Migrate Old MSOE Email to Google Apps (without Outlook)

NOTE: The following steps only needs to be done if you want to migrate your email from MSOE to Google Apps. To move your old emails to your new alumni email address, follow the simple step-by-step instructions below.

Migrate Your Email – Preconfigure
NOTE: This step only needs to be done if you have email in folders other than your inbox.
1. Go to https://webmail.msoe.edu/
2. Login with your MSOE username and password
3. Click on an inbox subfolder on the left
4. Click on the first email
5. Scroll down to the bottom and while holding the shift key, click on the last email.

6. Right click on the selected email and click “Move of Folder.”
7. In the pop up, click your Inbox, then click “Move”

8. Do this for each folder in your inbox
9. Your email is now ready to migrate to your new Google Apps MSOE Email

NOTE: The following instruction set will not only copy all of your current emails from your @msoe.edu account to your new Google Apps account, but will also forward emails that your @msoe.edu account receives after this step is completed. Emails from your @msoe.edu account will be forwarded to your Google Apps account until your @msoe.edu account is permanently deleted from MSOE email servers.

Migrate Your Email
1. Go to https://mail.google.com/a/alumni.msoe.edu/
2. Login with your new username and password
3. Once logged in, click on the gear near the top right of the window and click on “Settings”
4. Click on the “Accounts” tab

Settings

<table>
<thead>
<tr>
<th>General</th>
<th>Labels</th>
<th>Accounts</th>
<th>Filters</th>
<th>Forwarding and POP/IMAP</th>
<th>Chat</th>
<th>Web Clips</th>
<th>Labs</th>
<th>Inbox</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change account settings:</td>
<td>Google Account settings:</td>
<td>Change your password and security options, and access other Google services.</td>
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<tr>
<td>Send mail as:</td>
<td>Christopher Adams <a href="mailto:adamesch@alumni.msoe.edu">adamesch@alumni.msoe.edu</a></td>
<td>Add another email address you own</td>
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<tr>
<td>(Use Milwaukee School of Engineering Mail to send from your other email addresses)</td>
<td>Learn more</td>
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<td>Check mail from other accounts (using POP3):</td>
<td>Add a POP3 mail account you own</td>
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5. Click on “Add a POP3 mail account you own”
6. In the popup, enter your full MSOE email and click “Next Step”

Add a mail account you own

Enter the email address of the account to get mail from
(Note: You may add 5 more of your accounts)

Email address: testing@msoe.edu

Cancel Next Step »

7. Fill in your username (with @msoe.edu) and your password then click “Add Account”

Add a mail account you own

Enter the mail settings for testing@msoe.edu. Learn more

Email address: testing@msoe.edu
Username: testing@msoe.edu
Password: ***************
POP Server: webmail.msoe.edu Port: 995

- Leave a copy of retrieved messages on the server. Learn more
- Always use a secure connection (SSL) when retrieving mail. Learn more
- Label incoming messages: testing@msoe.edu
- Archive incoming messages (Skip the Inbox)

Cancel « Back Add Account »
8. Select “No” and click “Finish”

![Your mail account has been added.]

You can now retrieve mail from this account. Would you also like to be able to send mail as testing@msoe.edu?

- Yes, I want to be able to send mail as testing@msoe.edu.
- No (you can change this later)

Finish

9. All of your MSOE email will now automatically start to propagate into your new account from your MSOE inbox
   a. Depending on the amount of email in your MSOE email, this process could take some time

10. Congratulations, you have successfully migrated your old MSOE email!