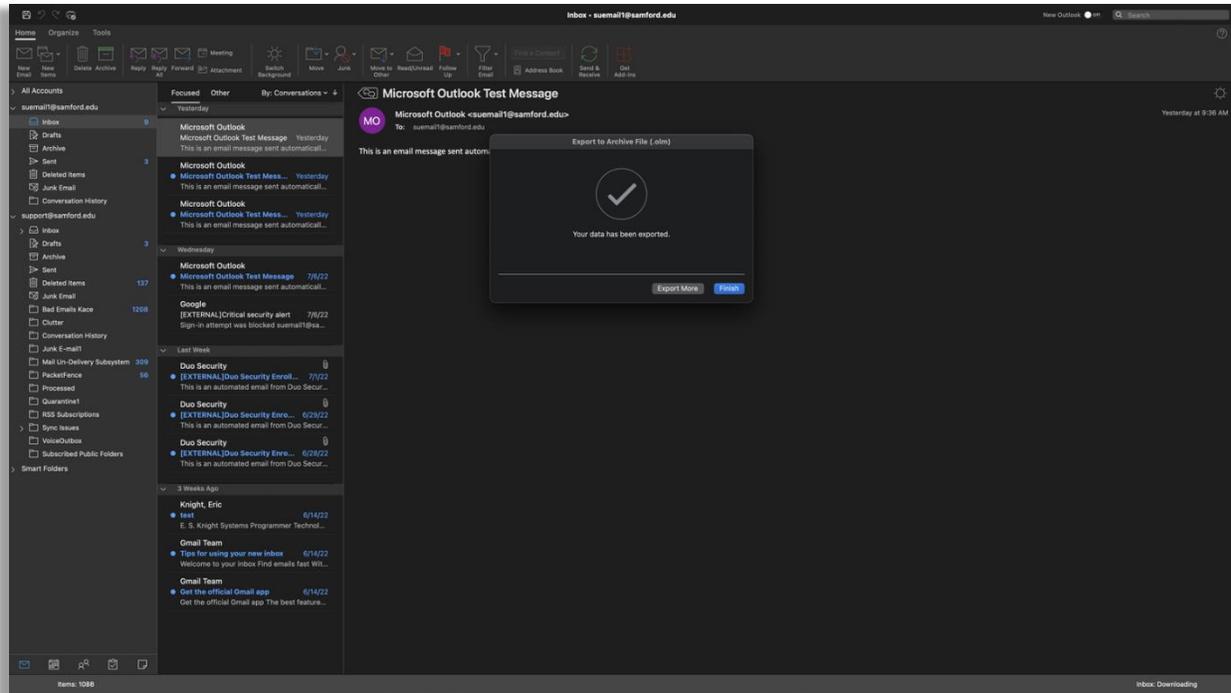
Step 13:

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.



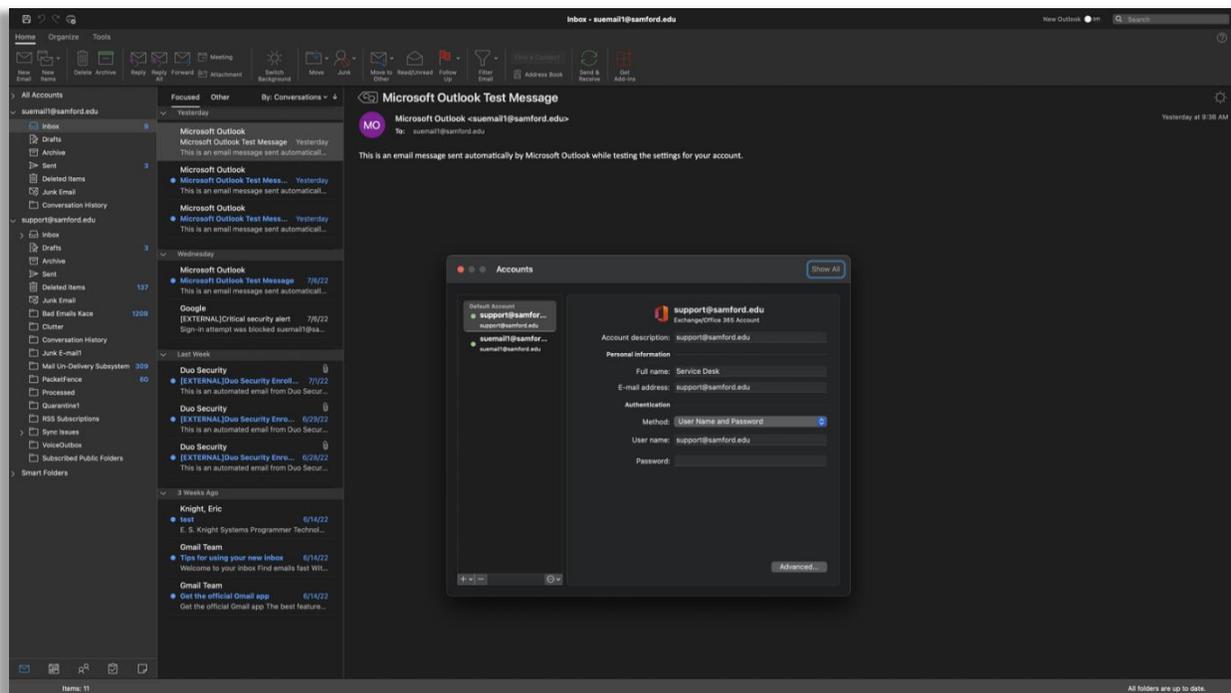
Step 14:

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



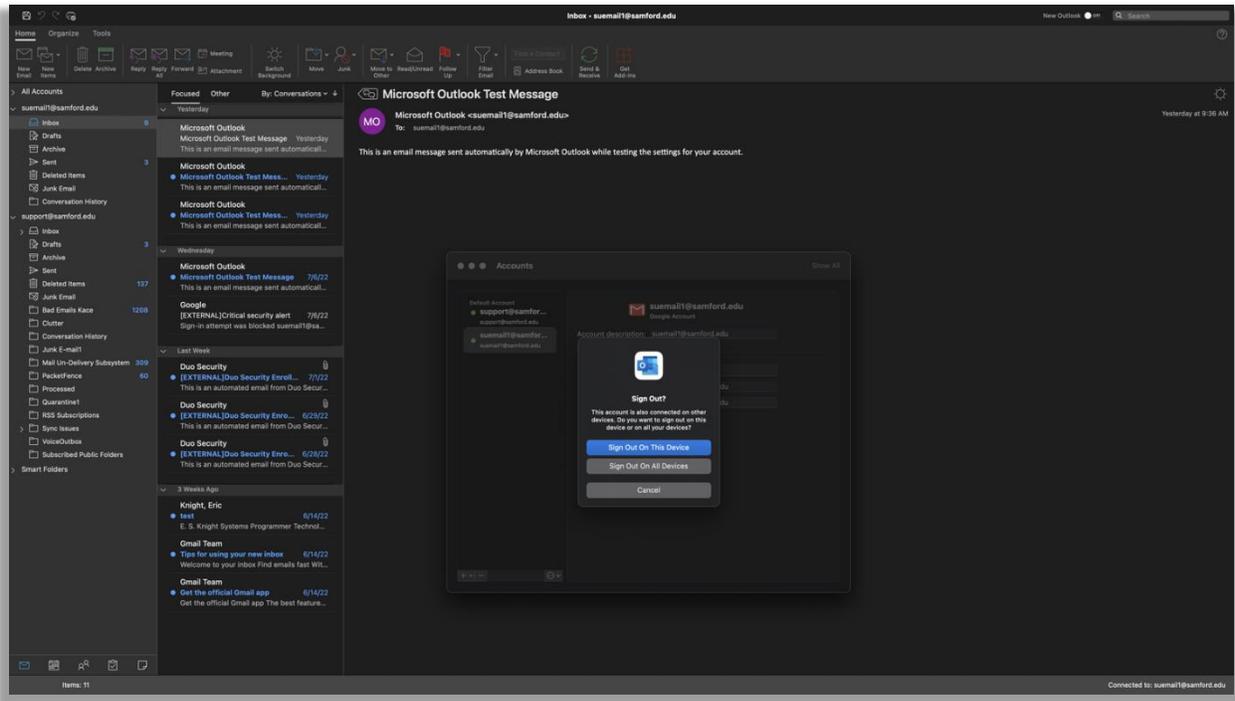
Step 15:

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



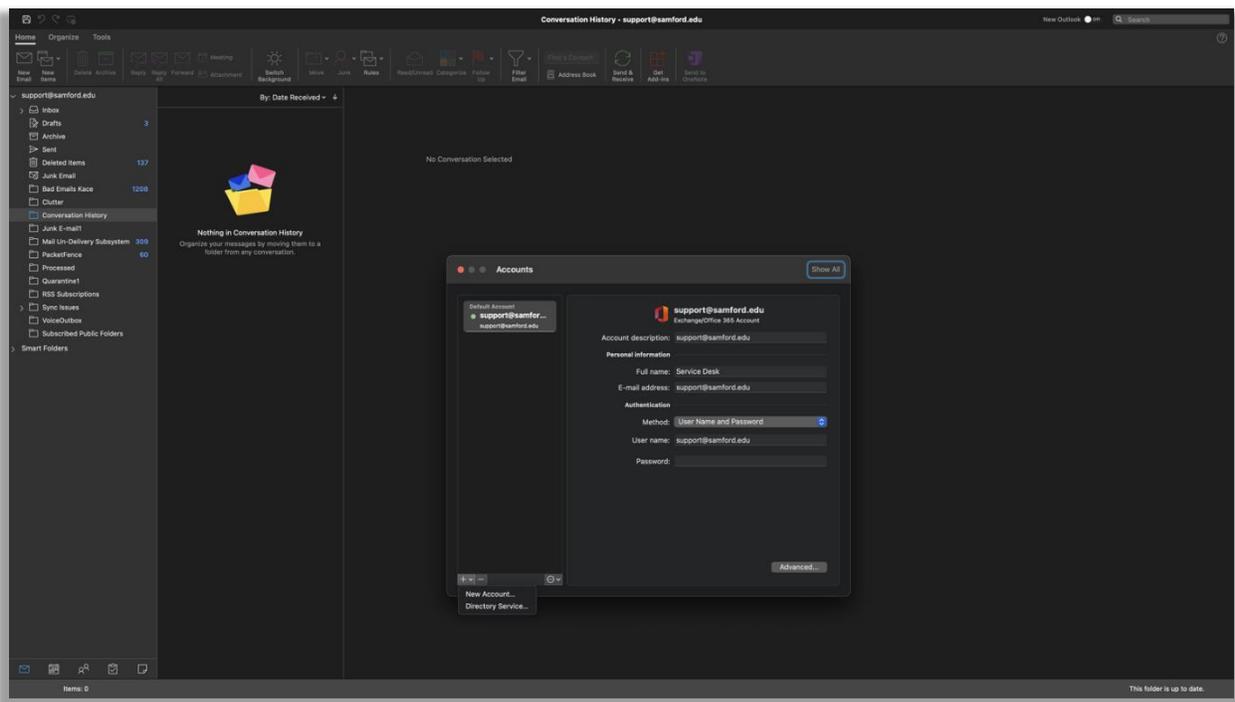
Step 16:

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.'



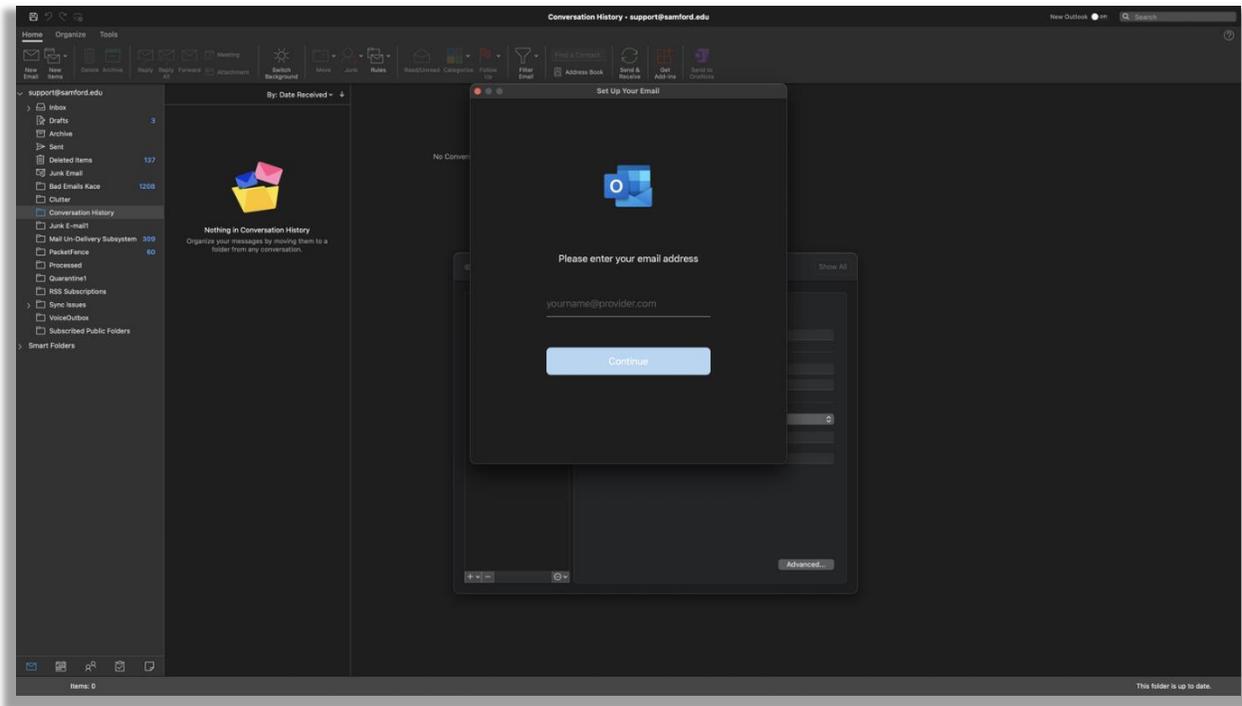
Step 17:

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



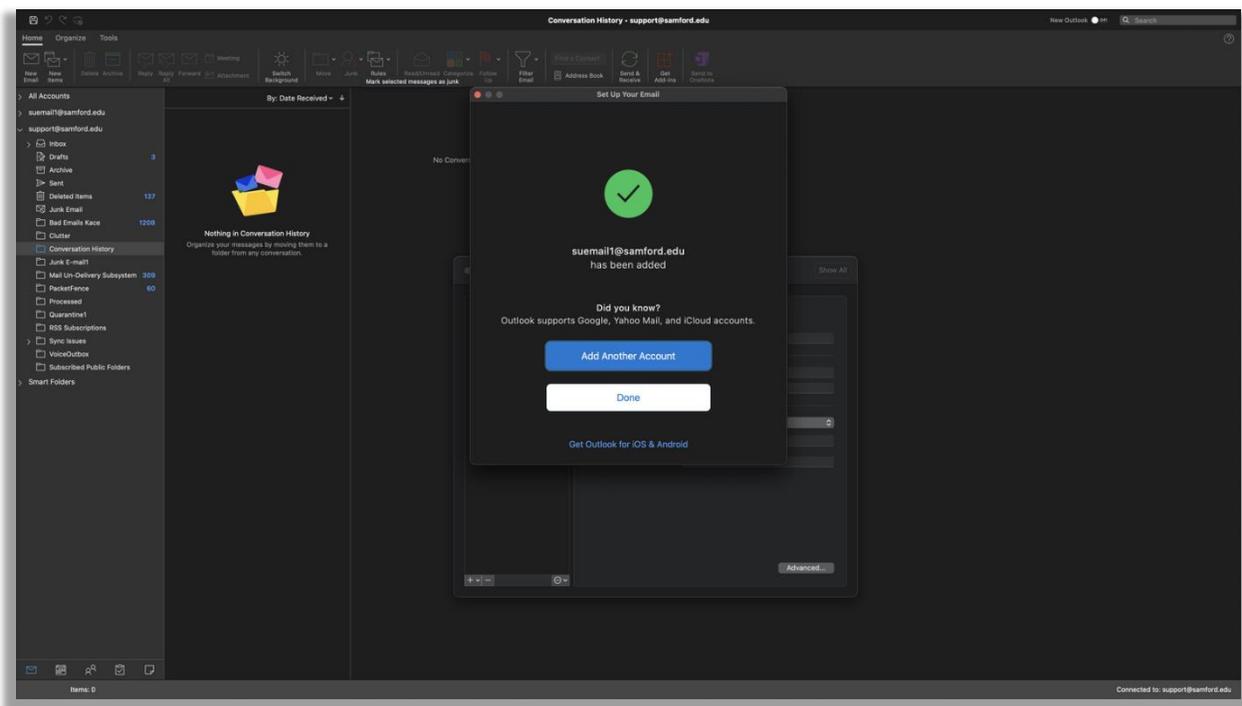
Step 18:

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.



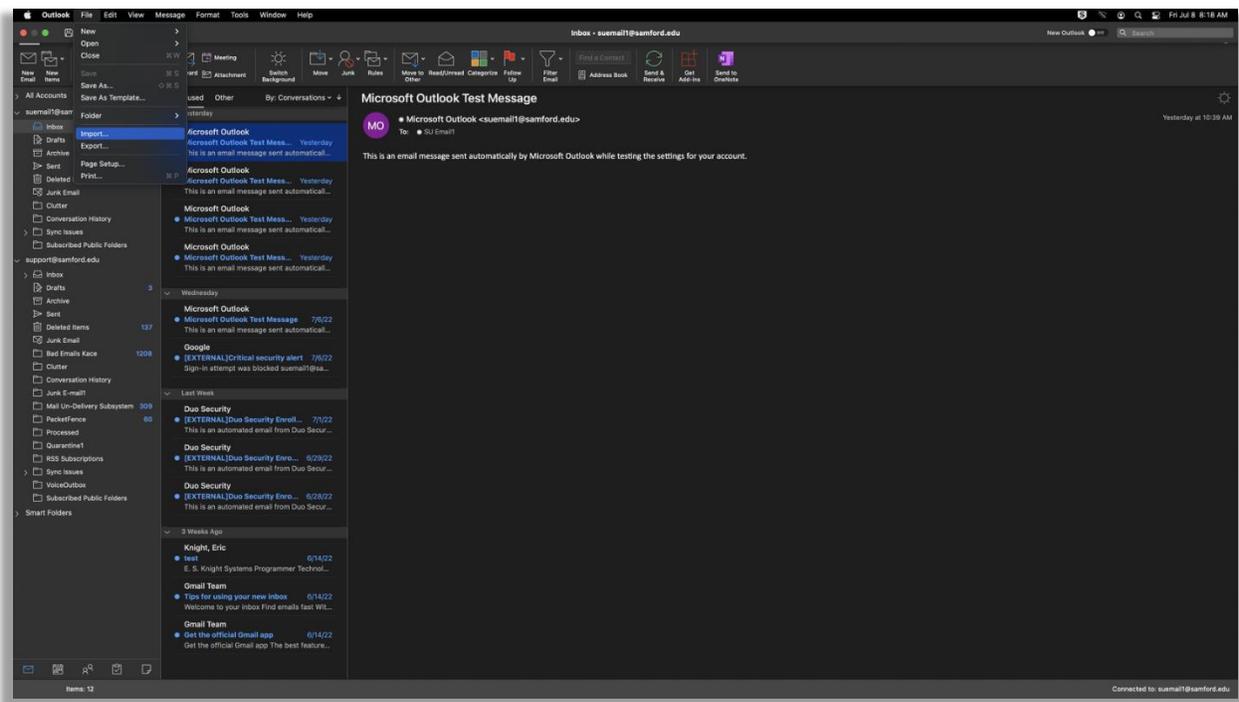
Step 19:

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



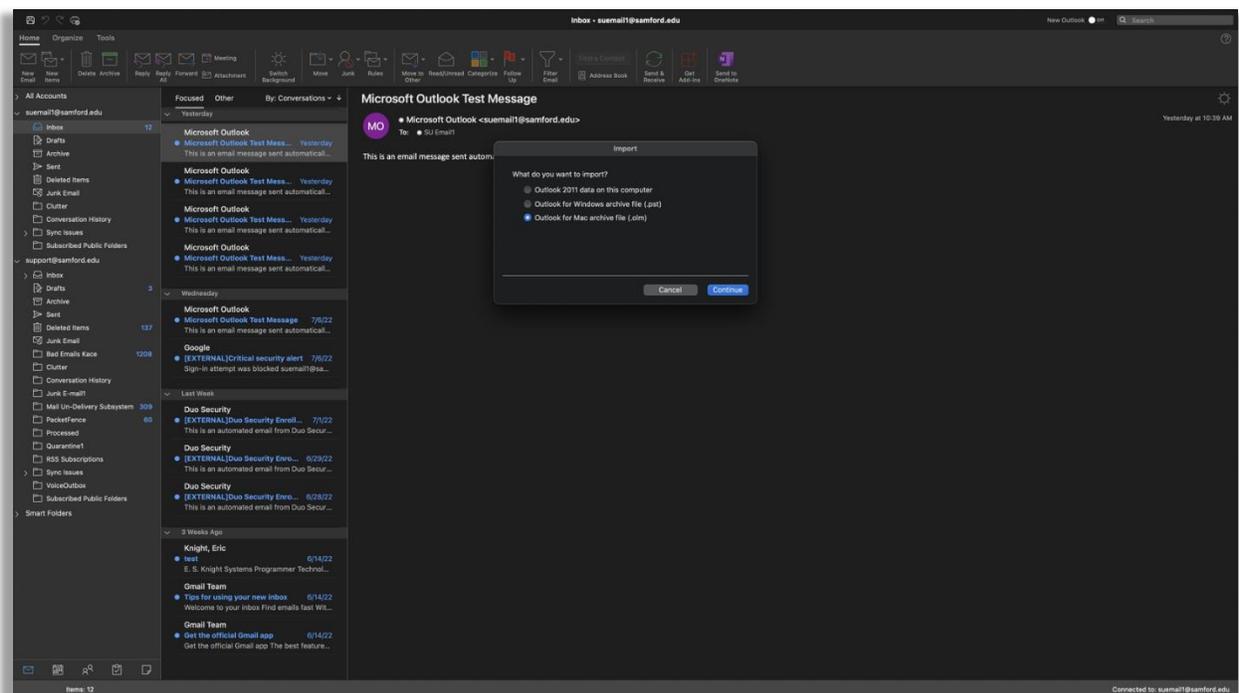
Step 20:

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



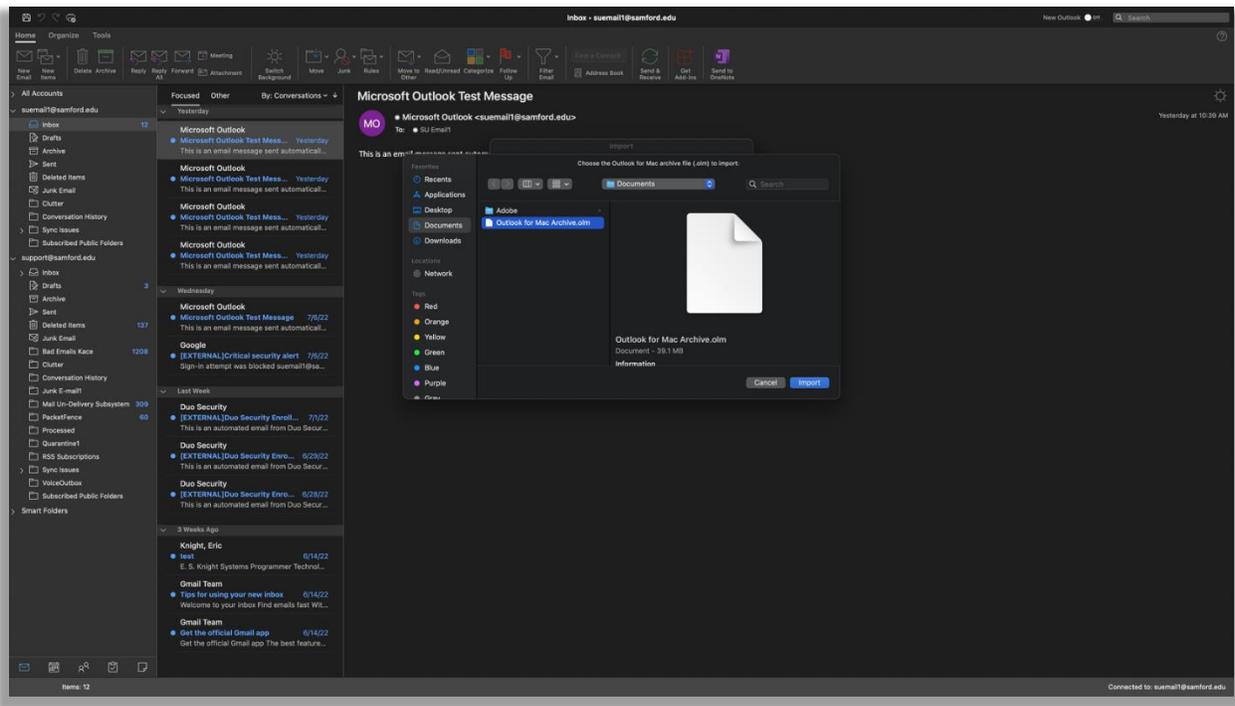
Step 21:

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



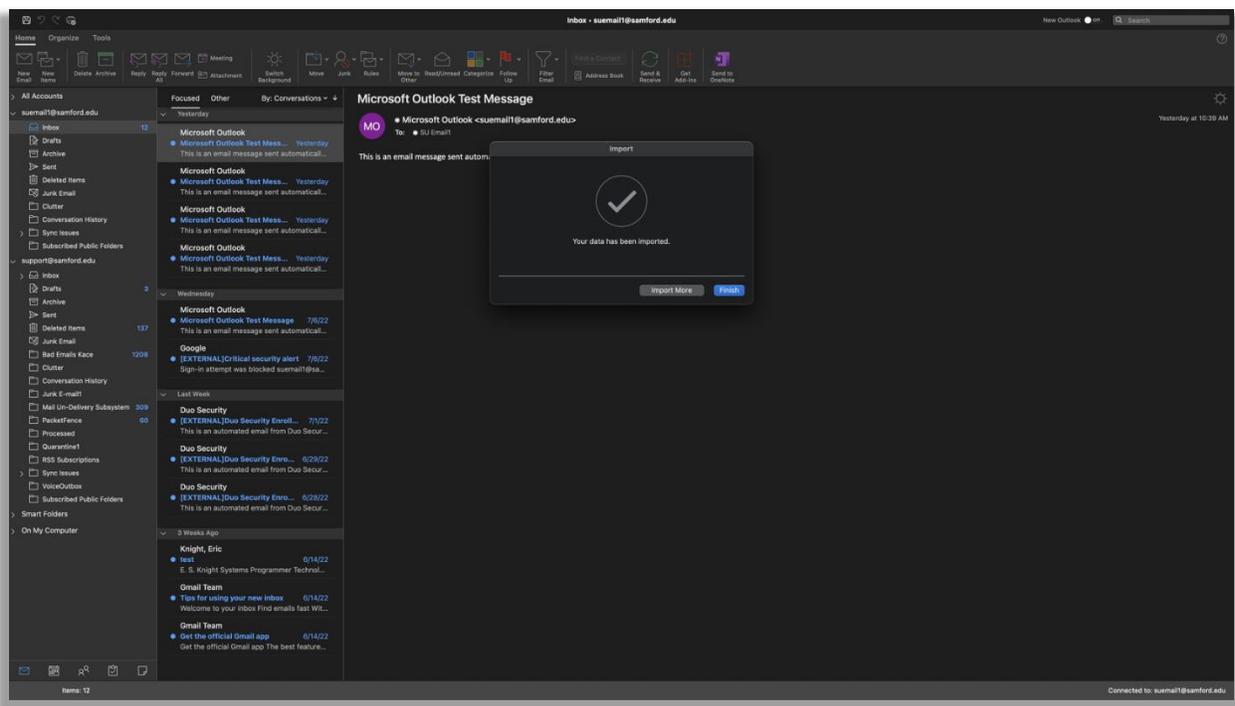
Step 22:

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



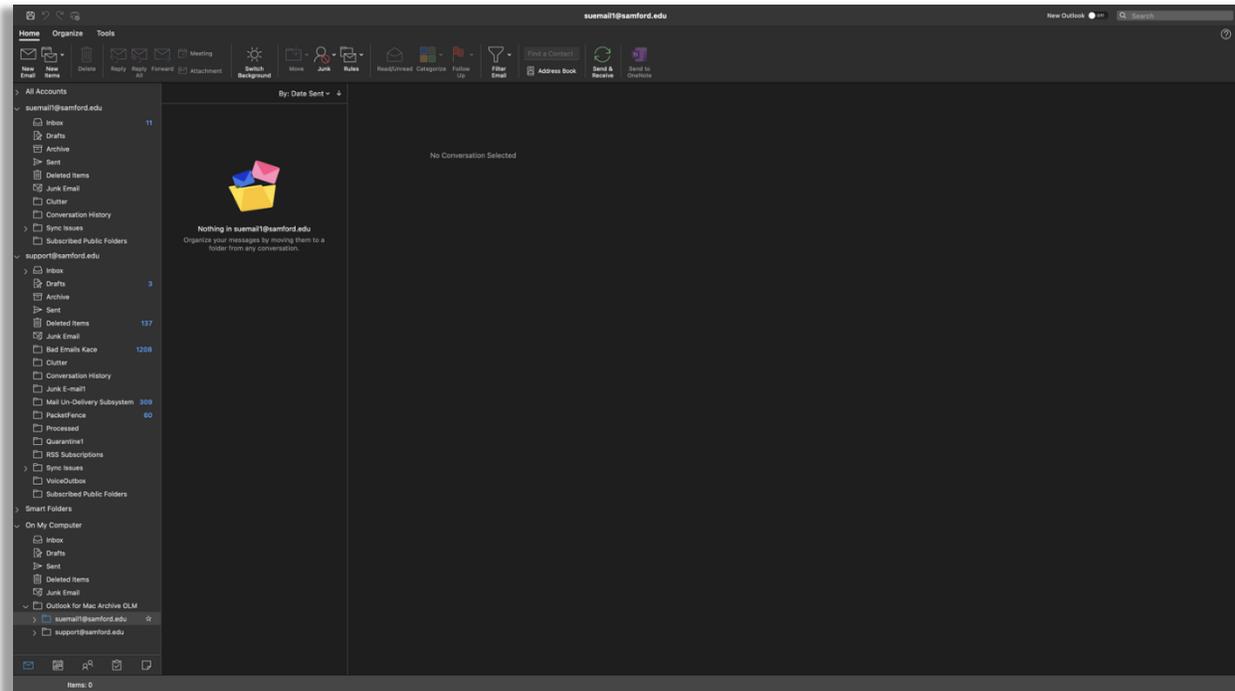
Step 23:

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



Step 24:

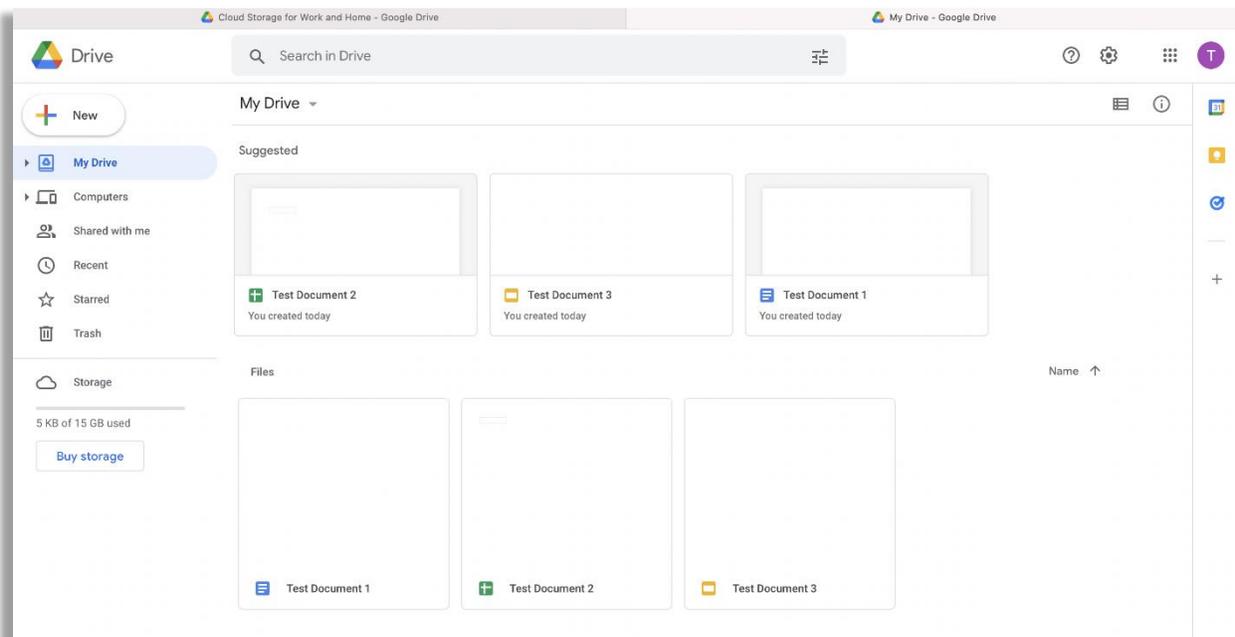
Your imported Outlook files will then appear in the bottom left of the side, under the 'On my Computer' tab.



How to transfer files from Gmail to O365

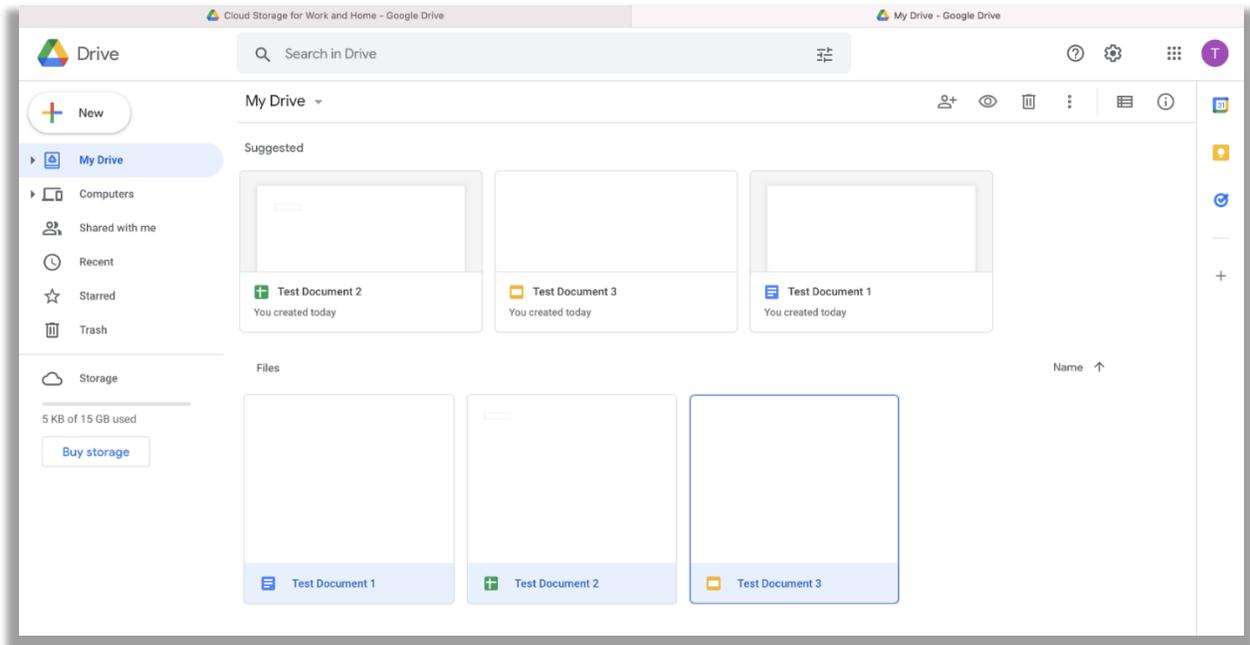
Step 1:

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.



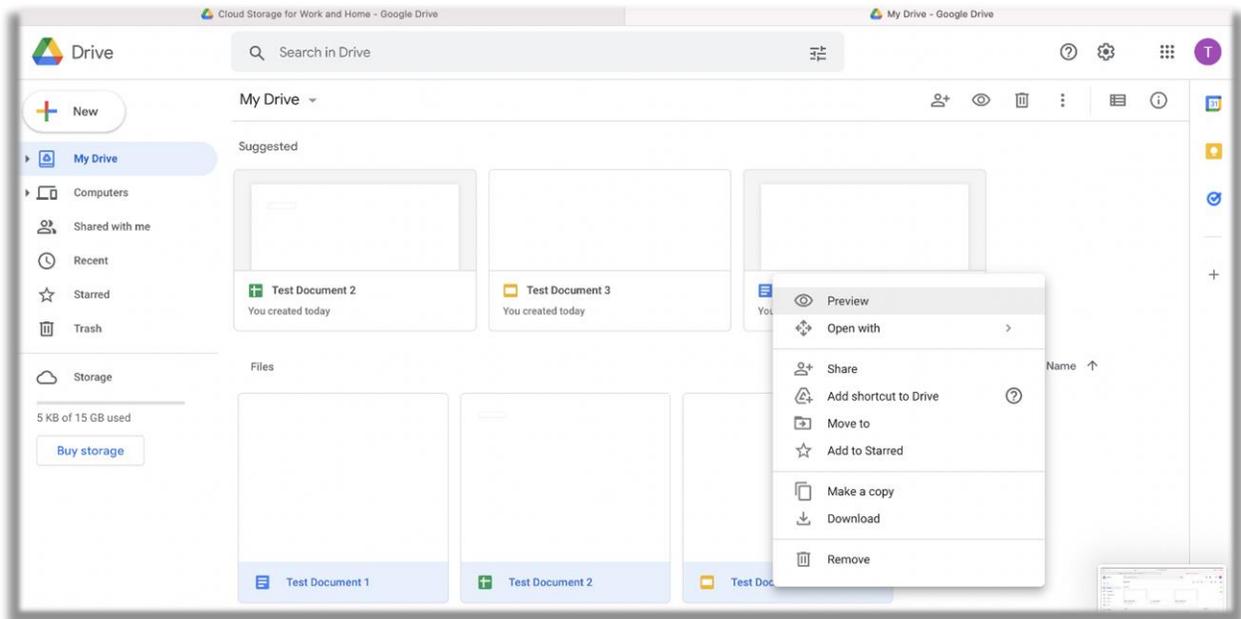
Step 2:

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



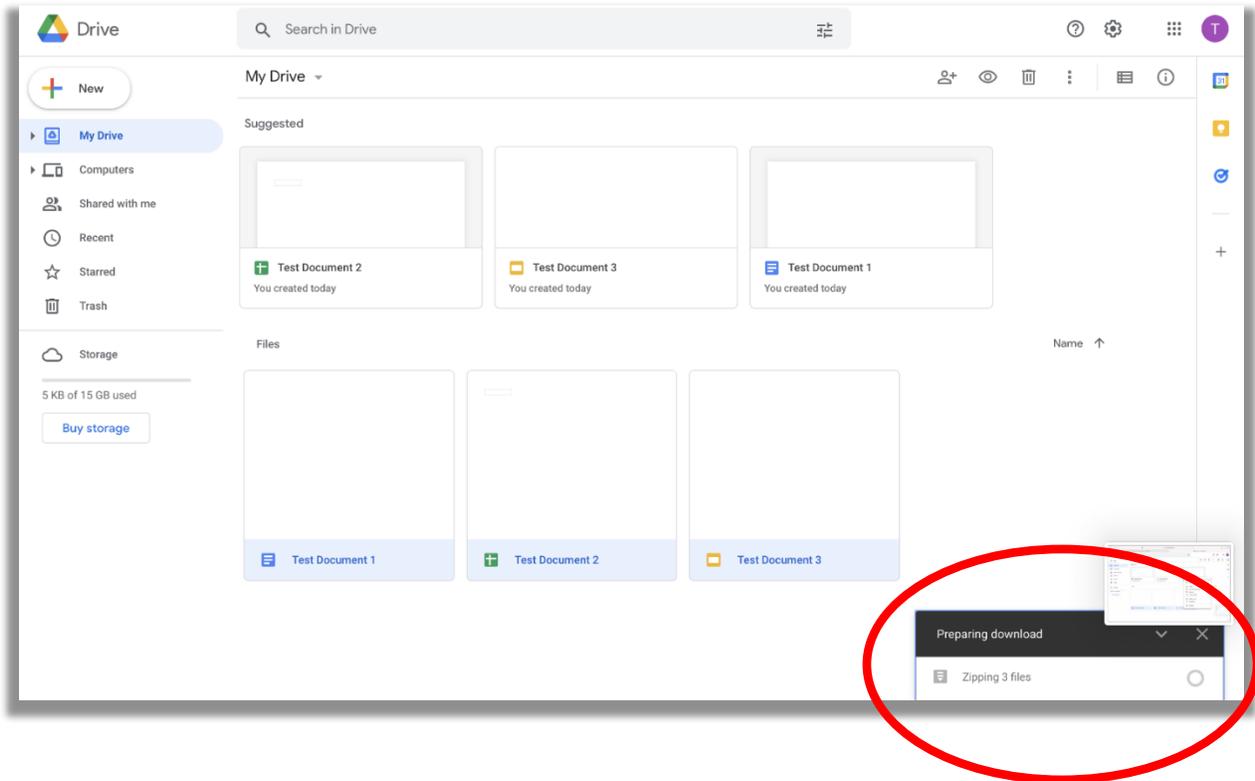
Step 3:

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



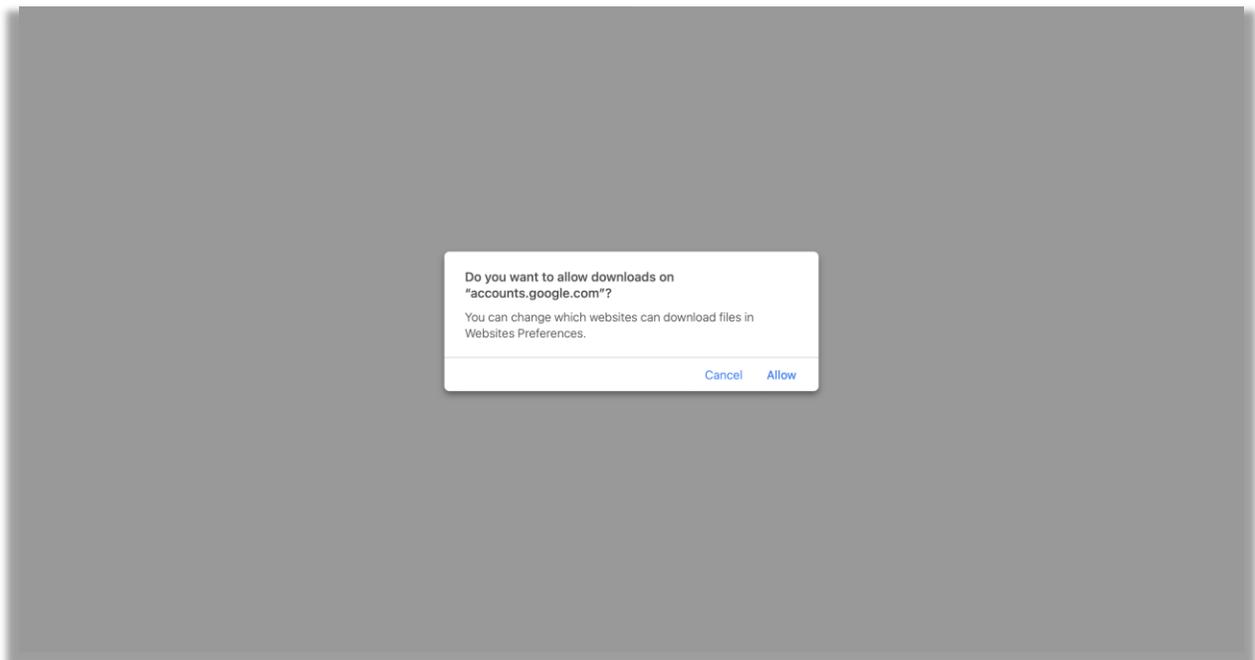
Step 4:

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.



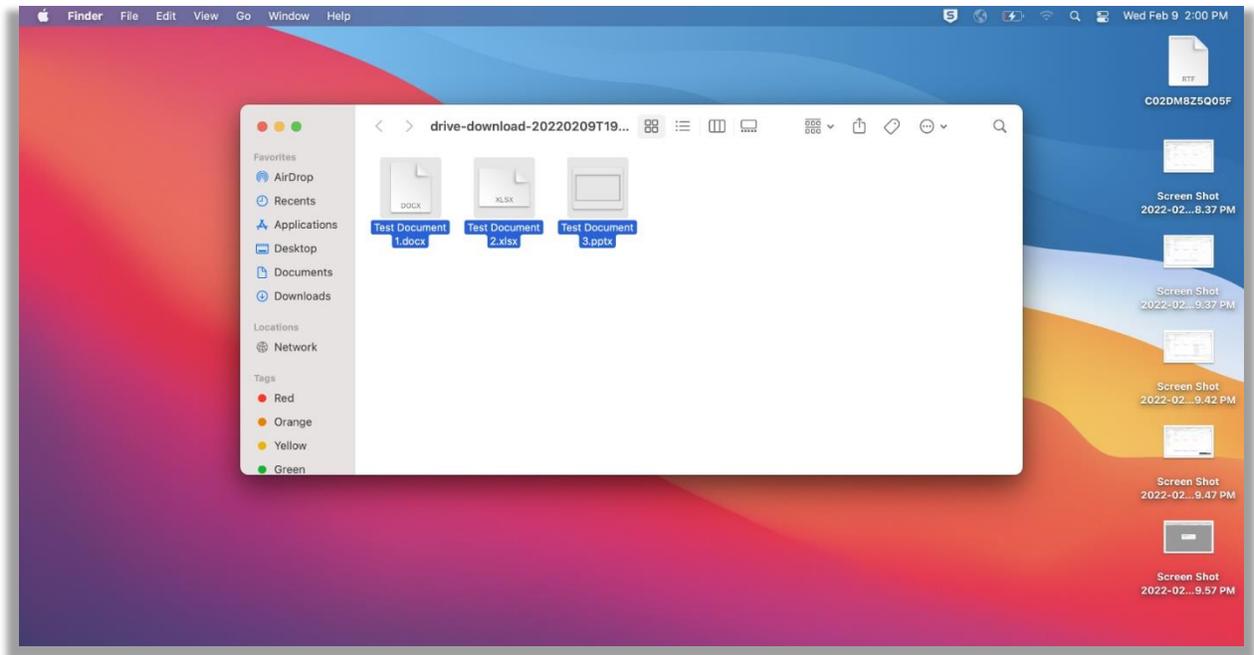
Step 5:

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



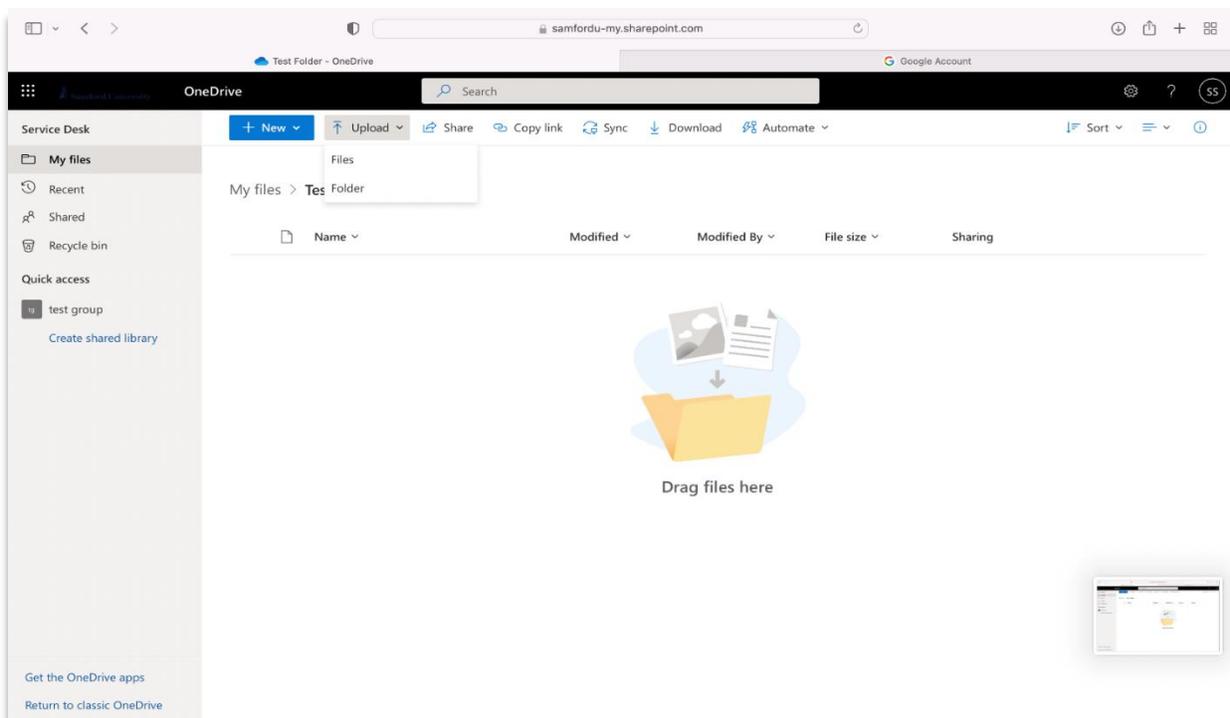
Step 6:

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



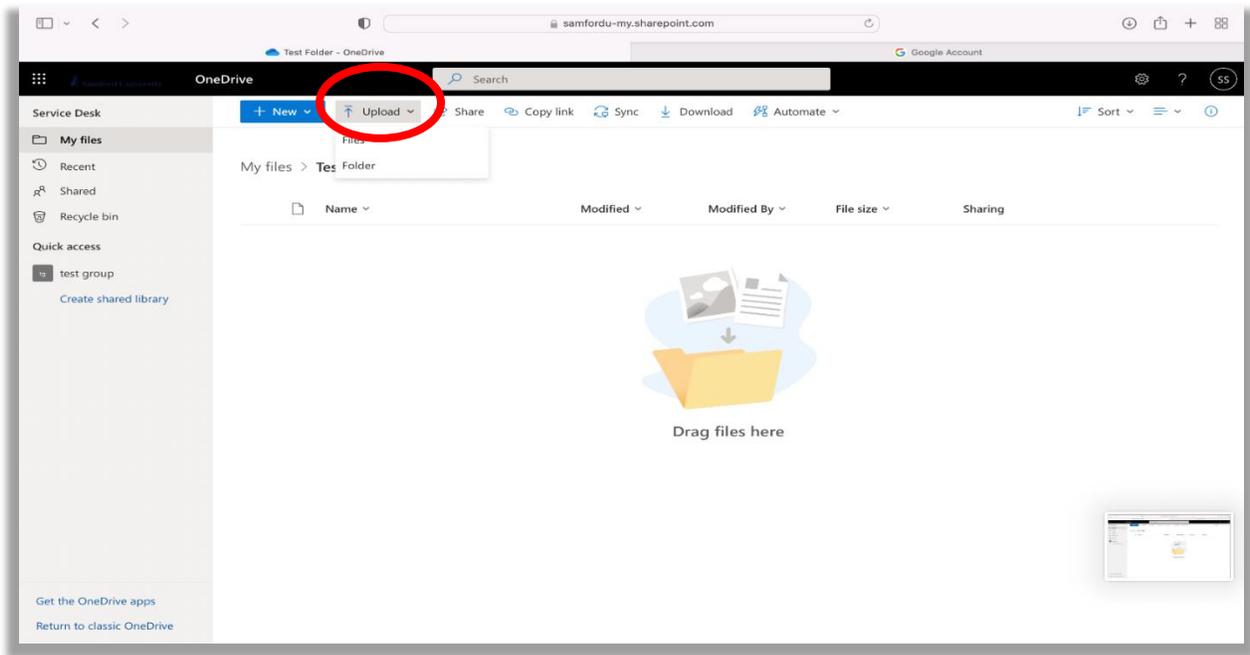
Step 7:

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>.



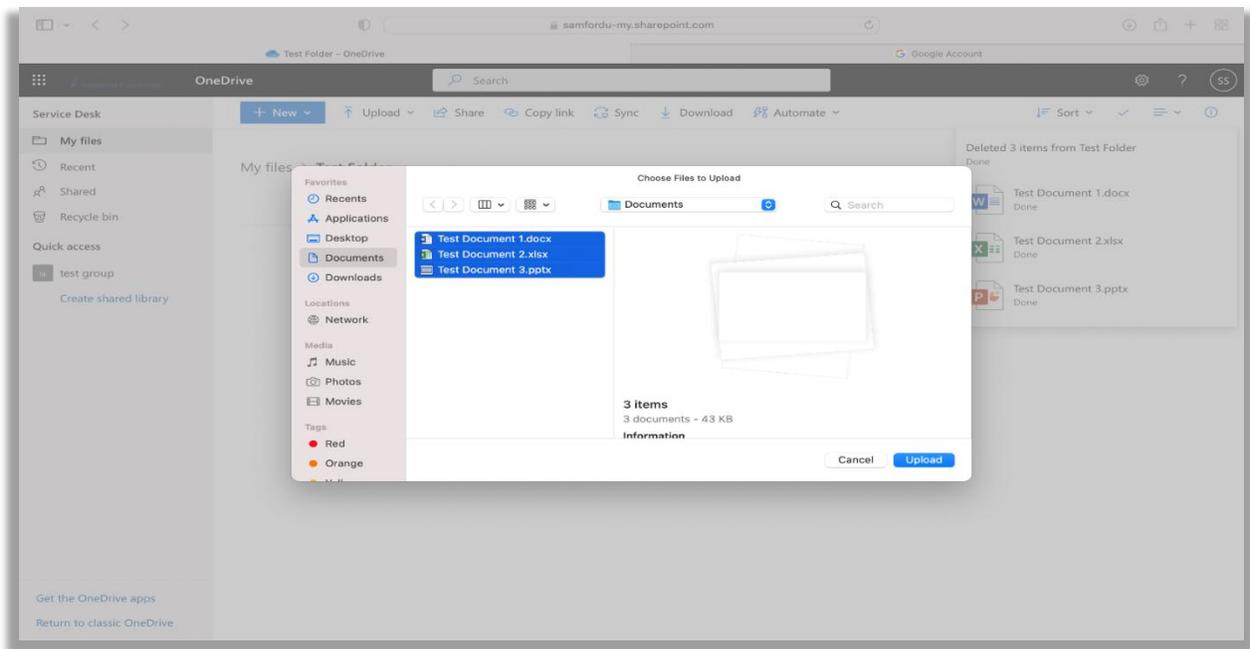
Step 8:

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



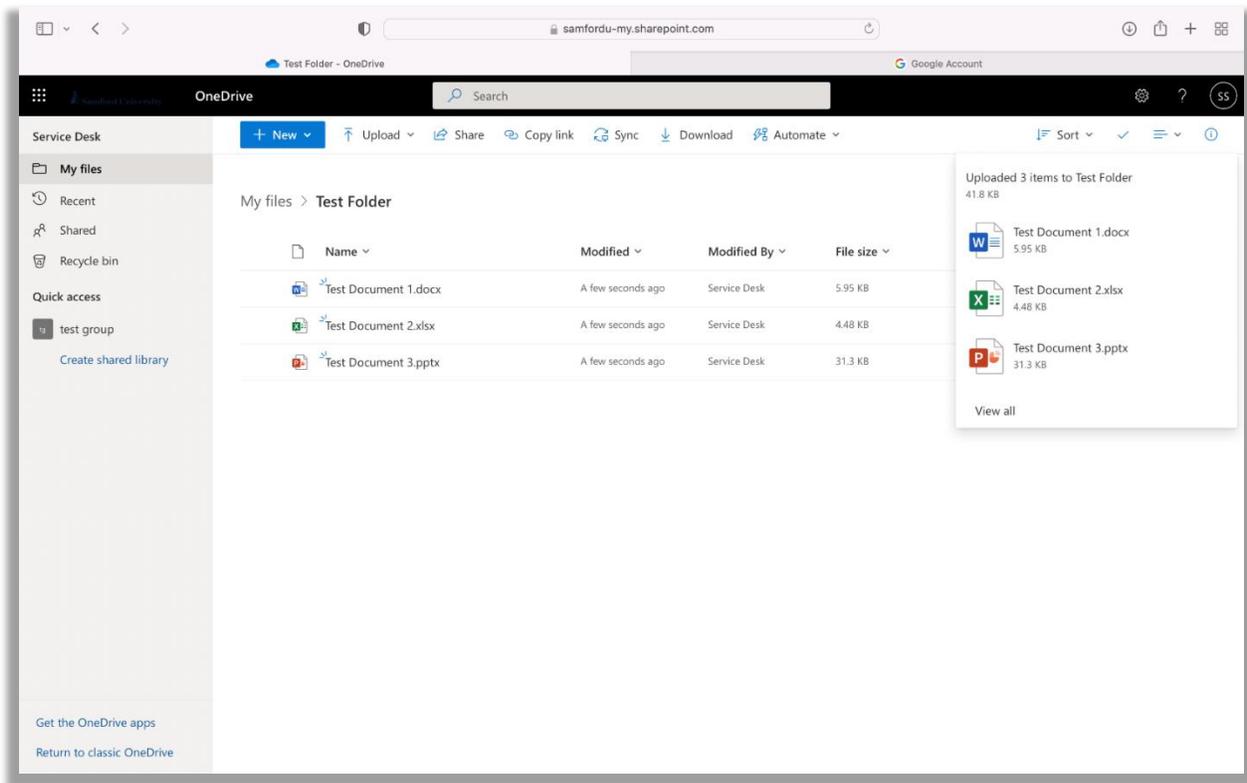
Step 9:

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.



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.



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.