Migrate Messages from Google Mail to Office 365

Statement of Confidentiality
Information, data and graphics included in this document are strictly confidential and are supplied on the understanding that they will be held confidentially and not disclosed to any third parties without the prior written consent of William Carey University.
Overview
This document explains the process of getting messages previously sent to student accounts at Google migrated to new Office 365 accounts. The process requires some setup by each student and for Information Technology staff to complete the migration task.

You must follow these instructions exactly as they are described in order for the migration to be successful.

Migration Schedule
IT staff will build and complete a migration each week through December 31, 2016 for any students wishing to have their messages migrated from Google Mail to Office 365. This is not a requirement, but is available for anyone wishing to maintain access to those messages after we decommission Google Mail mailboxes. We will build the migration batches during the week and start processing the batch on Friday afternoon each week.

Enable IMAP in Google Mail
1. Login to Google Mail at http://mail.student.wmcarey.edu
2. Go to Settings (click the gear icon in upper-right)
3. Go to Forwarding and POP/IMAP
4. Select Enable IMAP
5. Click Save Changes

Prepare your Google Mail account for migration
1. Login to Google Mail at http://mail.student.wmcarey.edu
2. Go to My Account (click your initial or photo in the upper-right)
3. Click Sign-in & security
4. Click 2-Step Verification under Signing in to Google (on the right)
5. Click Get Started
6. Complete the steps to setup 2-Step Verification
7. After clicking Turn On at the end of the process, click the left arrow next to 2-Step Verification to go back to My Account
8. Click App passwords under Signing in to Google (on the right)
9. Select Other under Select app
10. Enter Office 365 as the name and click Generate
11. Select the app password text and copy it (you may also write it down if you prefer)
12. Click Done
Request Migration

1. Go to http://indigo.wmcarey.edu/help
2. Choose Office 365 as the Service and complete the Support Request form to let us know that you have prepared your account and are ready for migration.

   Be sure to include the app password you generated in the previous section.

3. Sit back and wait for your message to start flowing into your Office 365 mailbox