

[Transfer Email](#)

[Transfer Files](#)

[Transfer Contacts](#)

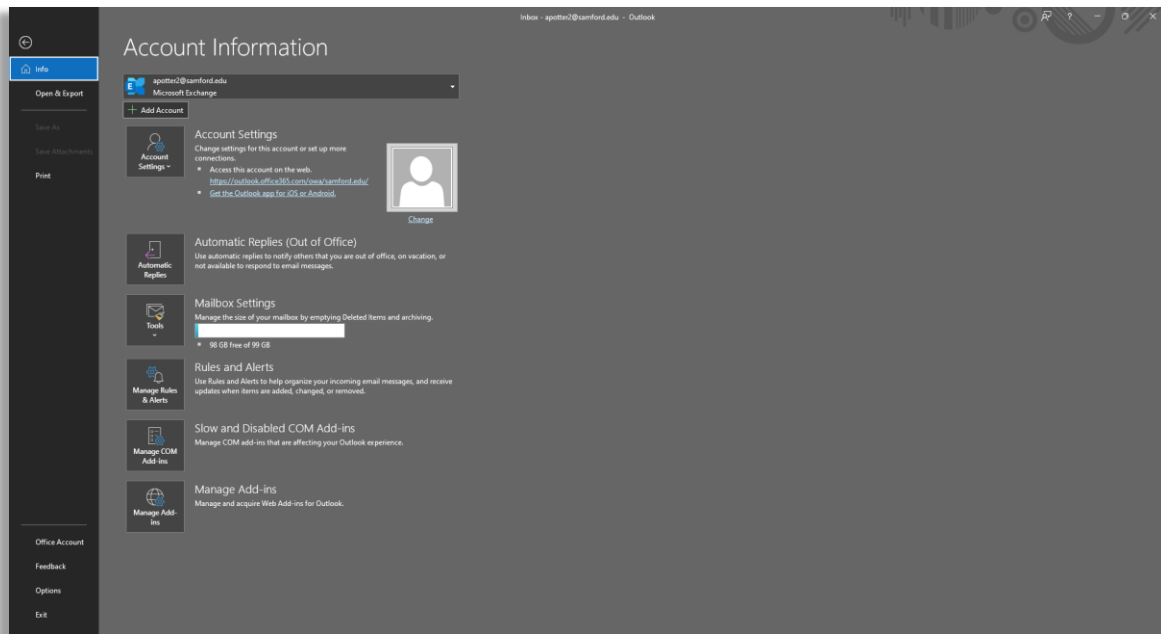
[Getting Outlook Email on Your Android Device](#)

## How to transfer Email from Gmail to O365

### Step 1:

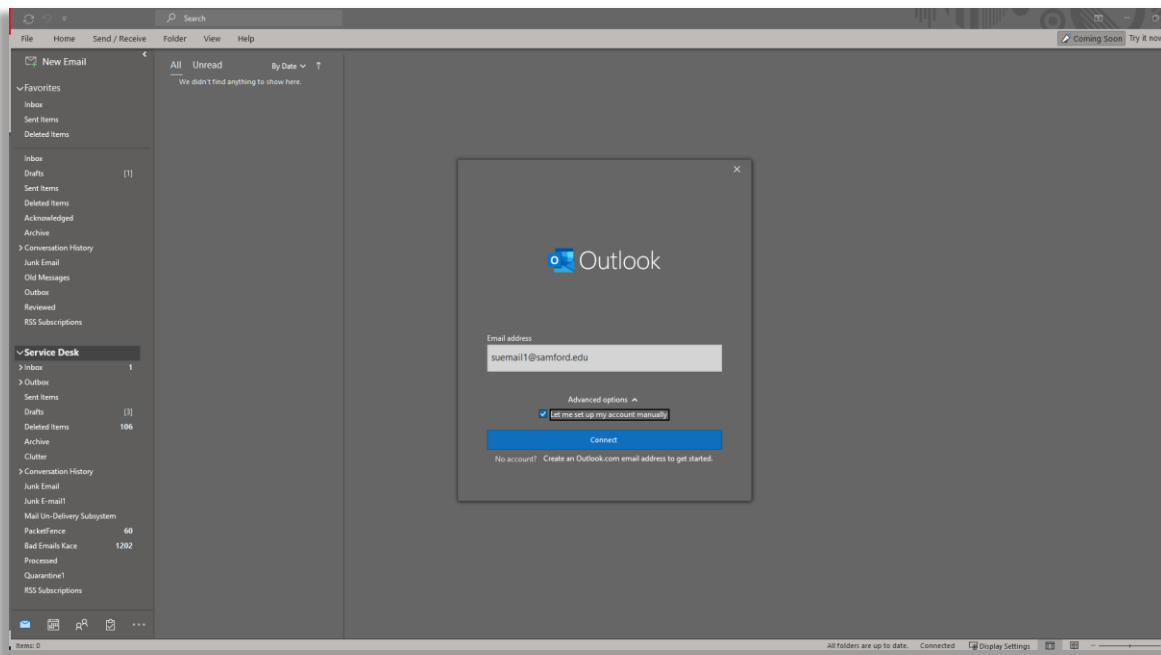
Before attempting this process, you will need to have Microsoft Outlook installed. Got to <https://office.com> and log in with your SU credentials. Here, you will have the ability to install Outlook from your account page.

Once installed, in Outlook click on file in the top-left corner. This will bring up the menu below.



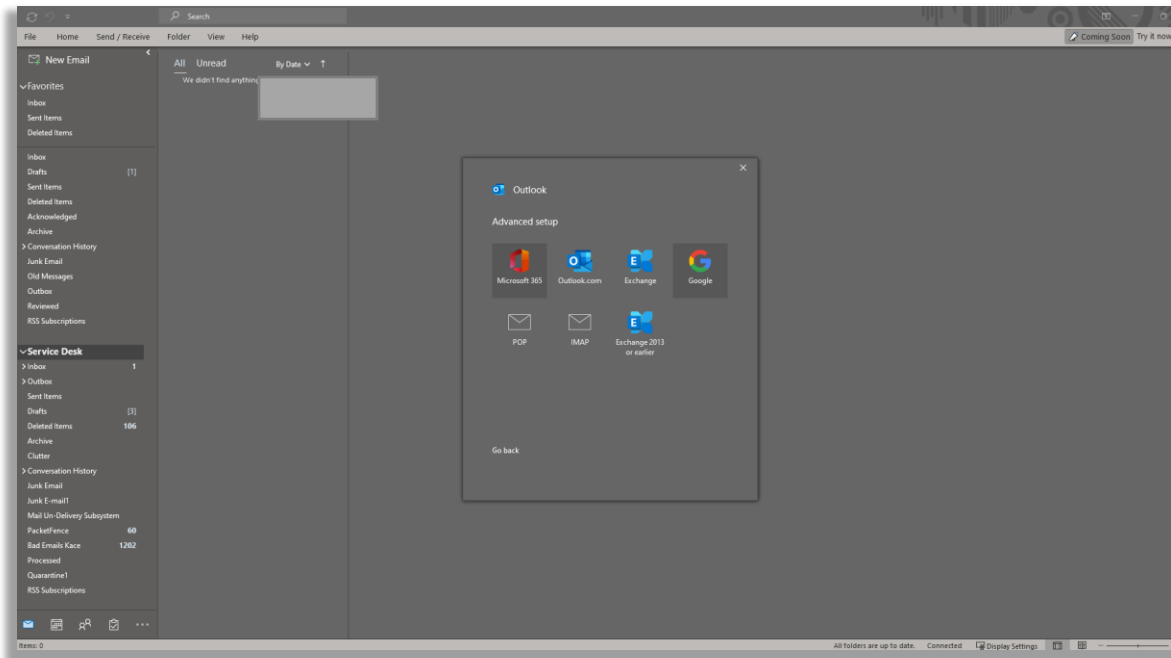
### Step 2:

Click the 'Add Account' button beneath the box at the top of the menu. This will prompt the below screen to appear. Input your Samford.edu email address, then click 'Advanced Options' make sure that the 'let me set up my account manually' box is checked. Then click 'Connect'.



### Step 3:

Once you've selected 'connect' the below screen should appear. You will select Google first, as you will be adding the Gmail version of your Samford account first.



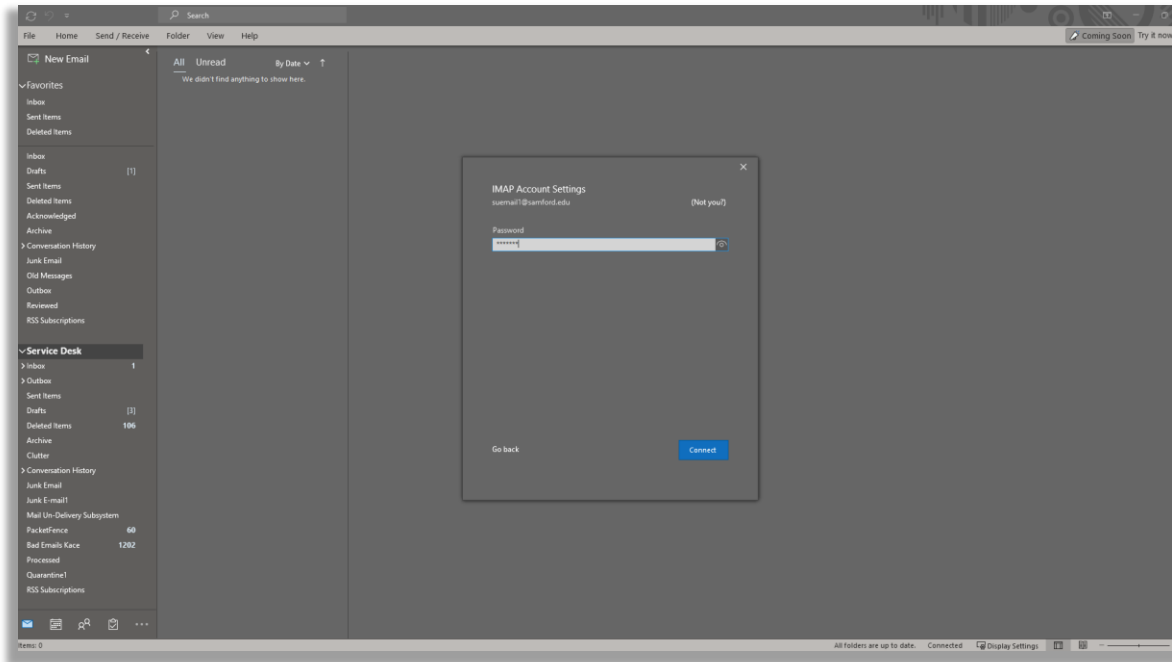
### Step 4:

After selecting Google you will be prompted with the below boxes. The information **MUST** match as seen below for it to work.

A screenshot of the 'IMAP Account Settings' dialog box for the email address suemail1@samford.edu. The dialog is divided into 'Incoming mail' and 'Outgoing mail' sections. In the 'Incoming mail' section, the 'Server' is 'imap.gmail.com', the 'Port' is '993', and the 'Encryption method' is 'SSL/TLS'. There is a checked checkbox for 'Require logon using Secure Password Authentication (SPA)'. The 'Outgoing mail' section has a 'Server' of 'smtp.gmail.com', a 'Port' of '587', and an 'Encryption method' of 'STARTTLS'. There is also a checked checkbox for 'Require logon using Secure Password Authentication (SPA)'. At the bottom, there are 'Go back' and 'Next' buttons. A '(Not you?)' link is visible in the top right.

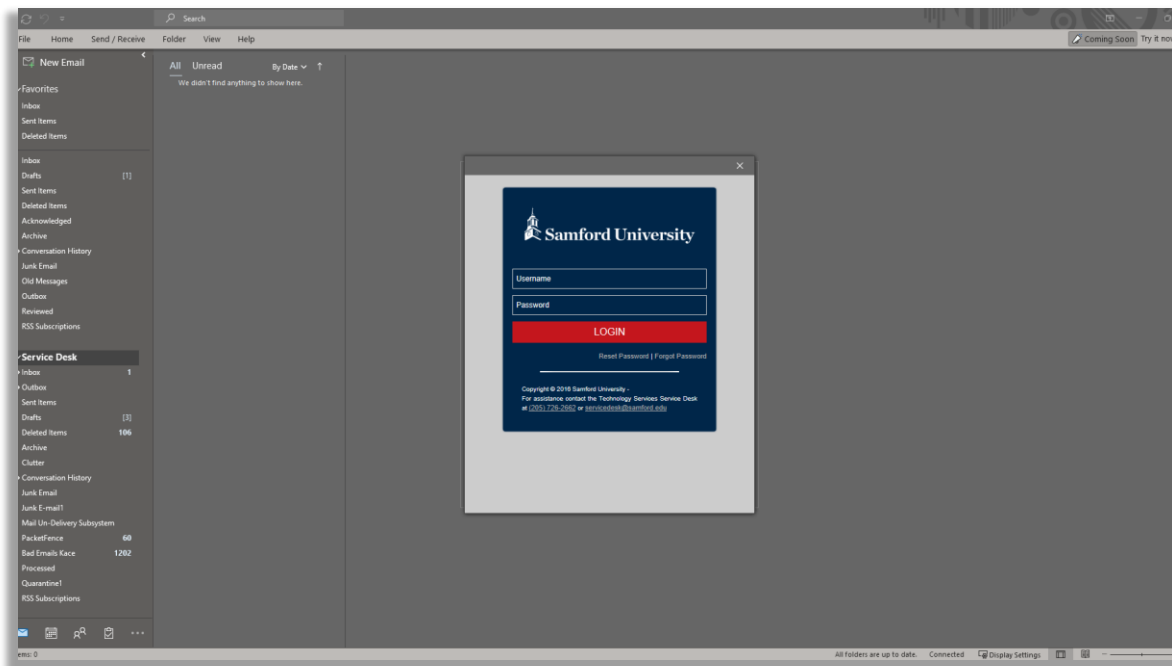
## Step 5:

After inputting the above information, you will be prompted with a screen asking for your password. Enter it and then select 'Connect'.



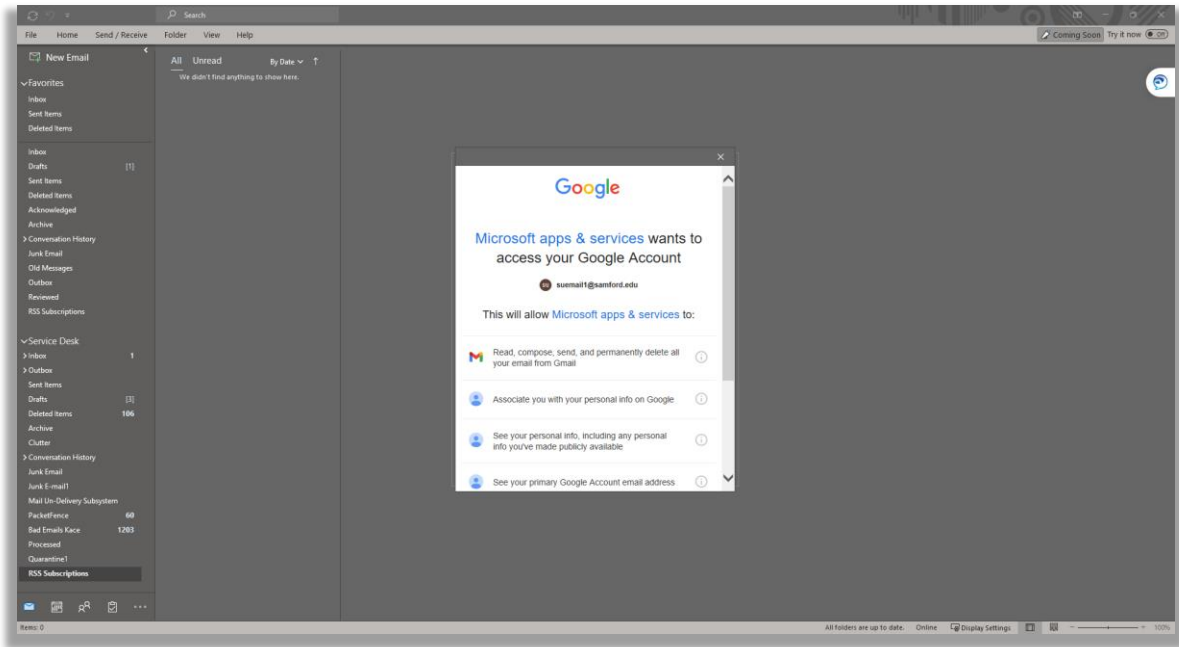
## Step 6:

After selecting 'Connect' you will be prompted with a standard Samford login page. Enter your Samford username and password and click 'Login'. You will have to complete a DUO push.



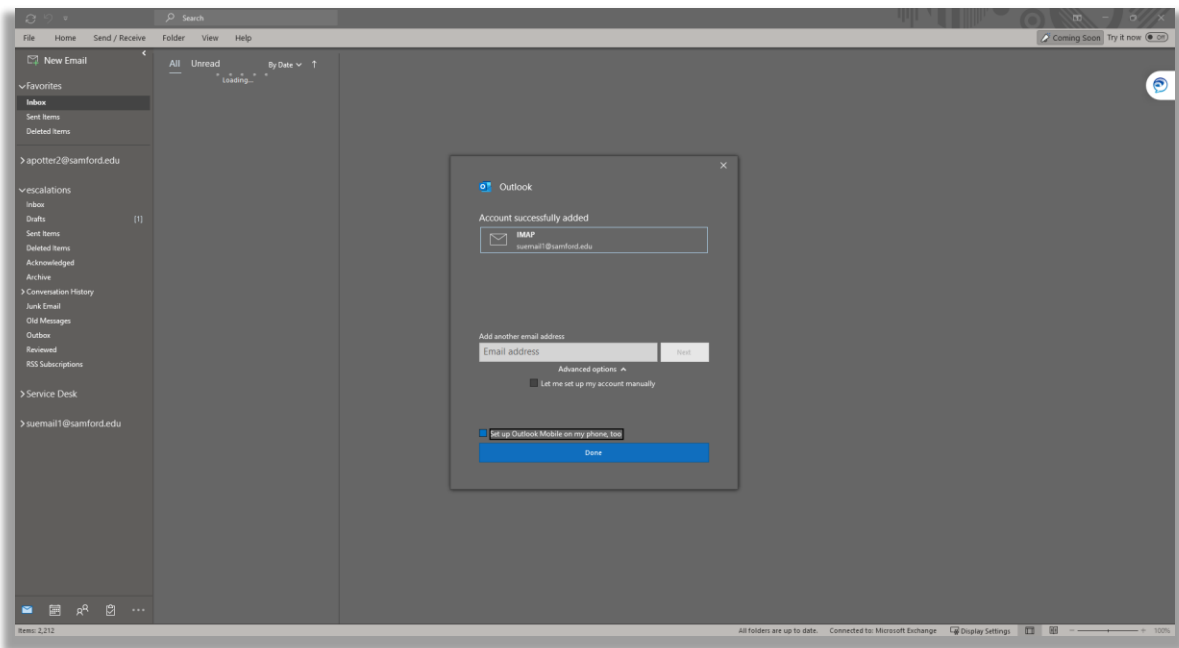
## Step 7:

After completing the login process you will be prompted with the below screen. Scroll down to the bottom and click 'Allow'.



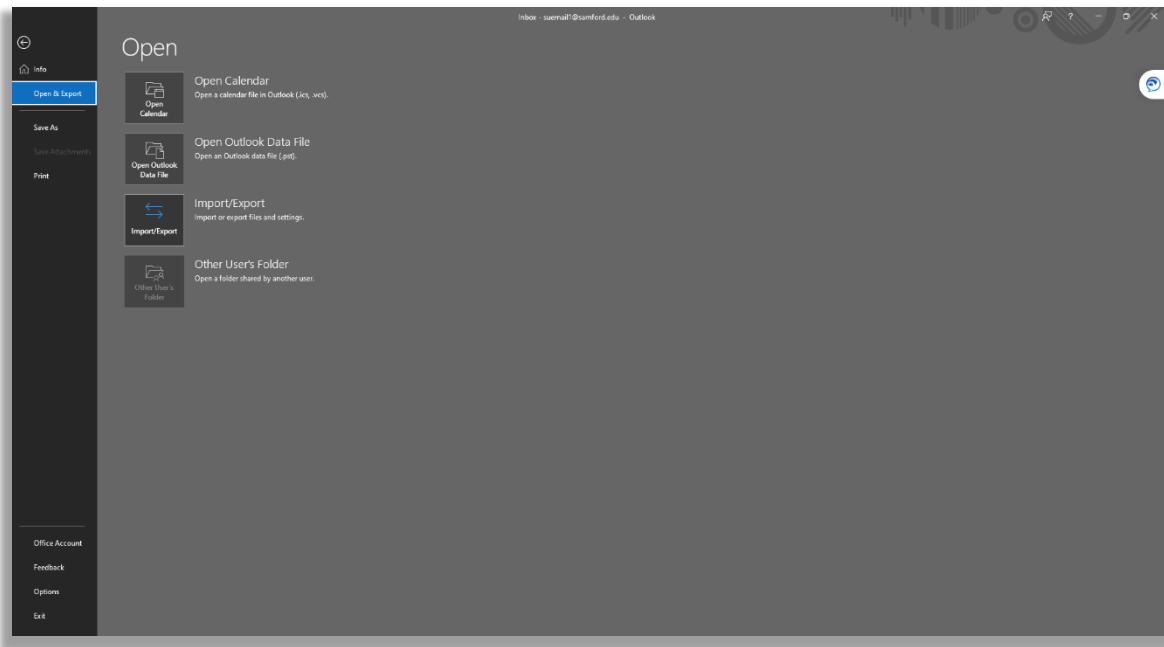
## Step 8:

Once you have agreed to the above Google prompt. You should see a screen like the one below, confirming that you have added your Samford Gmail account successfully. Make sure all the boxes are unchecked, then click 'Done' at the bottom.



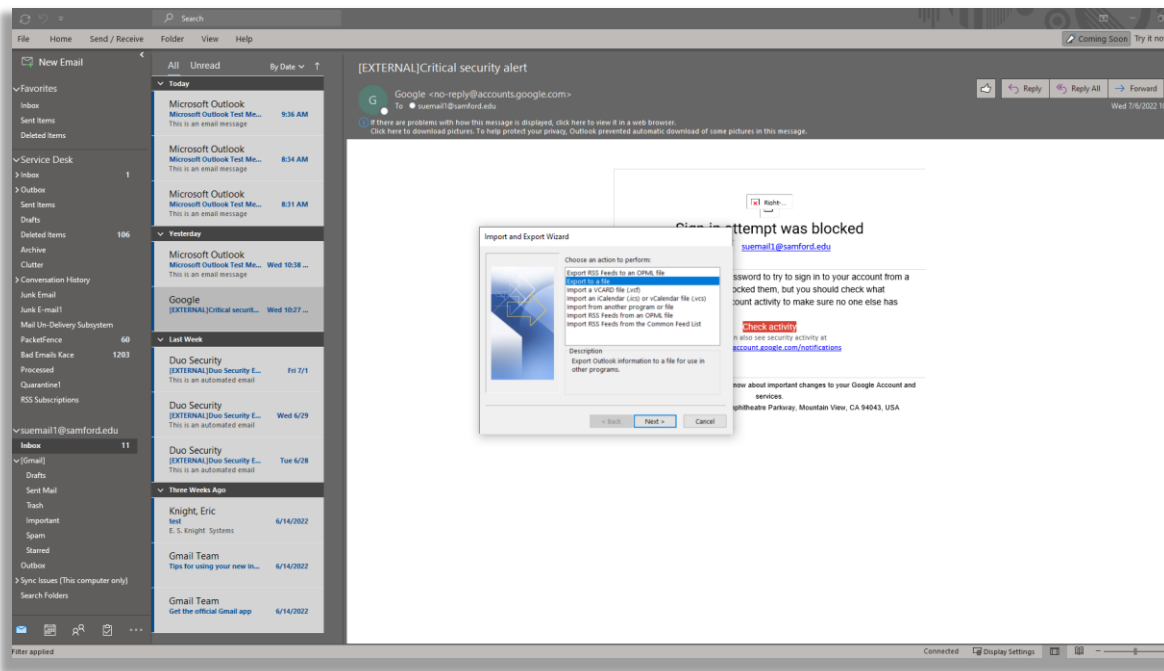
## Step 9:

Next click on 'File' in the top left, and select 'Open & Export' on this menu. You will then click the 'Import/Export' button seen below.



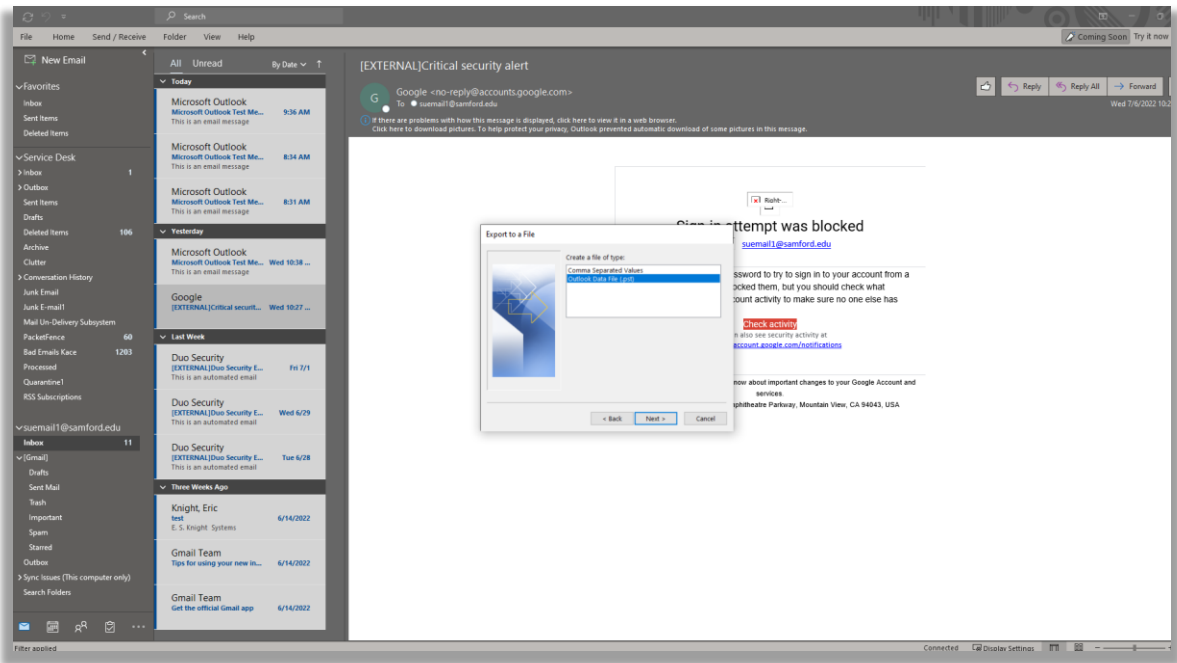
## Step 10:

After selecting 'Import/Export' you will be prompted with the below menu. Select 'Export to a file'. It should be the second option on the menu.



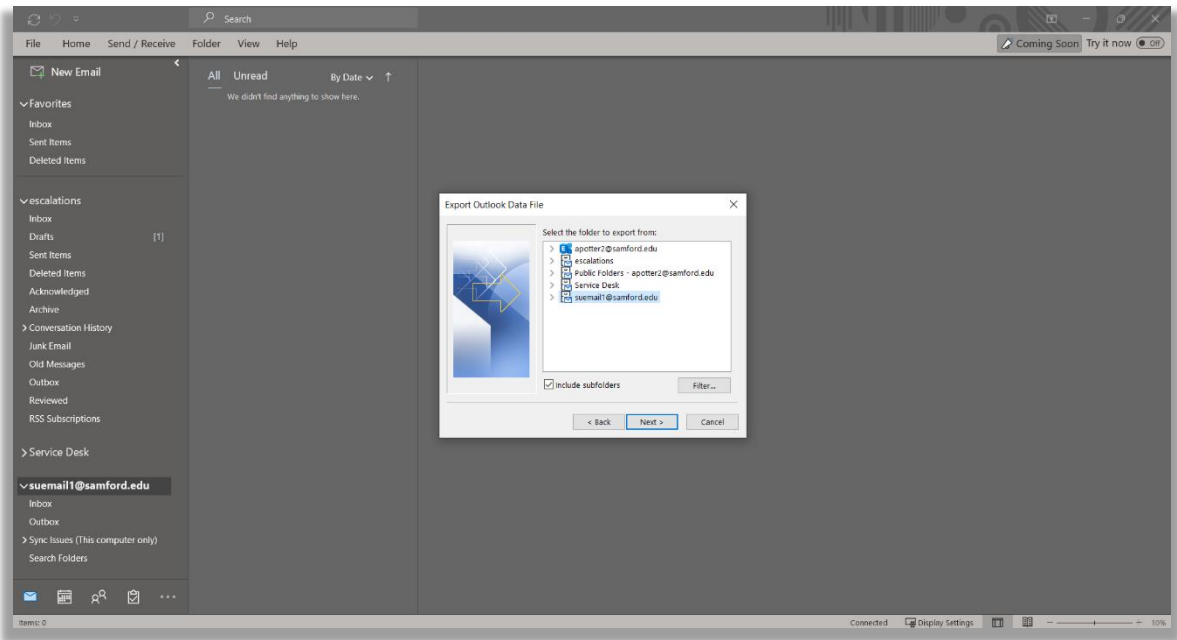
## Step 11:

After selecting 'Export to a file' you will be prompted with two options. You will select 'Outlook Data File' (.pst). Then click next.



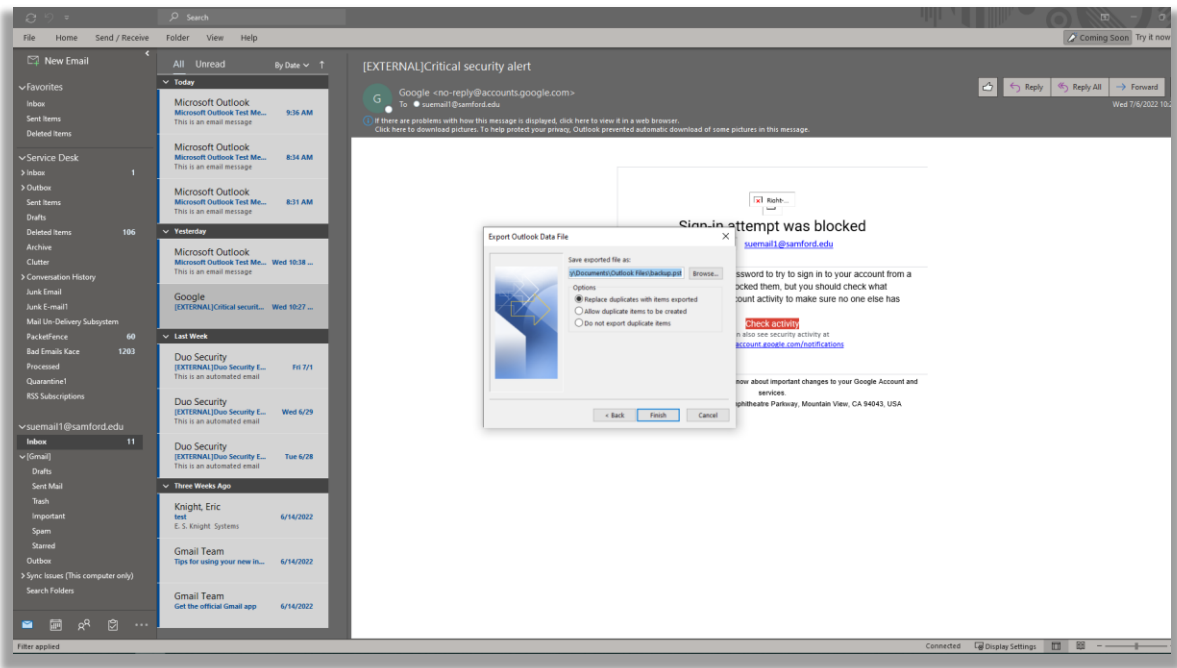
## Step 12:

After selecting .pst file, you will be prompted with the screen below. Select your Samford email address, and make sure 'include subfolders' is selected. Then click 'Next'.



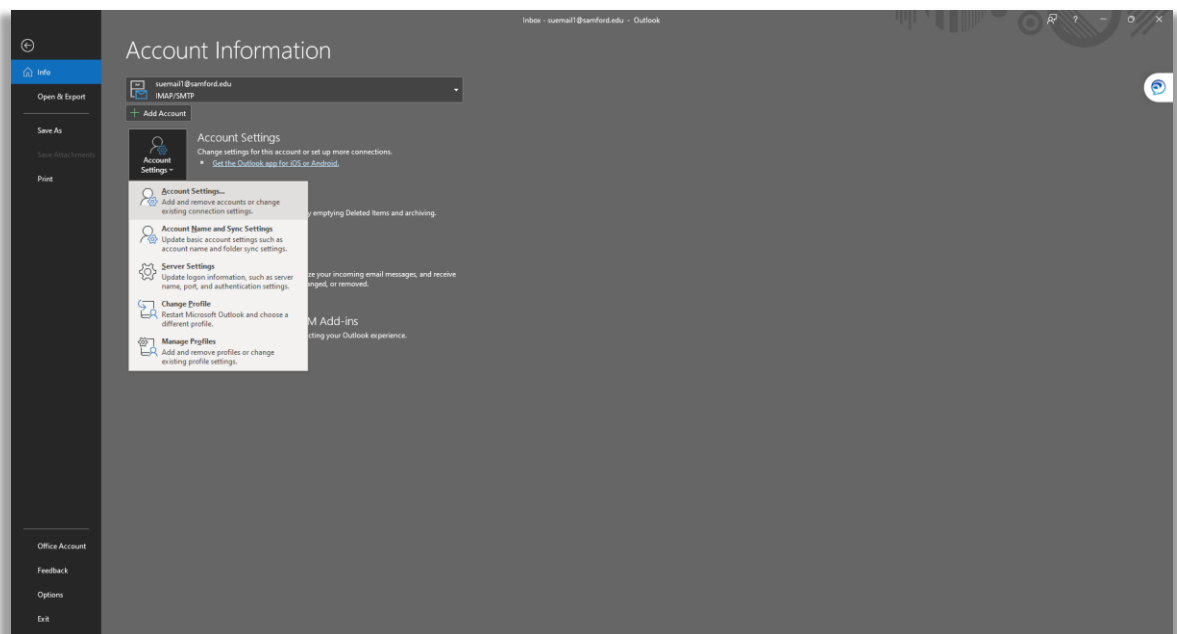
## Step 13:

After selecting 'Next', it will take you to a screen asking you in what format it would like to save the exported file as. Leave the default settings and click 'Finish'.



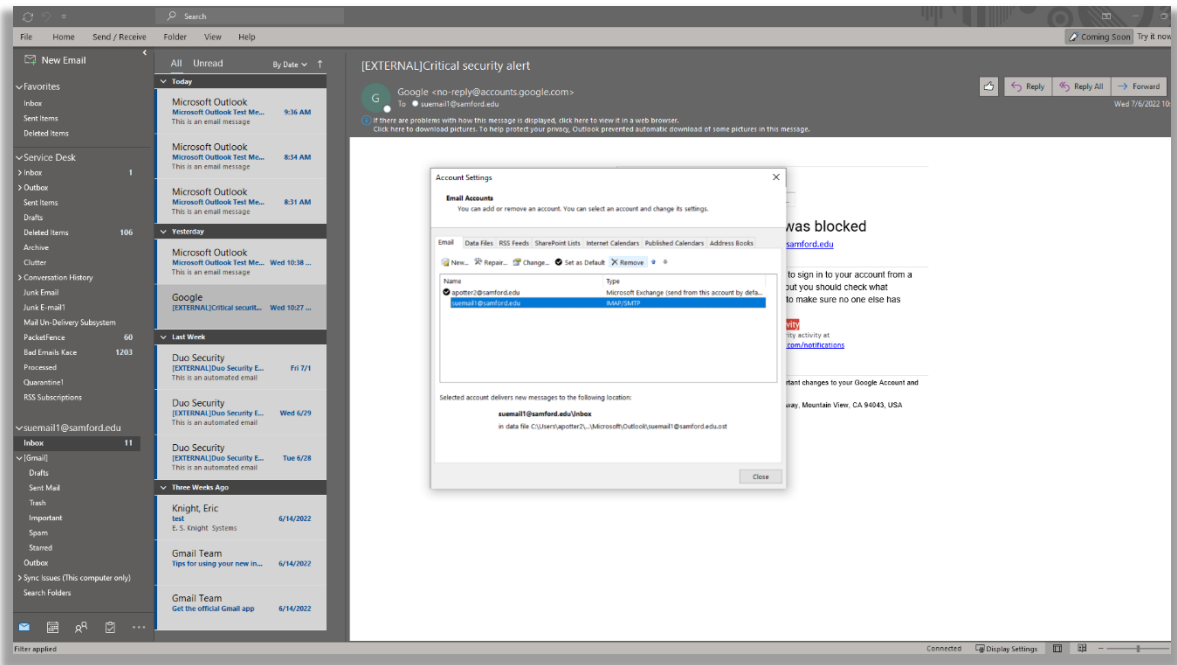
## Step 14:

Now that you have exported the data from your Samford Gmail account to a .pst file, you will click on file in the top left again. Then you will select 'Account Settings'.



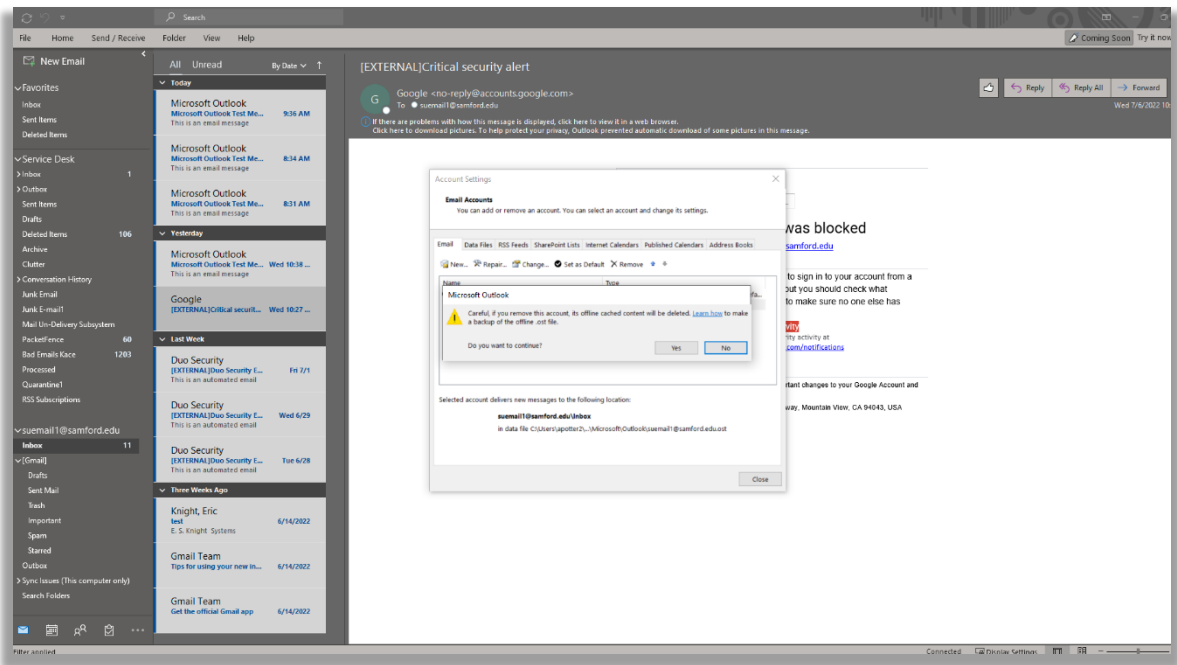
## Step 15:

‘Account settings’ will bring up the below page. Highlight your Samford email, and then select ‘Remove’ on the menu bar just above.



## Step 16:

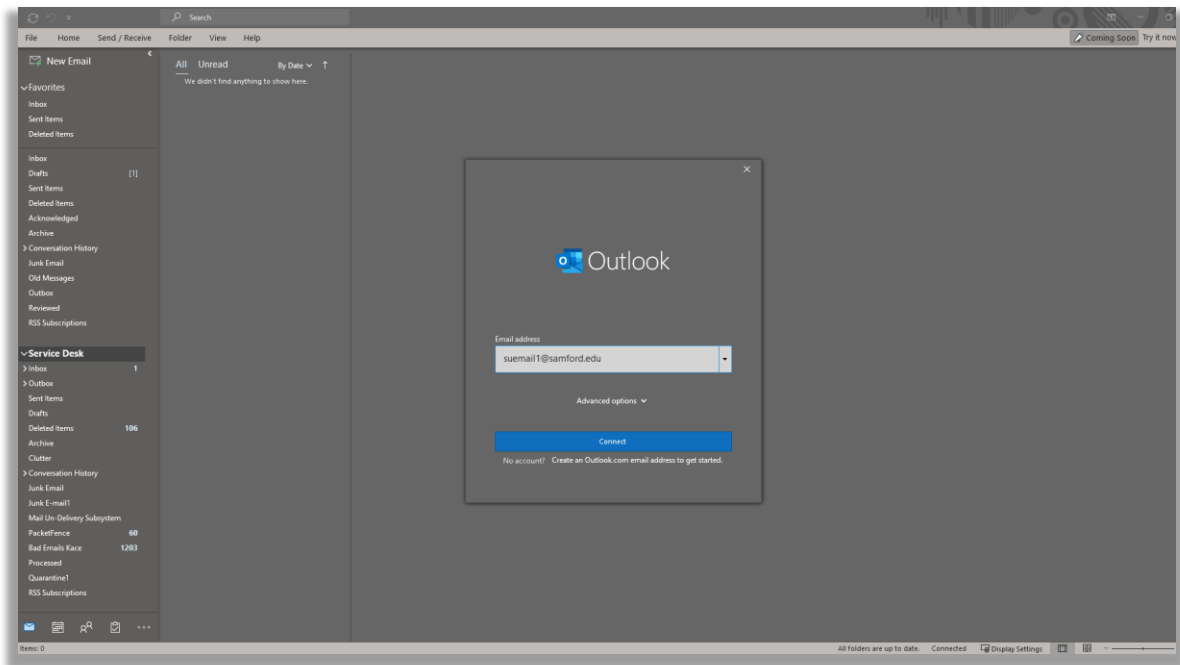
Outlook will prompt you with an alert warning you your ‘cached content will be deleted’. You can select ‘Yes’ to continue.





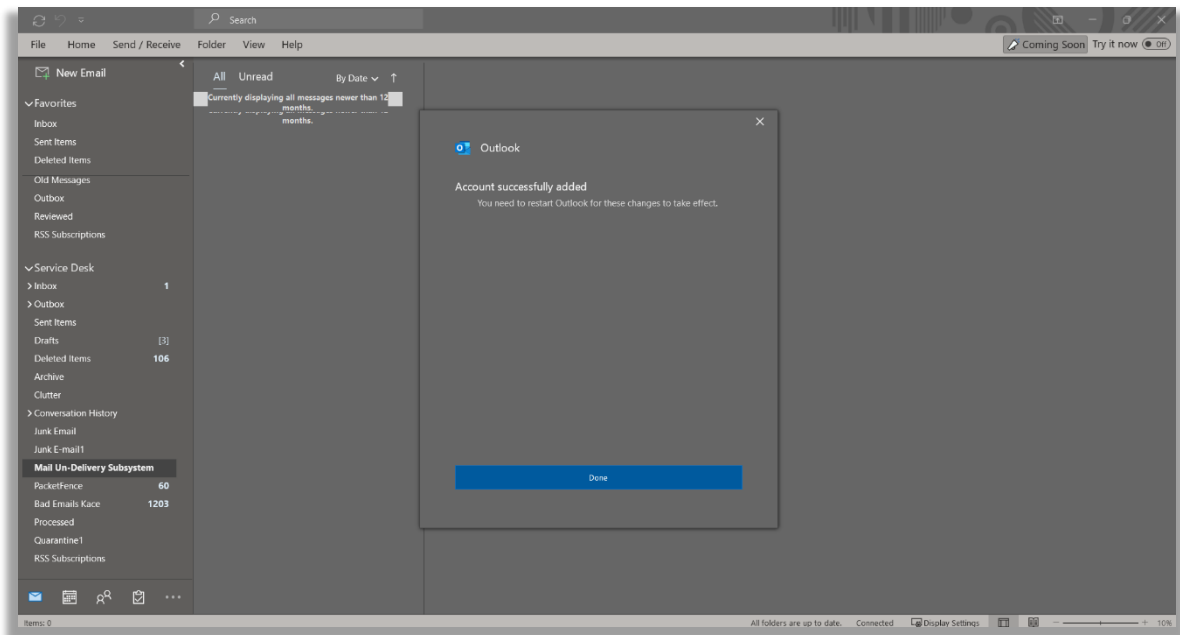
## Step 17:

Once your Samford Gmail has been removed from the application. You will navigate up to 'File', then select 'Add Account'. This time input your Samford email and click 'Connect'.



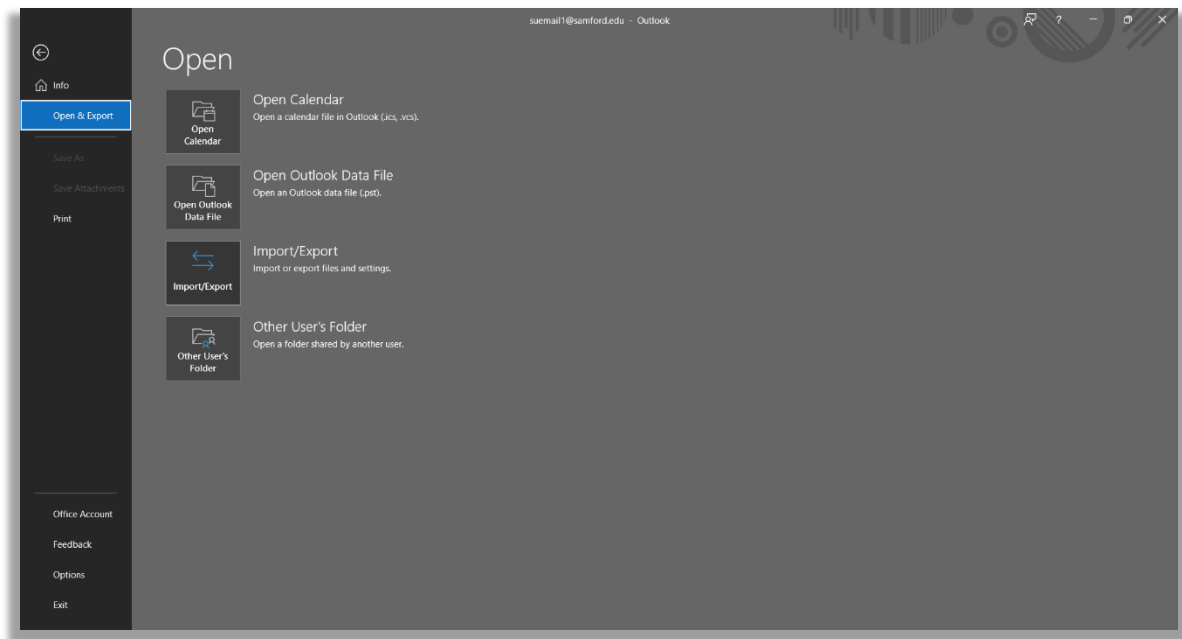
## Step 18:

You will then be prompted to complete a standard Samford login, DUO push included. Once you do that you should see the below screen letting you know the account has been added successfully. Outlook will need to restart.



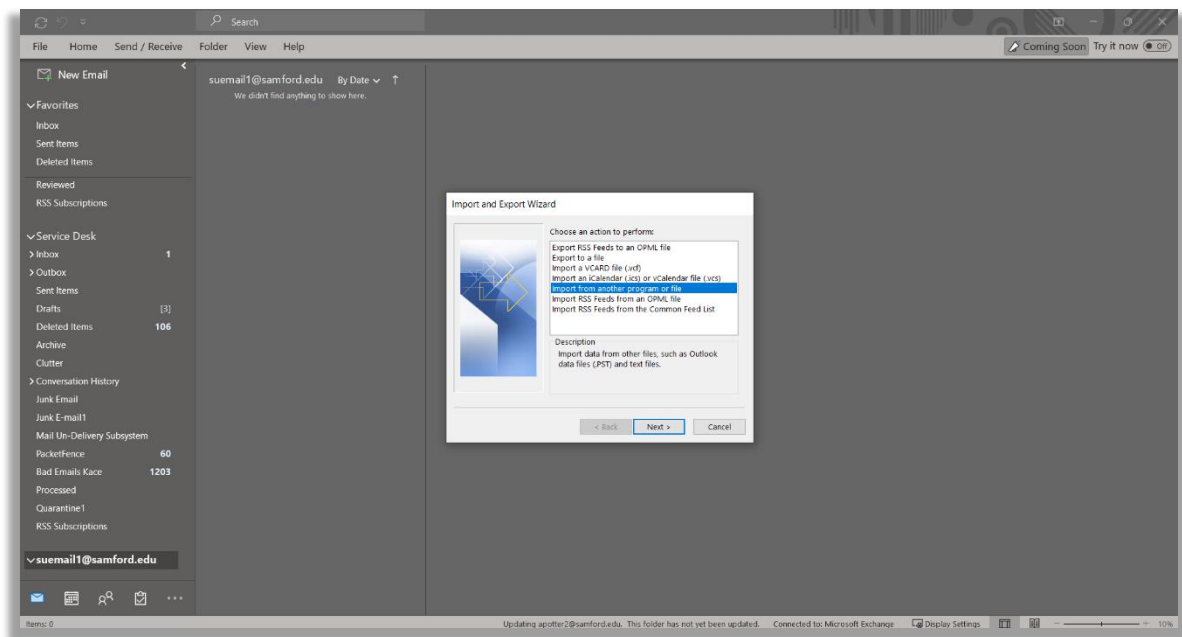
## Step 19:

Once your Samford Exchange account has been successfully added to the application, click on 'File' in the top left' and navigate to 'Open & Export'. Select 'Import/Export'.



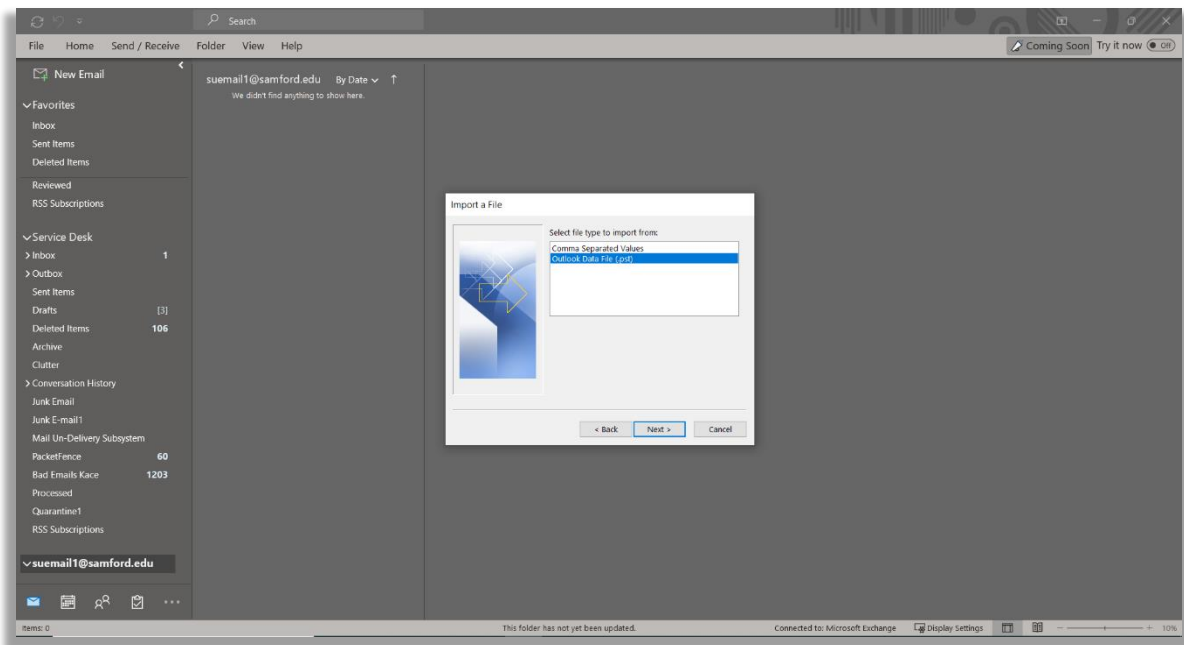
## Step 20:

After selecting 'Import/Export' you will be prompted with the below menu. Select 'Import from another program or file' and click 'Next'.



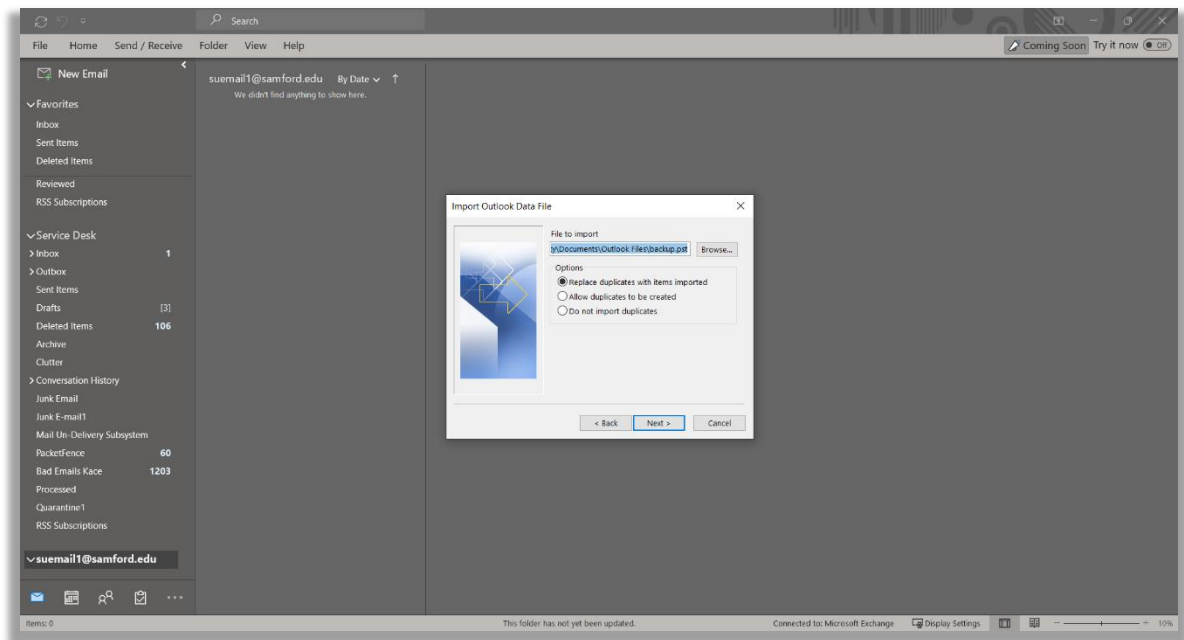
## Step 21:

Once you click 'Next', it will prompt you to select the file type to import from. Select .pst and click 'Next'.



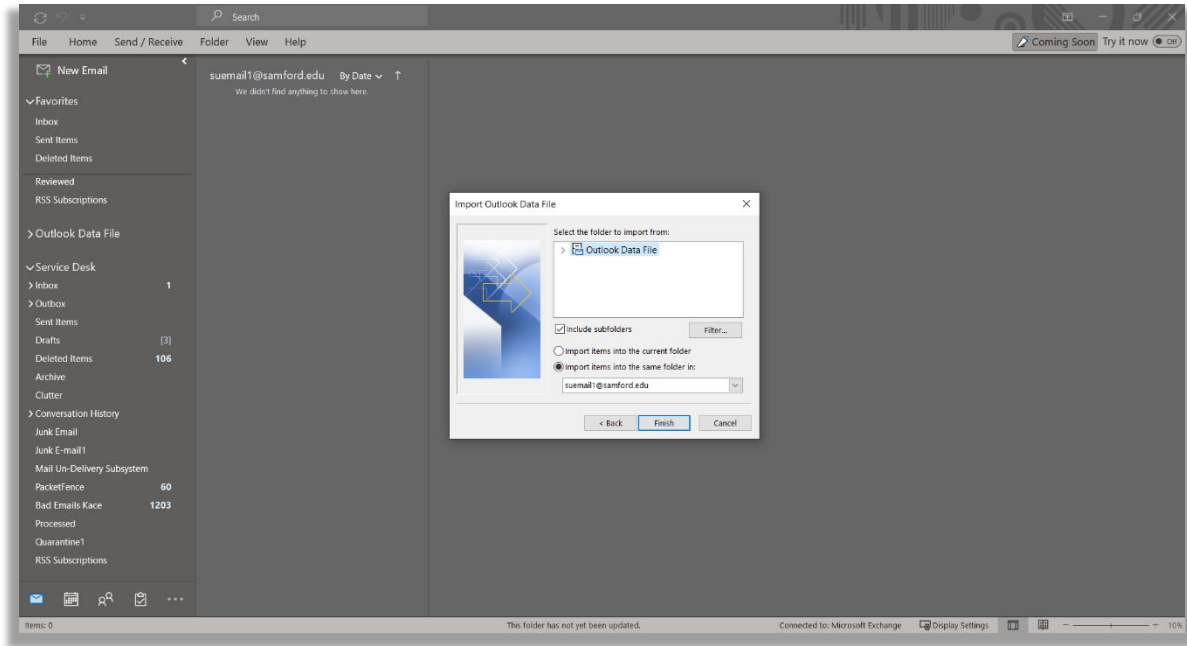
## Step 22:

After selecting to import a .pst file, it will prompt you with the below screen. It should automatically select the .pst file you created by exporting from your Gmail account. Verify that it does, then select 'Next.'



## Step 23:

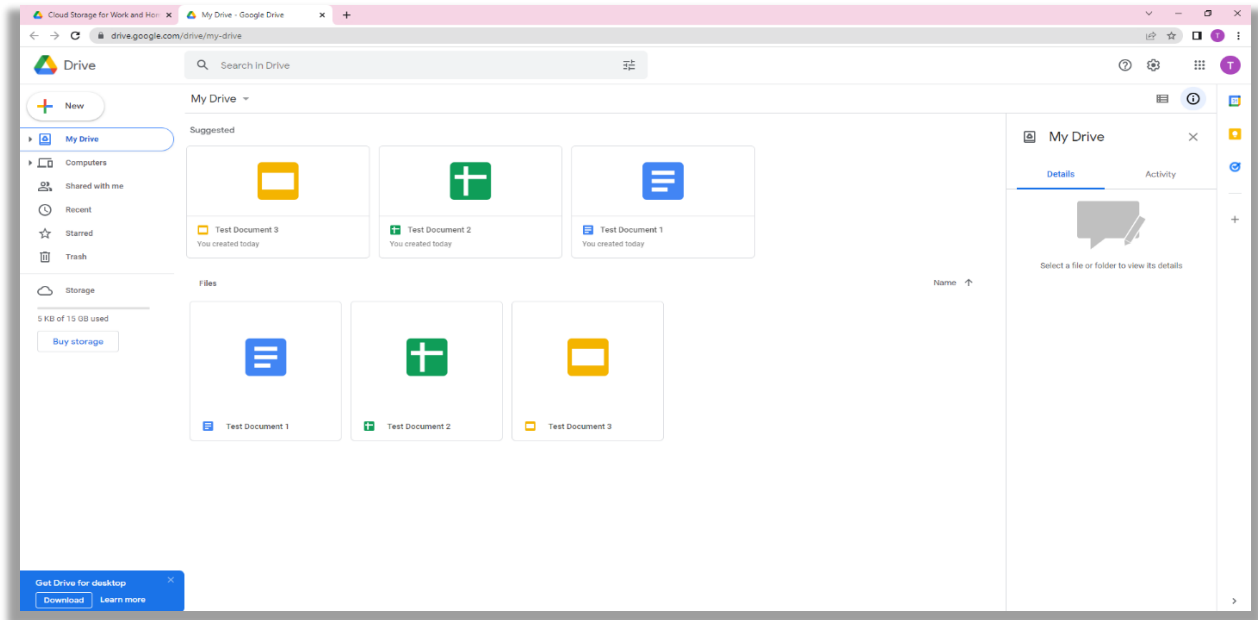
The final menu you will be prompted with is shown below. The displayed settings should be selected automatically, confirm that they are and click 'Finish'.



# How to transfer files from Gmail to O365

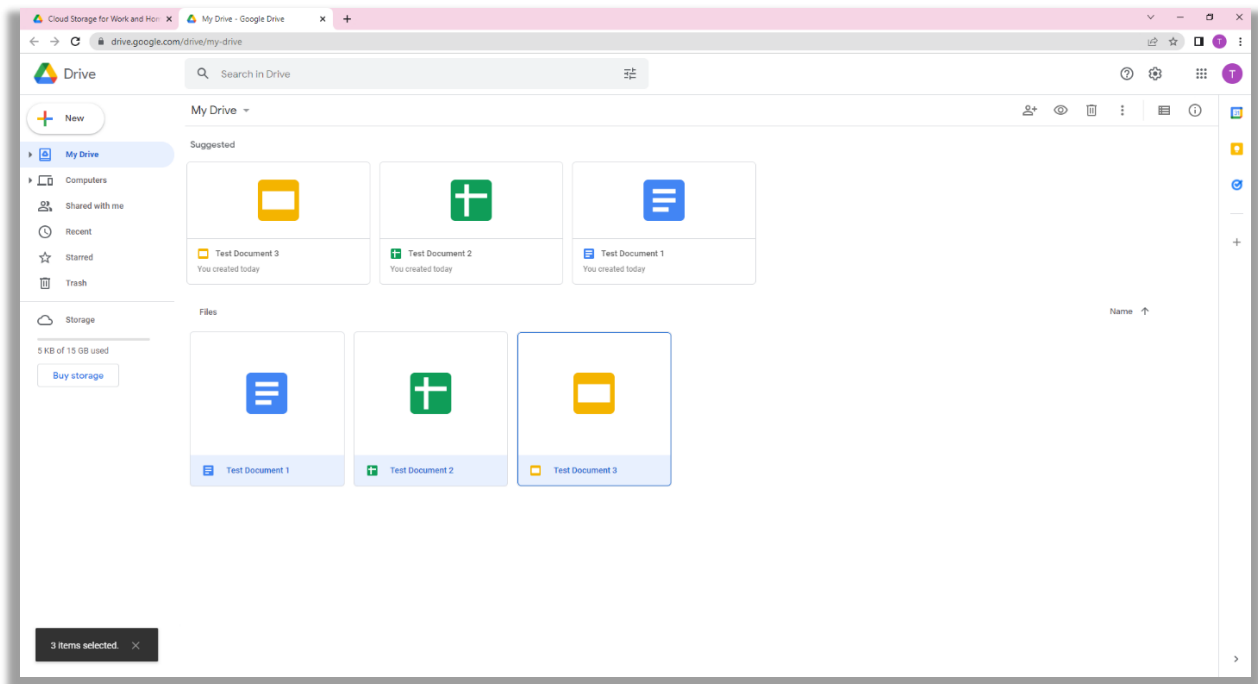
## Step 1:

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



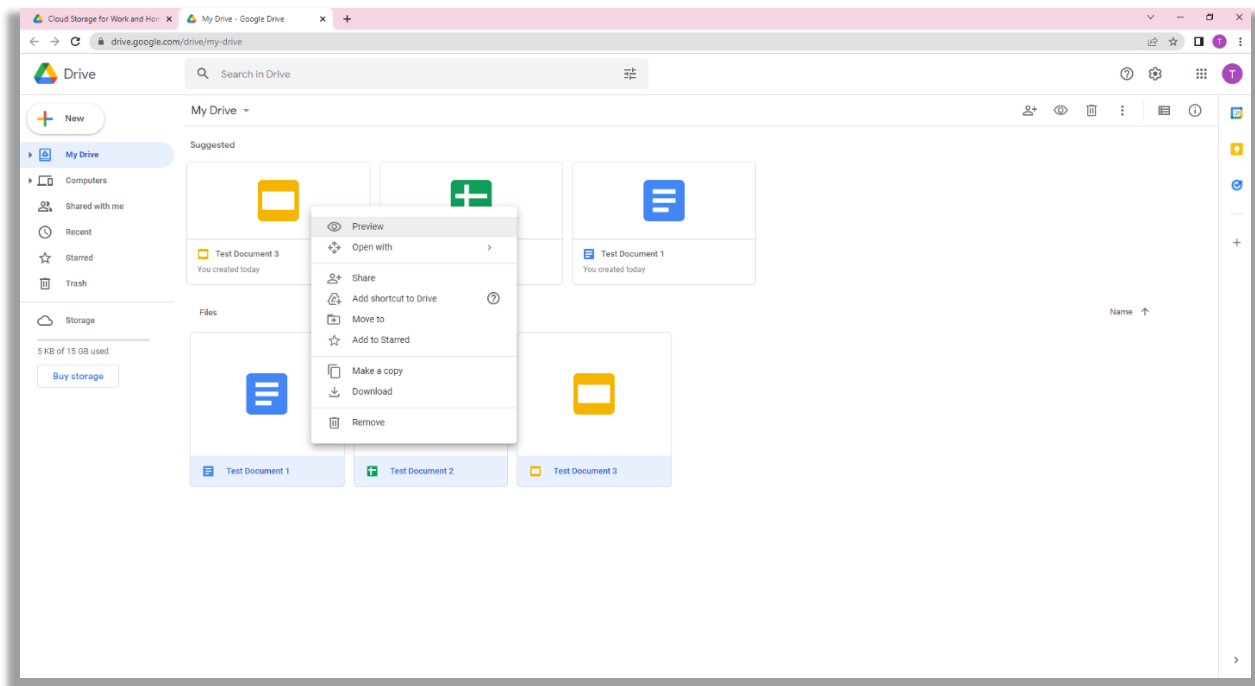
## Step 2:

Select the files you would like to transfer. This can be done by shift+clicking the files for specific files. To select all of the files use Ctrl+A.



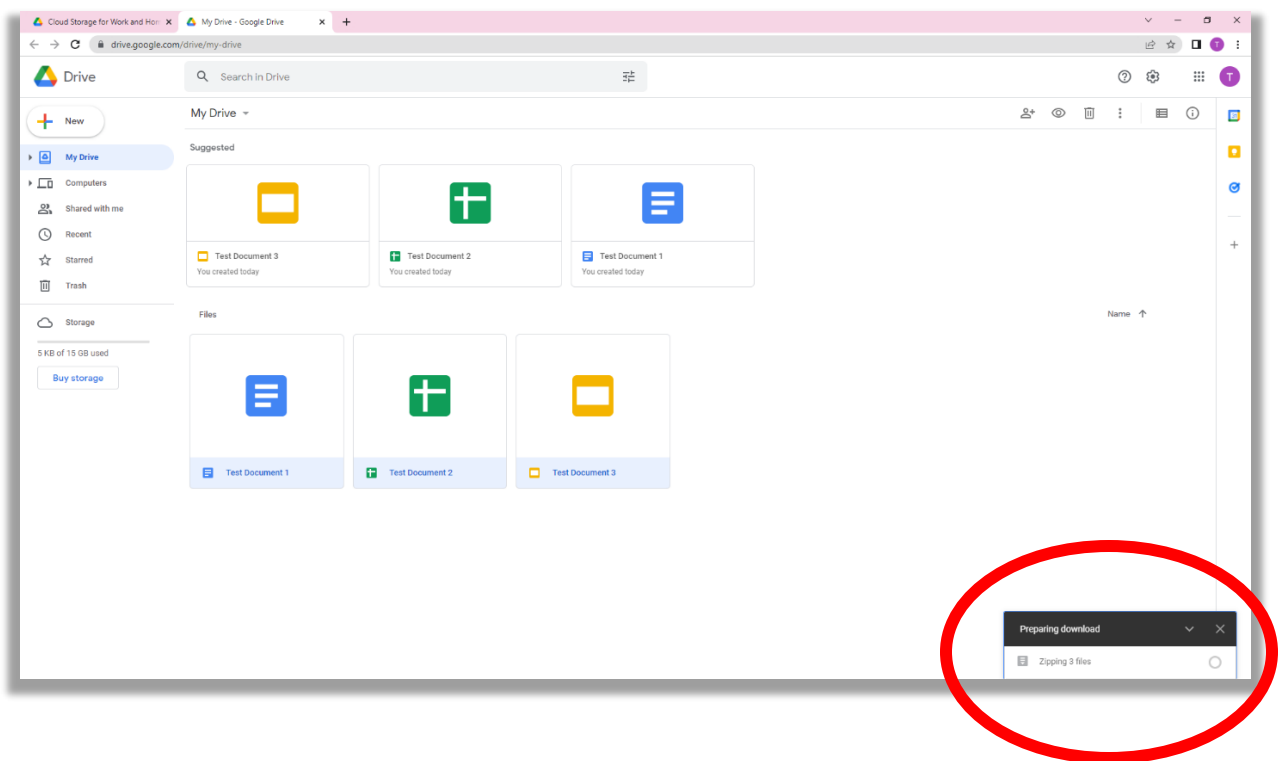
### Step 3:

Right click the selected files to bring-up the below menu.



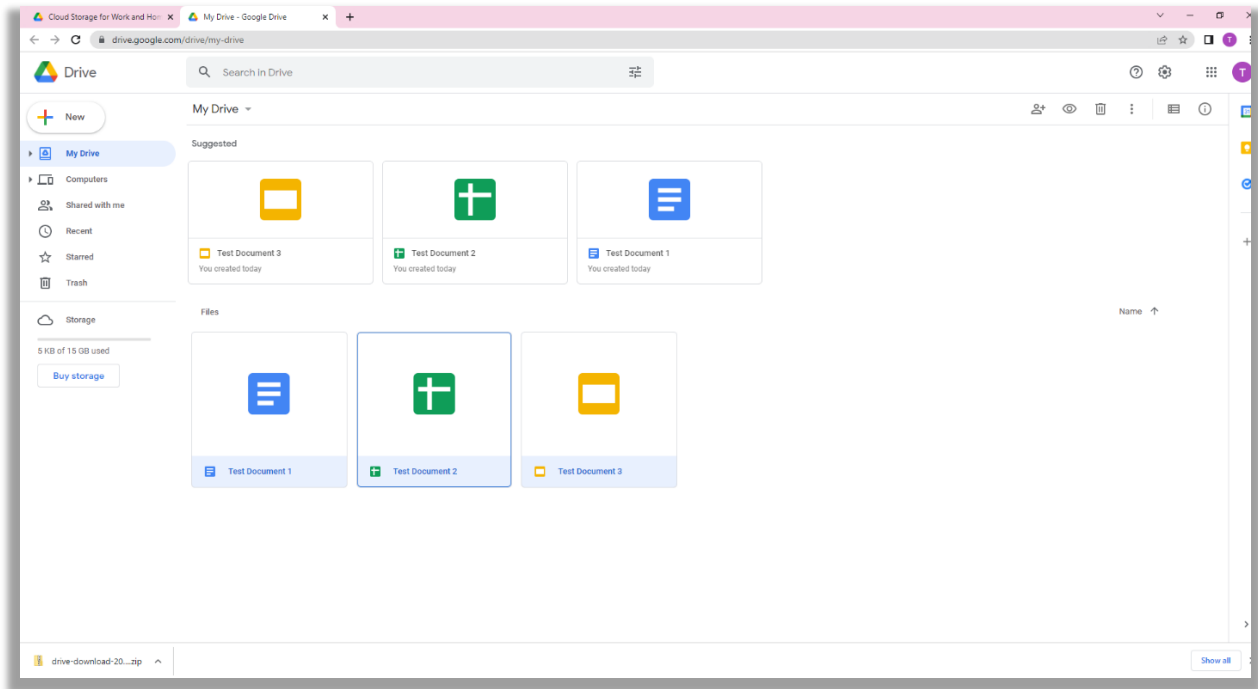
### Step 4:

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.



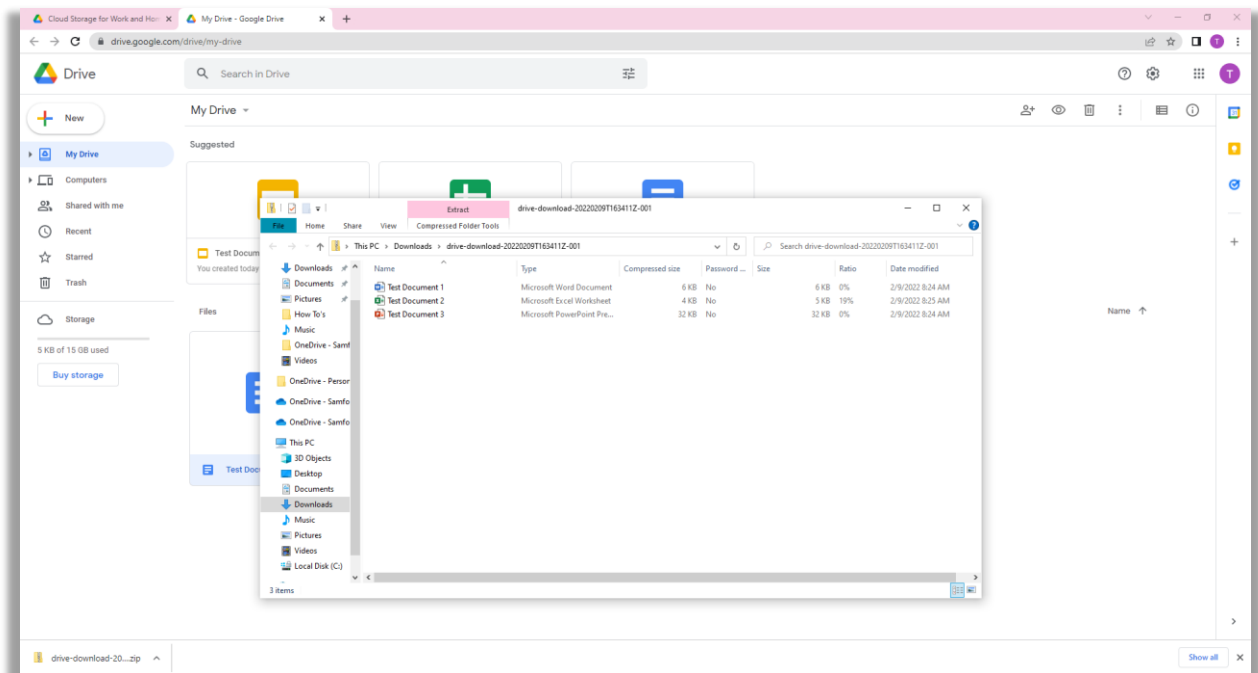
## Step 5:

After the files are downloaded, they will appear in a zipped file in your downloads folder. If you are using Google Chrome, the Zipped Folder will appear at the bottom of the window.



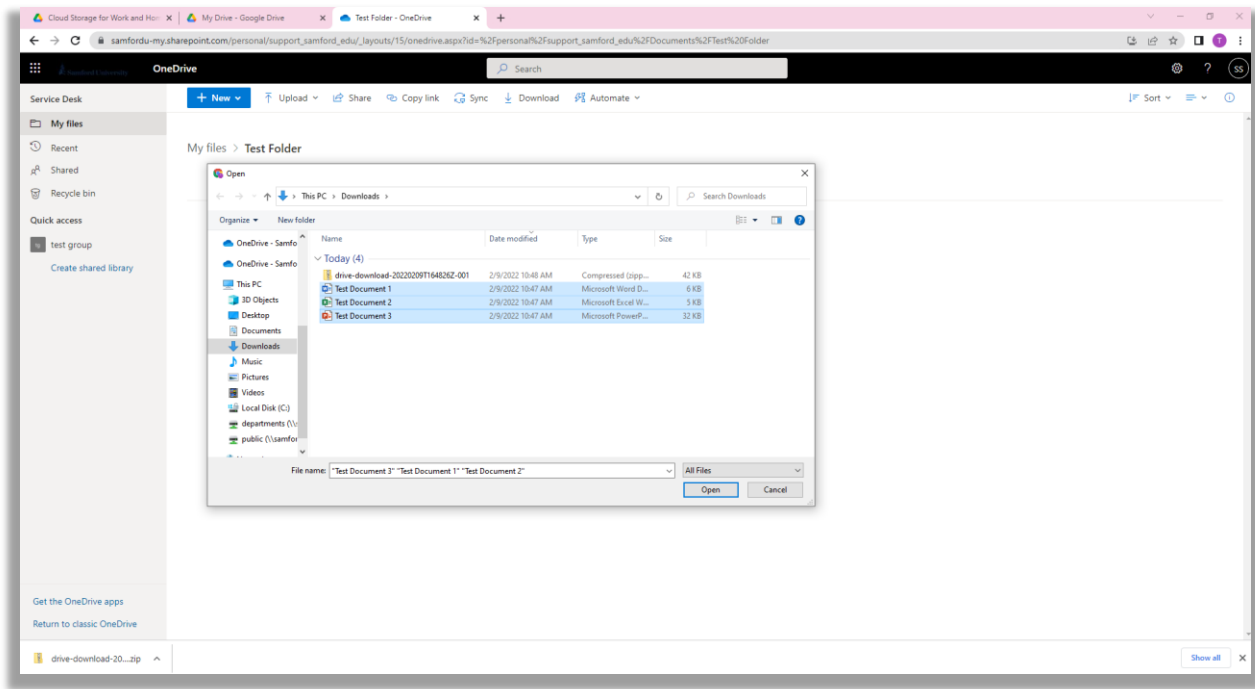
## Step 6:

Navigate to the zipped file in your downloads and open it. You will see the files in their Microsoft Office format.



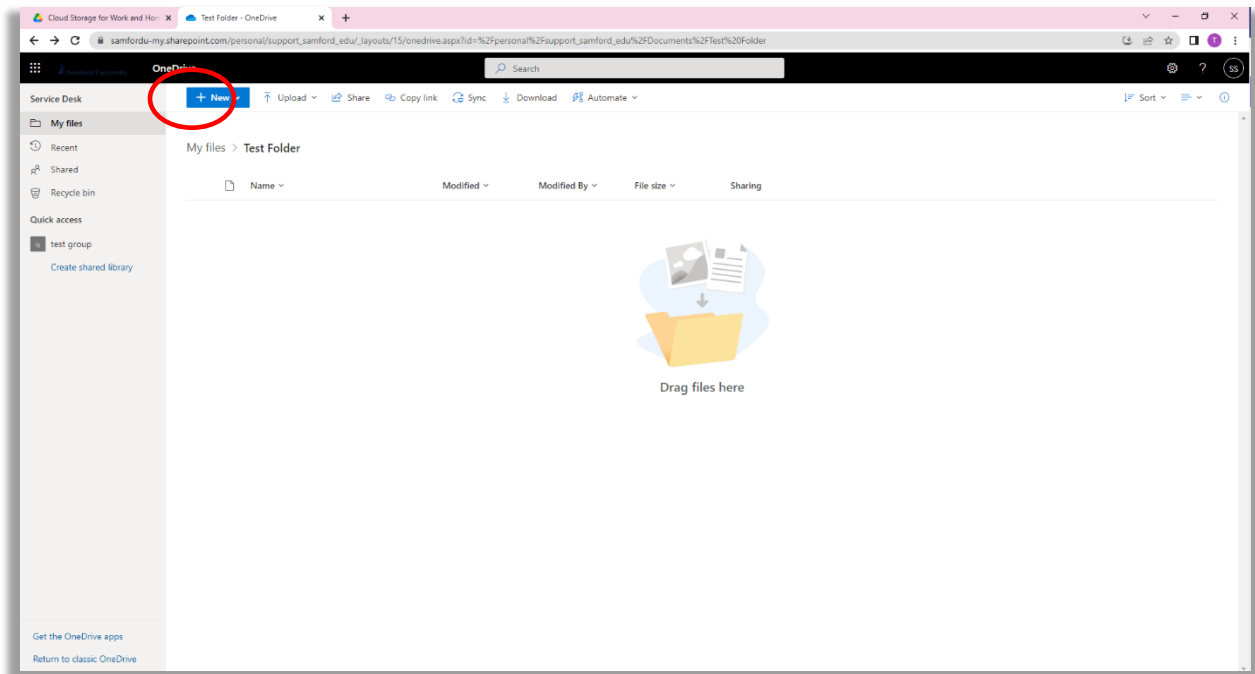
## Step 7:

Copy the files out of the .zip folder. You can store these on your computer in any folder you'd like.



## Step 8:

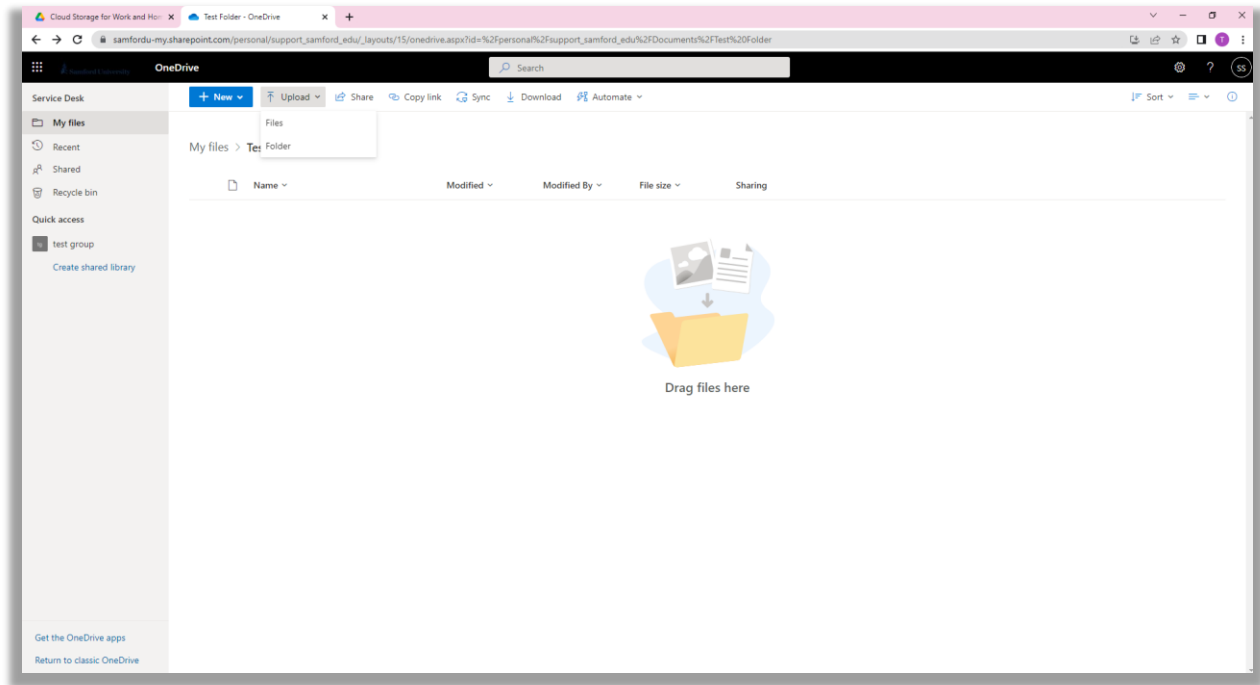
Navigate to your OneDrive account through the web portal. This can be done at <https://www.microsoft.com/en-us/microsoft-365/onedrive/online-cloud-storage>.





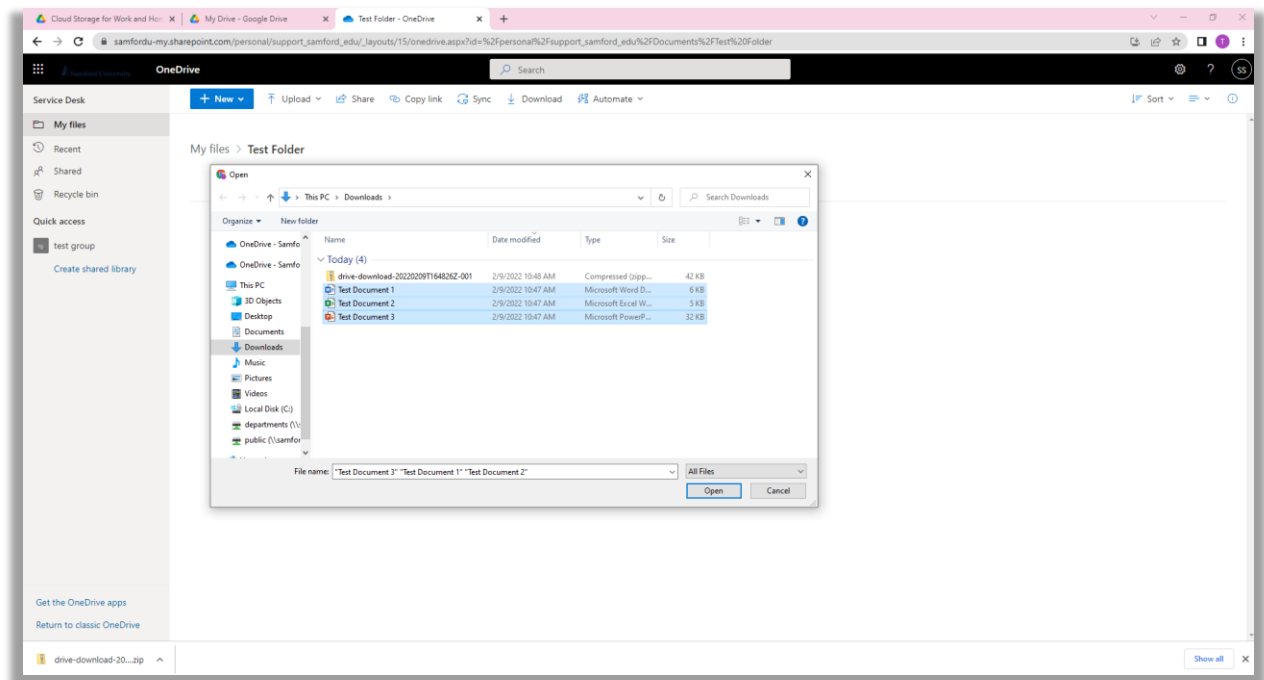
## Step 9:

Click on upload at the top. From here you will select the 'file' option, which will automatically open Windows File Explorer.



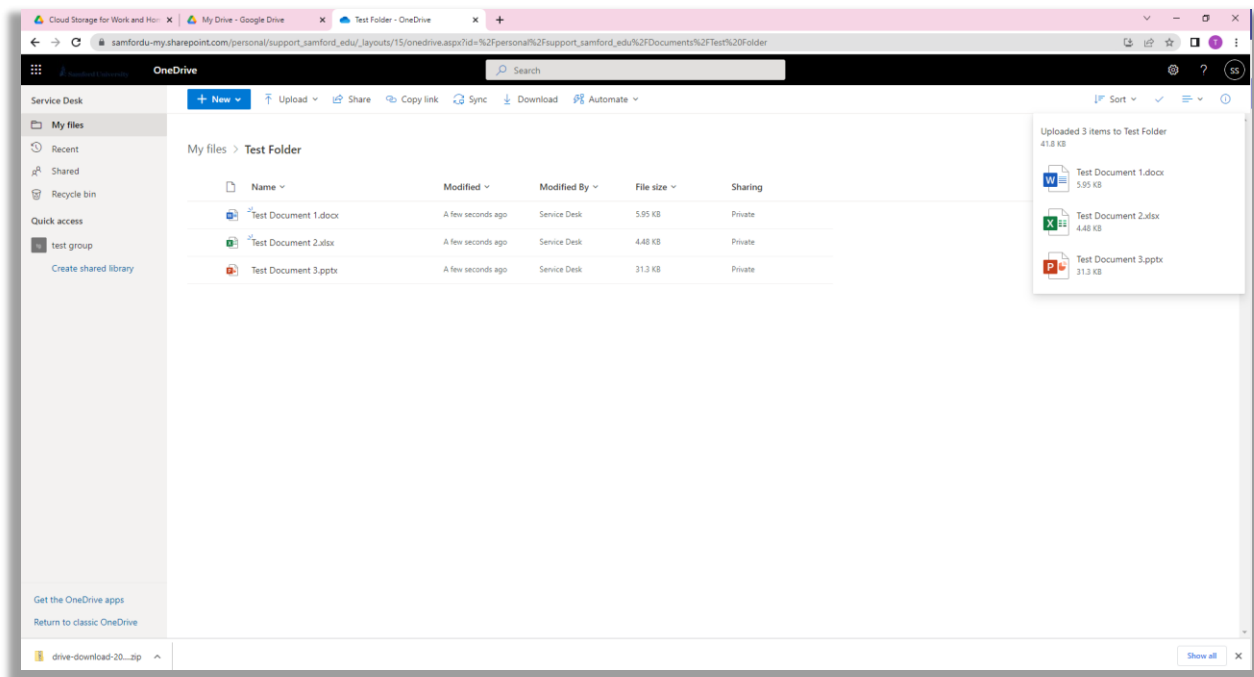
## Step 10:

Select the files that you would like to upload to OneDrive. You can select individual files by using shift+click. To select all of the files, use Ctrl+A. Once selected click 'Open' in the bottom right corner.



## Step 11:

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.

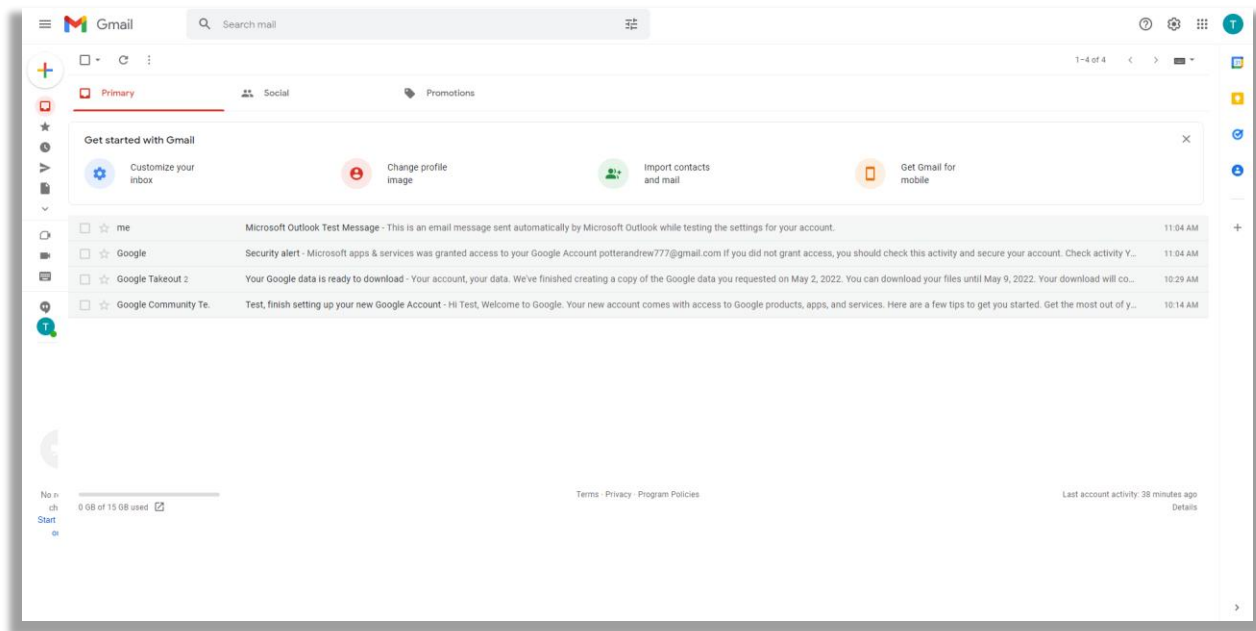


# How to transfer contacts from Gmail to O365

## Step 1:

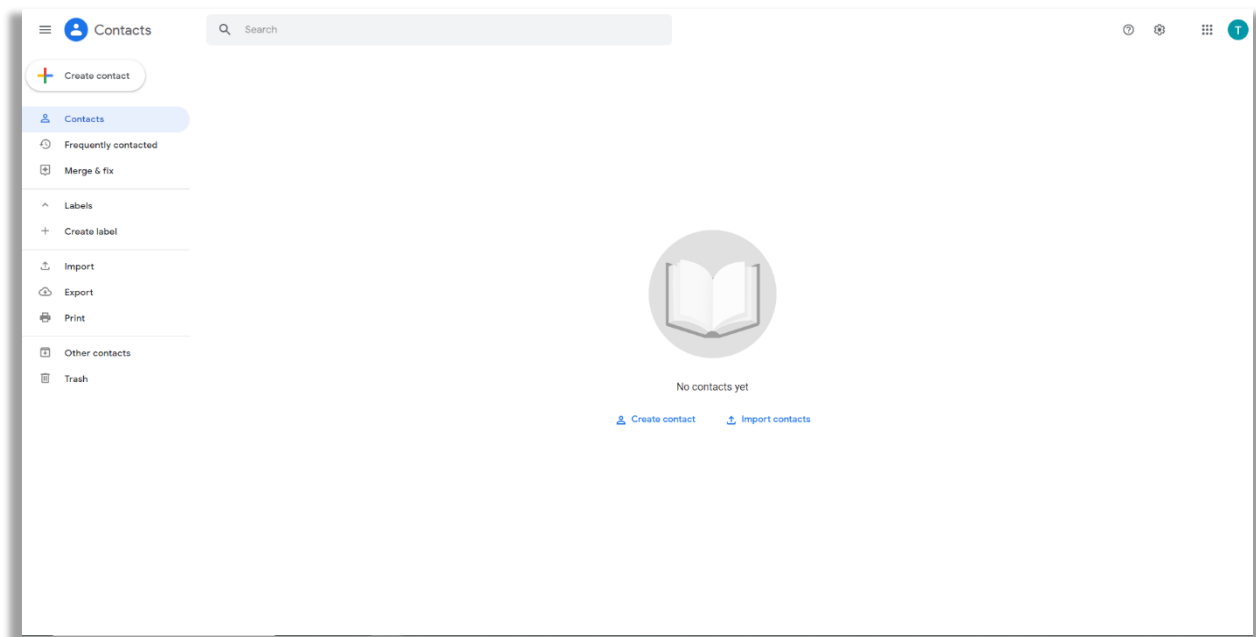
Navigate to your Gmail account. You can do this at the following URL

<https://mail.google.com/mail/u/0/#inbox>.



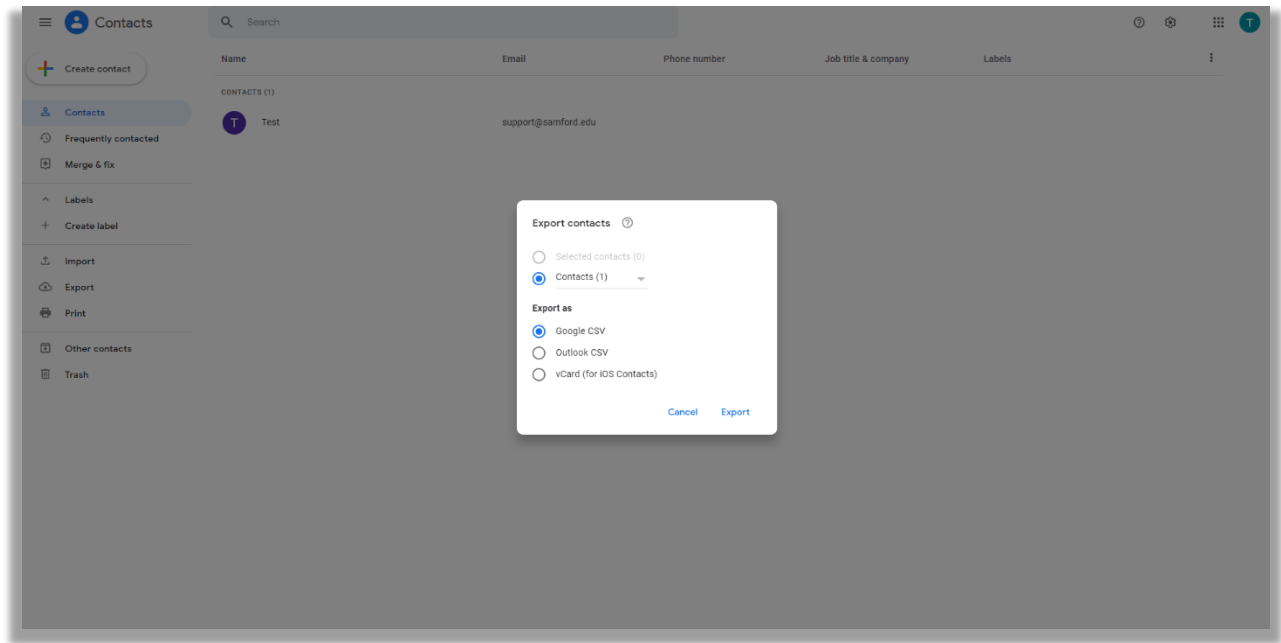
## Step 2:

Click on your contacts inside of your Gmail account. This is the fourth option down on the far-right taskbar.



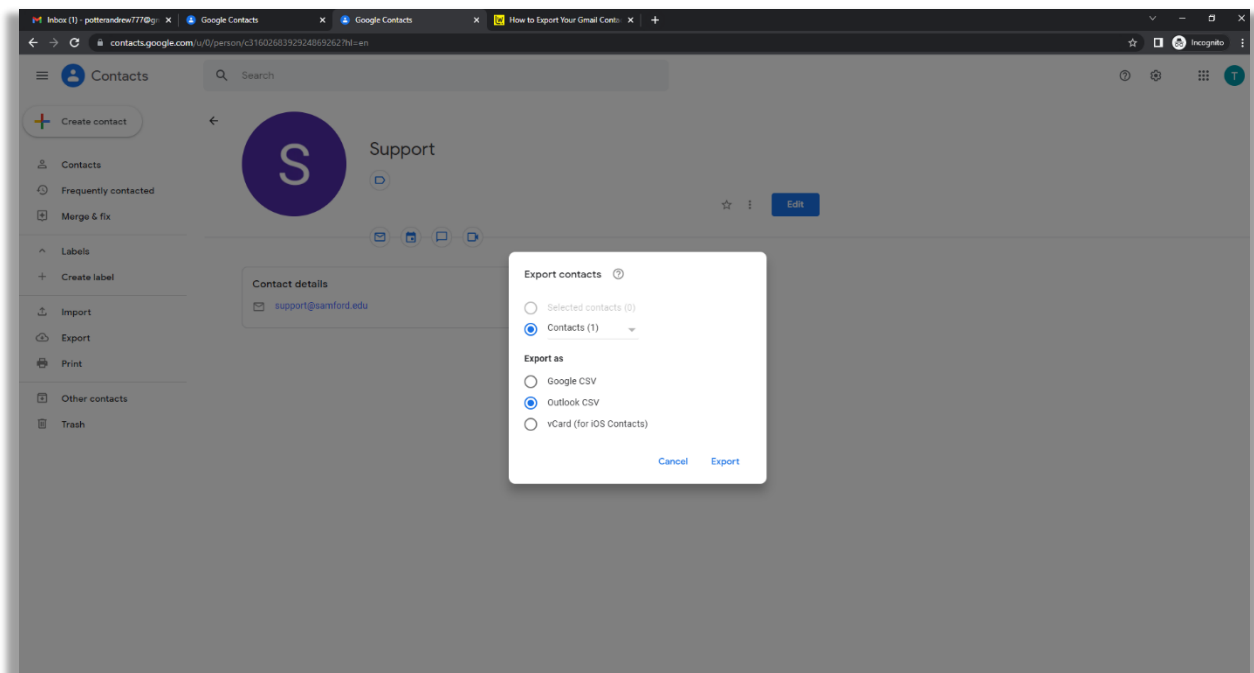
### Step 3:

Select 'Export' on the left-side menu to bring up the following options.



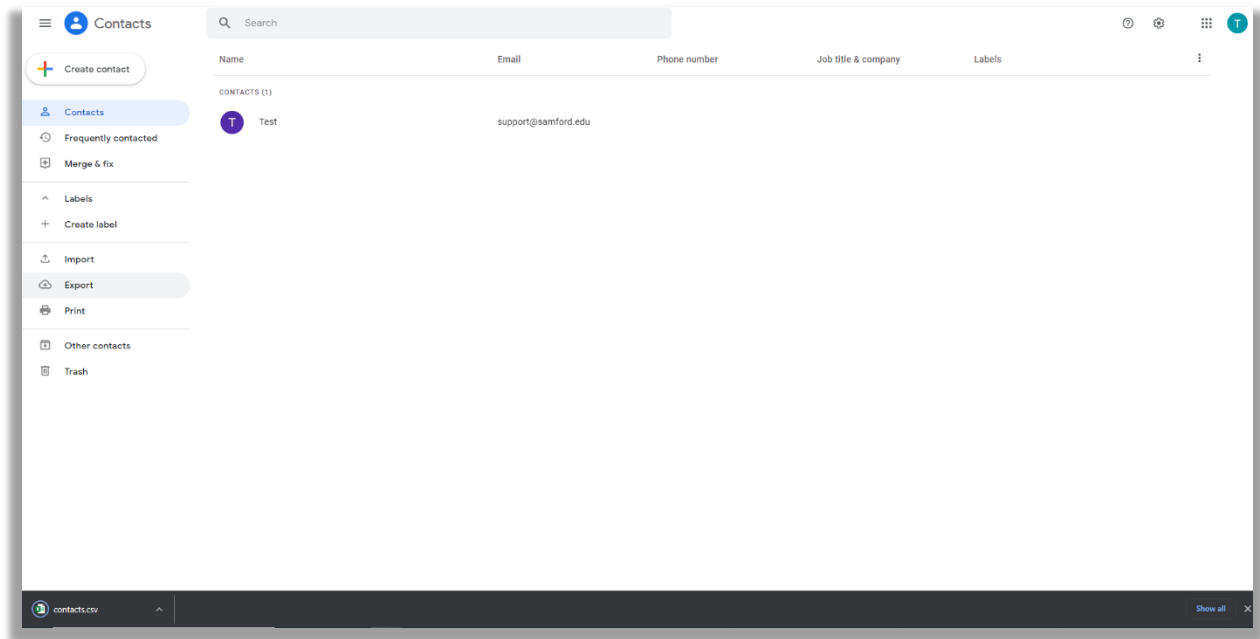
### Step 4:

Select to export as Outlook CSV and then click 'Export' in the bottom right of the window.



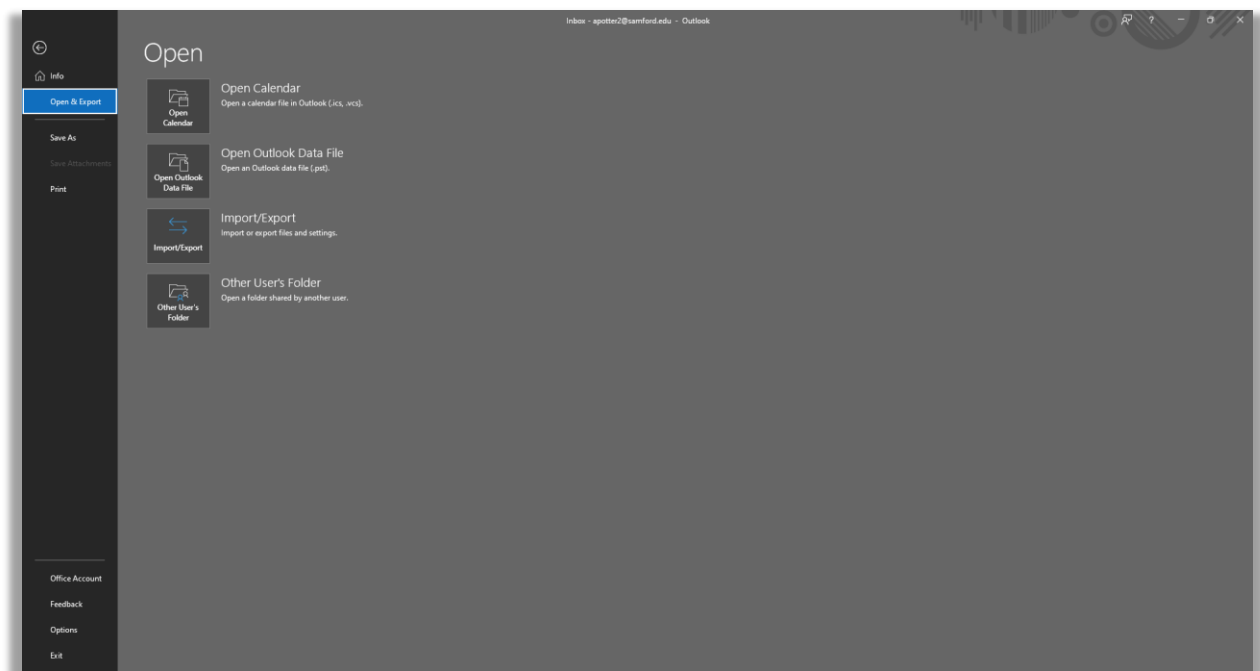
## Step 5:

The .csv file will appear in your downloads like the image below.



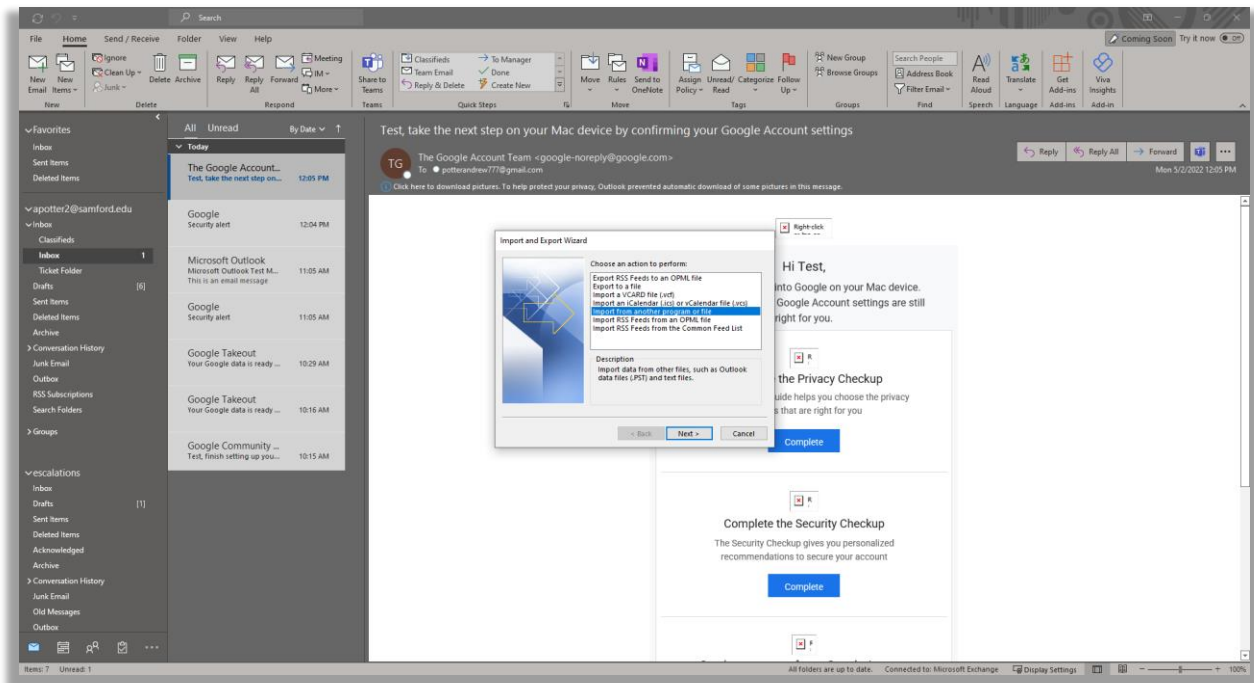
## Step 6:

Next you will move over to the Outlook application. Here you will select 'File' in the top right, then 'Open & Export' in the left-hand menu to bring up the below screen.



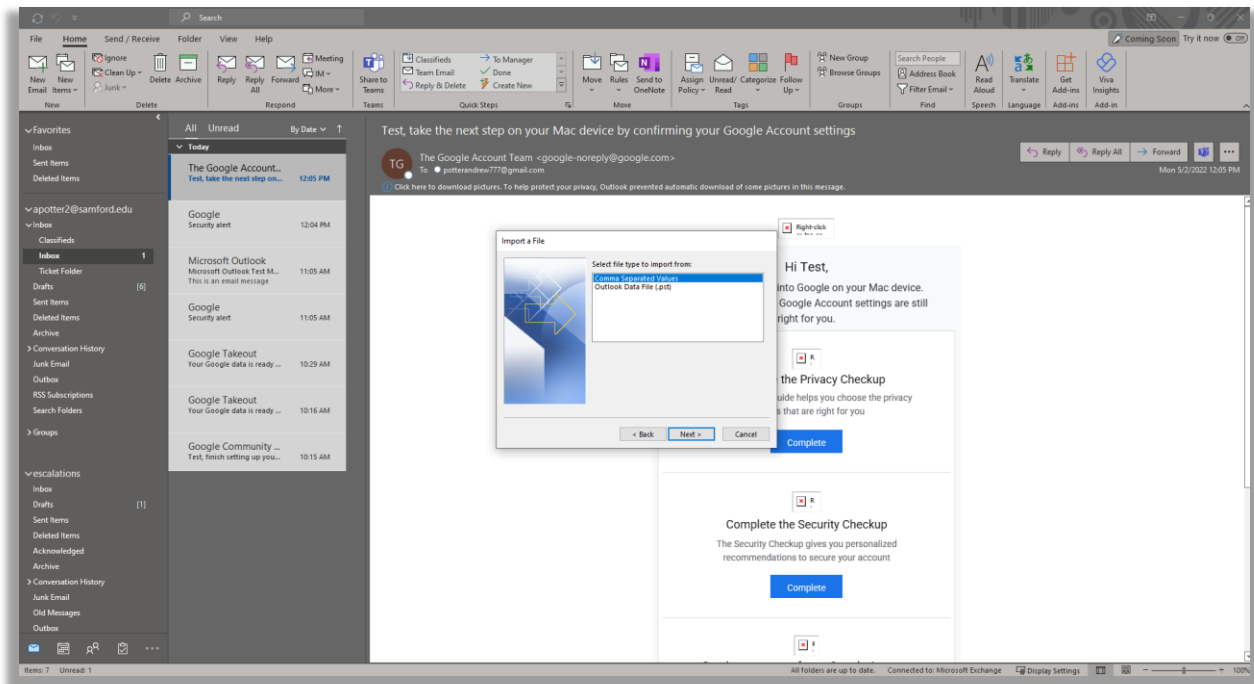
## Step 7:

After selected 'Import/Export', it will bring up the following option box. You will select the default 'Import from another program or file' and click next.



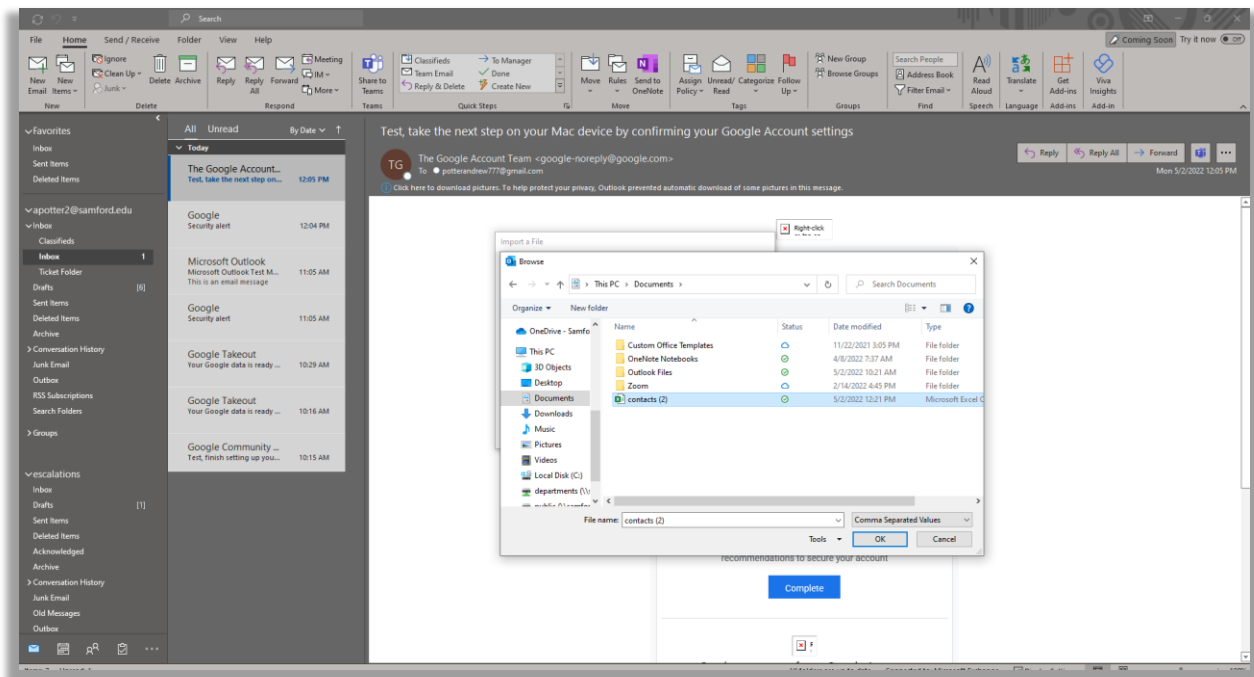
## Step 8:

After clicking next you will get a screen like the one below. Select 'Comma Separated Values' and select 'Next'.



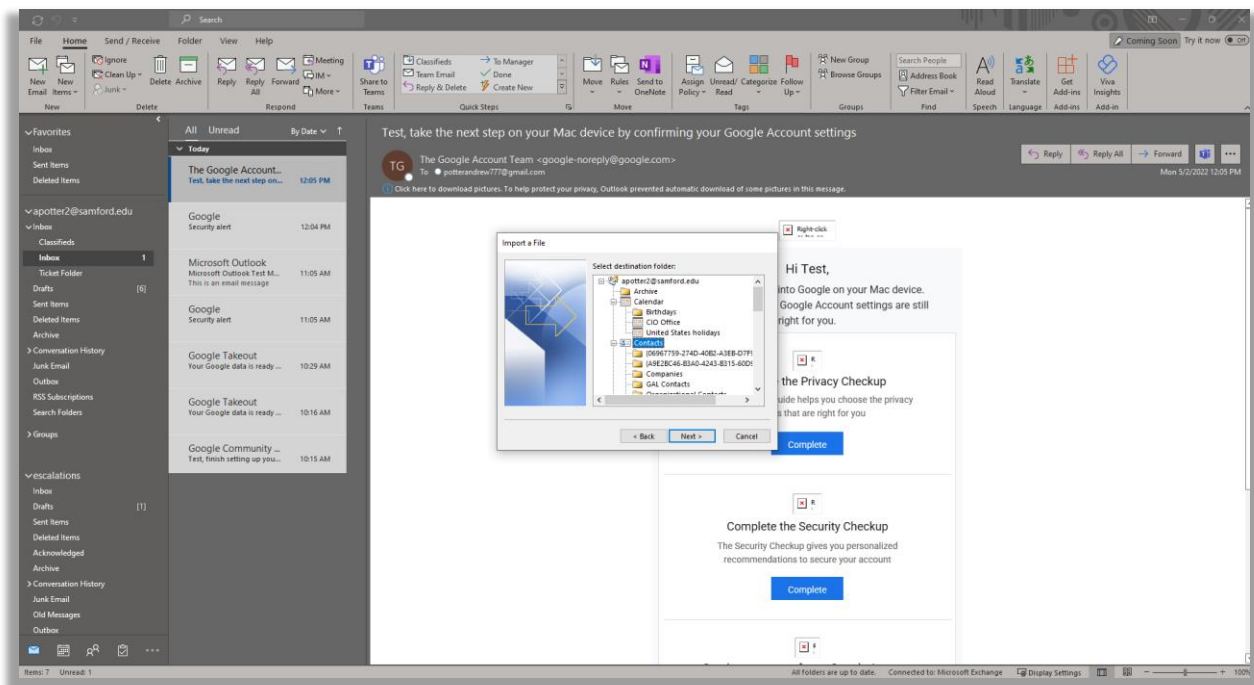
## Step 9:

On the next screen you will select the file to import. Click 'Browse' and find the .csv file you exported from Gmail. Select 'Ok' and then 'Next'.



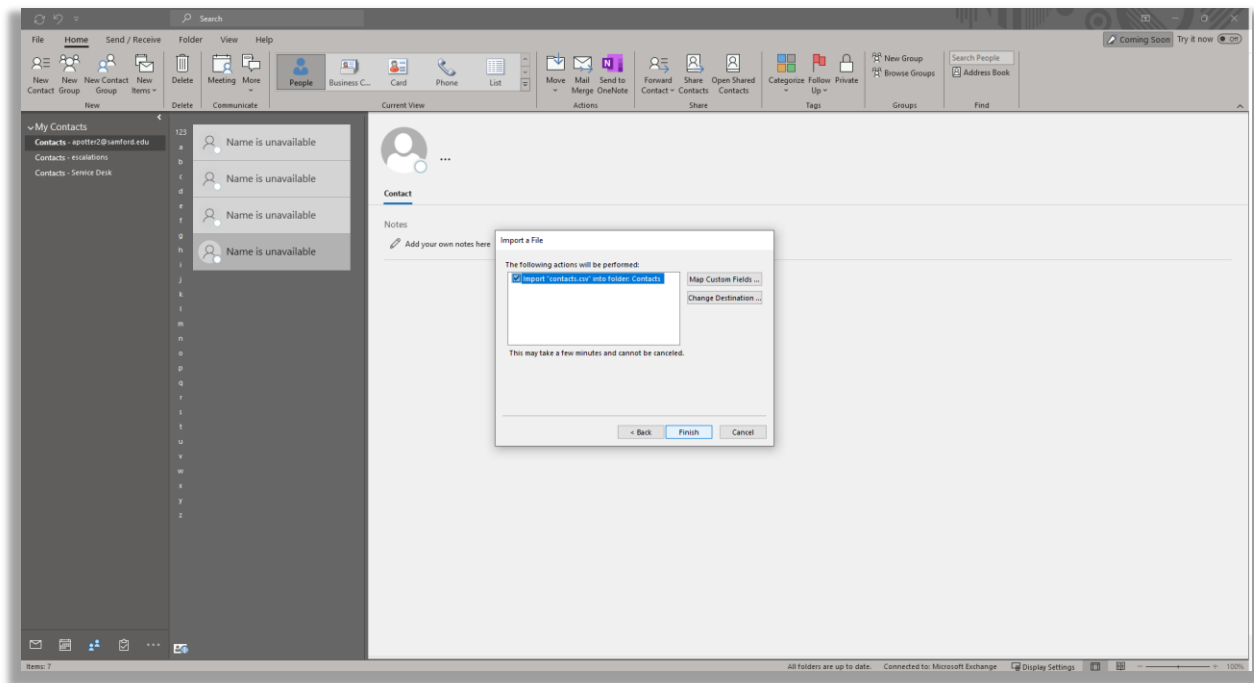
## Step 10:

On the following screen you will highlight 'Contacts' then click the 'Next' button.



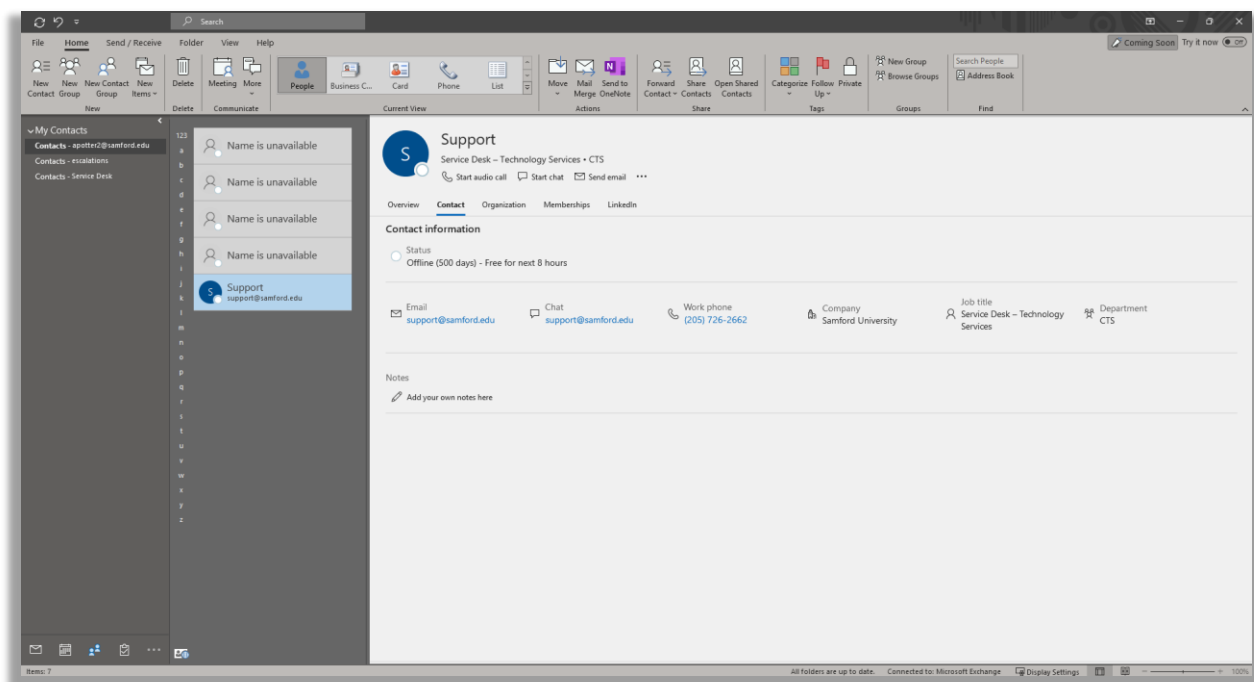
## Step 11:

After selecting Contacts as your import destination, you will receive the image below. Simply click 'Finish' and Outlook will upload your Gmail contacts.



## Step 12:

The below image shows what your newly imported contact might look like.





## Getting Outlook Email on Your Android Device

### **Step 1:**

Download the Outlook app from the Google Play 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”.