



Gmail to Outlook Migration Guide (MasOS) Part 1 – Download the export files by Google Takeout

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Sign in Use your Google Account	
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B	Log in Please enter your Hong Kong Baptist University SSOid and Password to access G Suite. <u>University Privacy Policy Statement</u>
Forgot Password	SSOid (please exclude @hkbu.edu.hk/@life.hkbu.edu.hk) Password
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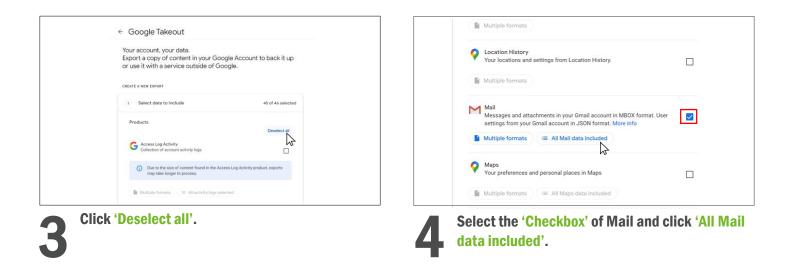


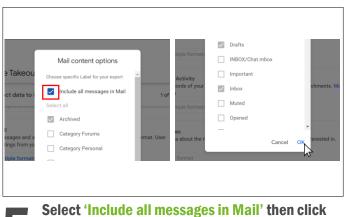
Log on Google Takeout

(https://takeout.google.com) with your Gmail account email address. Then click 'Next'.



For security reasons you will be prompted to confirm your identity via 2FA. Follow the on-screen instructions to proceed.





JSON format

Tasks Data for your open and completed tasks. More info

'OK'. (You may also uncheck this option if you need to export email with specific Labels)





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Delivery method
Send download link via email 👻
When your files are ready, you'll get an email with a download link. You'll have one week to download your files.
Frequency
Export once
1 export
O Export every 2 months for 1 year
6 exports
File type & size
v qit.
Zip files can be opened on almost any computer.
2 G8 -
Exports larger than this size will be split into multiple files.

For the File type & size, you may select the maximum size (From 1GB to 50GB) of a single file to be downloaded. Then click 'Create export'. Note: lesser the size, more the files downloaded

or saving them where others can
age your data, including deleting
Details
Download

← Google Takeout	
Your account, your data. Export a copy of content in your Google A or use it with a service outside of Google.	
CREATE A NEW EXPORT	
Select data to include	1 of 46 selected
Choose file type, frequency & destination	
Export progress	
Google is creating a copy of files from Mail This process can take a long time (possibly hours or days) is email when your export is done. Cancel export + Create another export	to complete. You'll receive an

8 Google is creating the copy from Mail. The process may take several hours or days. You may close your PC. If the copy is done, you will receive an email with download link.

Favourites	Name		Size		Kind		D	ate Adde	d	
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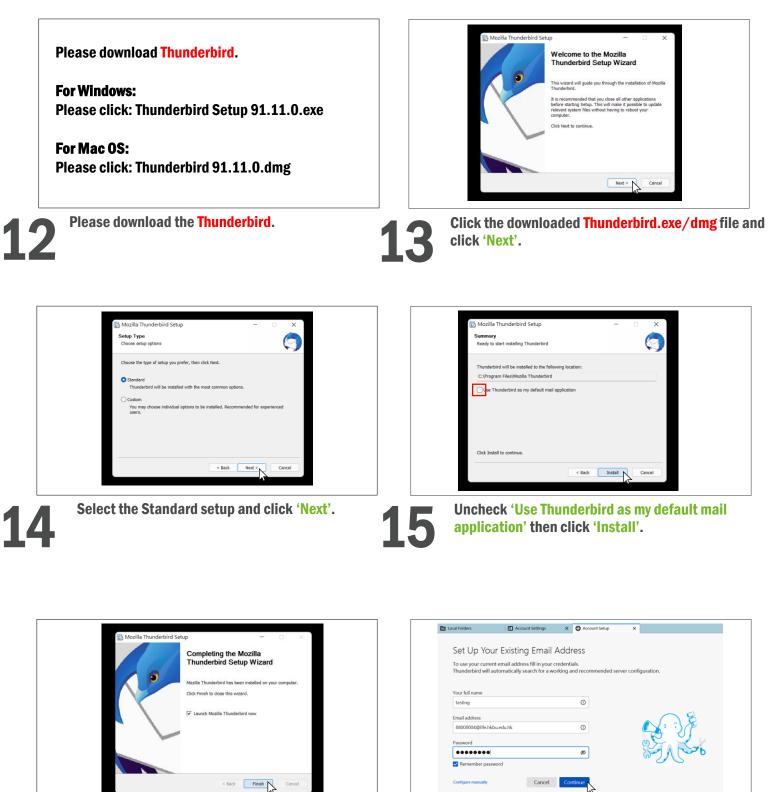
When your export is done, you will receive an email. Open that email and select 'Download'. You may receive more than 1 file to be downloaded.

Right-click the takeout file, select "Open" to extract every takeout file.

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Fermiting	Name	524		Kind	Date Added	×.
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Recents	> 🛅 Others			Folder	15 Jul 2022 at 5:33 PM	
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After extracting the zipped files, Takeout folders will be found. Remember the location of Takeout folders for importing progress in Part 2. (e.g. Downloads\takeout-20220512T092750Z-001\Takeout\Mail\)



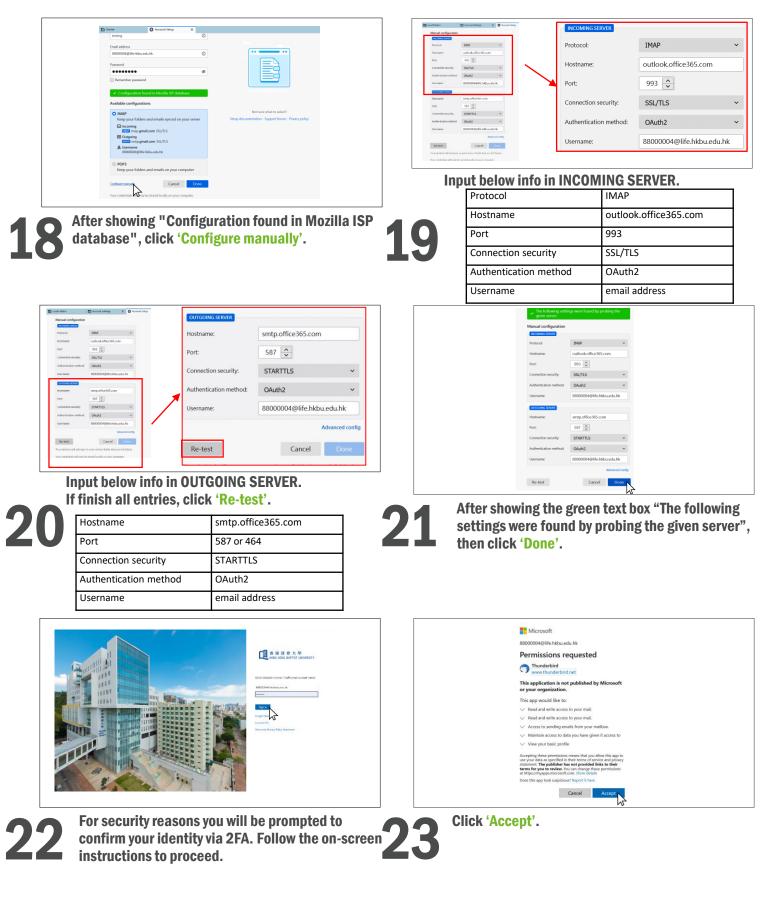


Click 'Finish' to the installation and launch Thunderbird After launching the Thunderbird, enter name, email address and password in the Account Setup tab, then click 'Continue'.

Your credentials will only be stored locally on your com

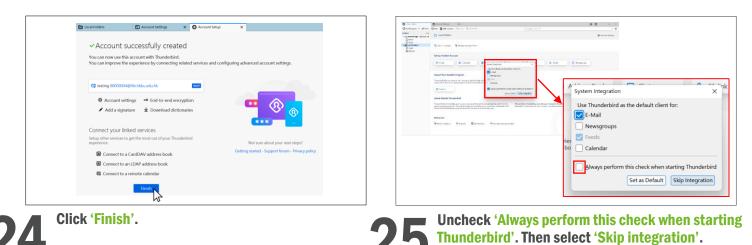


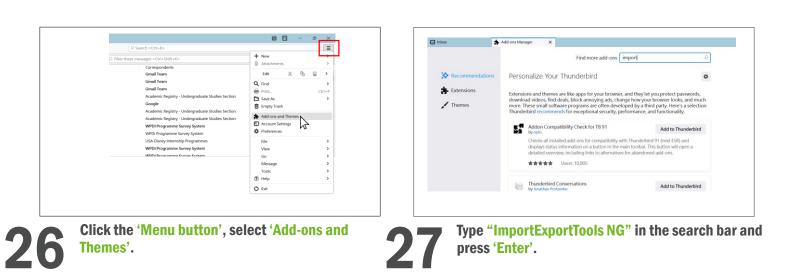










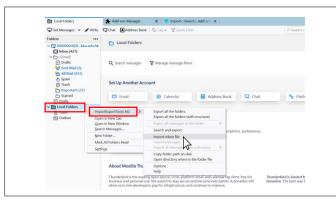




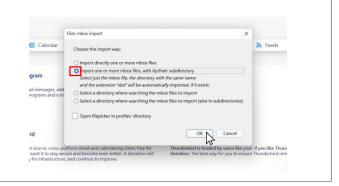


Office of Information Technology 資訊科技處

Gmail to Outlook Migration Guide (MasOS) Part 2 – Import the export file to Outlook via Thunderbird



Return to Inbox tab and Right-click on 'Local Folders', then select 'ImportExportTools NG' and click 'Import mbox file'.



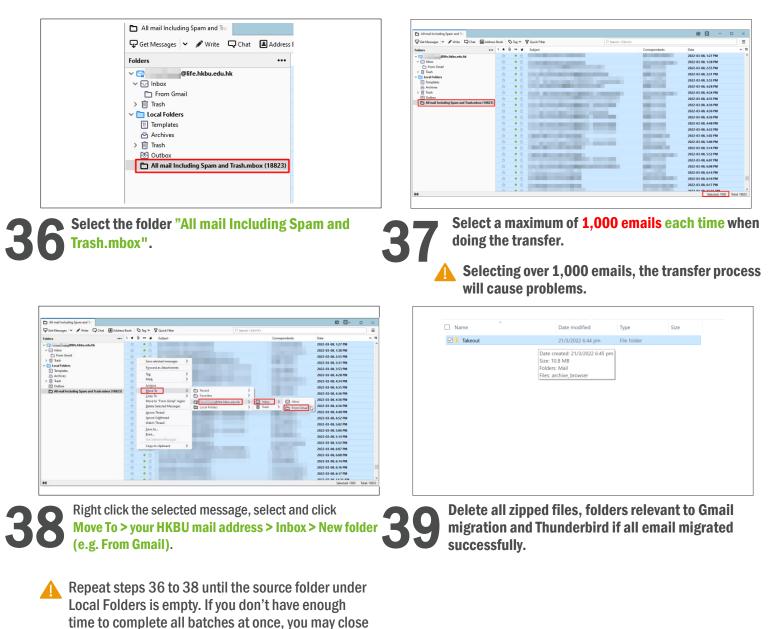
Select 'Import one or more mbox files, with its/their subdirectory', then press 'OK'.

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To create a new folder under your HKBU account by **355** Create a new folder name as "From Gmail".







Last updated: 22 July 2022

your convenience.

the Thunderbird and computer and continue again at