Migrate Old MSOE Email to Google Apps (using Outlook)

To move your old emails to your new alumni email account using Outlook, follow the simple step-by-step instructions below. This can take anywhere from 5 – 15 minutes, depending on how many emails you need to move.

NOTE: This direction set assumes that you already have Outlook installed and configured. If you do not have Outlook installed, please refer to the directions on how to migrate your email without Outlook.

Migrate Your Email

1. Go to https://tools.google.com/dlpage/outlookmigration/
2. Click “Download Migration Tool”
3. Open the downloaded installer
4. If you get a popup similar to the one shown below, click Run

5. The Google Apps Migration for Microsoft Outlook tool will now be automatically downloaded and installed
6. In the window, enter your Google Apps alumni address (i.e. username@alumni.msoe.edu) and password and click continue
7. On the next screen select “Migrate all data” and click next.

8. Leave the defaults on the next screen unless you would like to customize what is migrated and click Migrate.
9. Depending on how many emails, contacts, and calendar entries you have, this could 10-15 minutes.
10. Upon successful migration, you will see a completion notice.

11. Congratulations, you have successfully migrated your old MSOE email! You can login by going to http://mail.google.com/a/alumni.msoe.edu