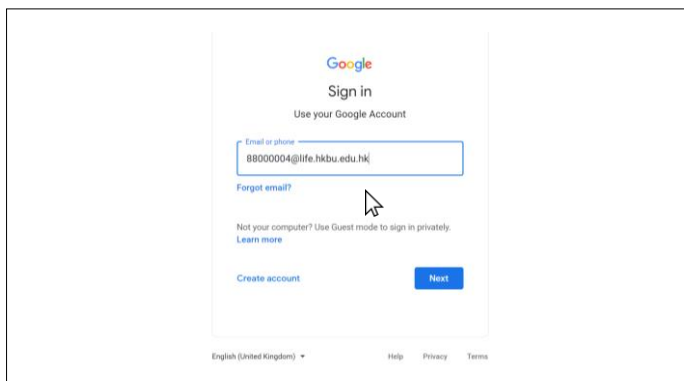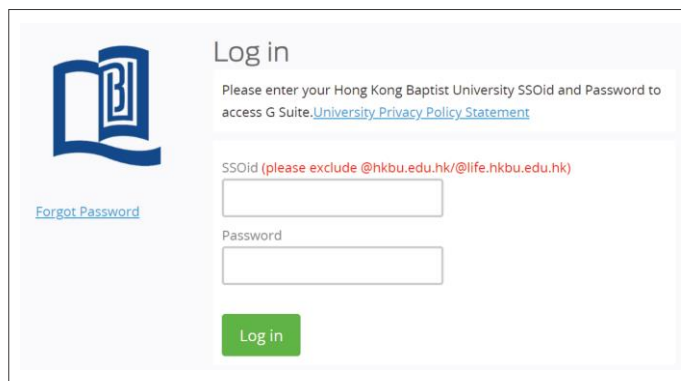# Gmail to Outlook Migration Guide (MasOS)
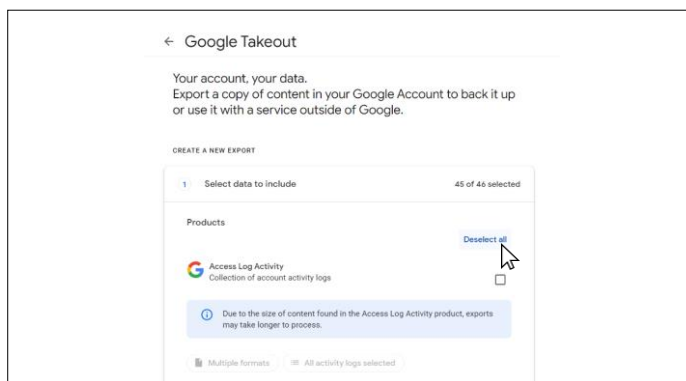## Part 1 – Download the export files by Google Takeout

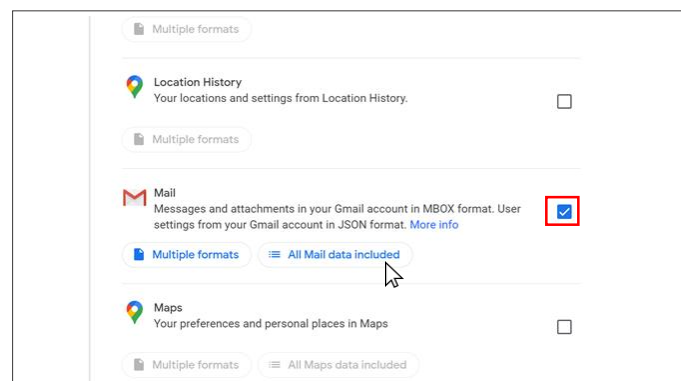**1** Log on **Google Takeout** (https://takeout.google.com) with your Gmail account email address. Then click 'Next'.
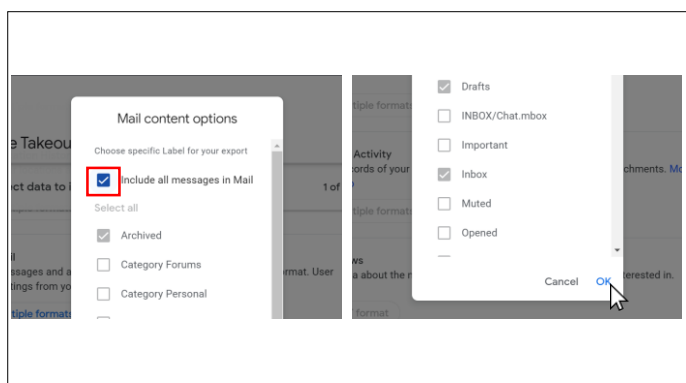

2 For security reasons you will be prompted to confirm your identity via 2FA. Follow the on-screen instructions to proceed.
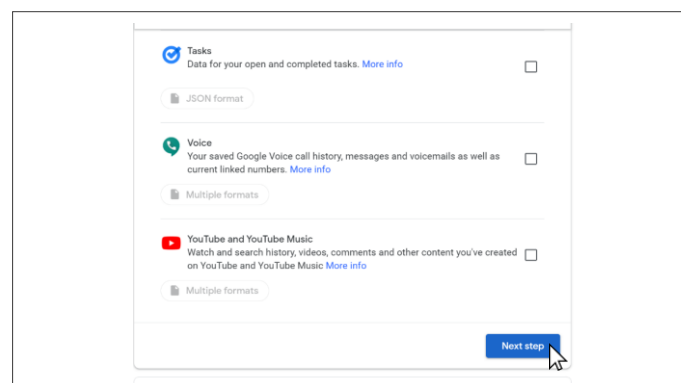

3 Click 'Deselect all'.

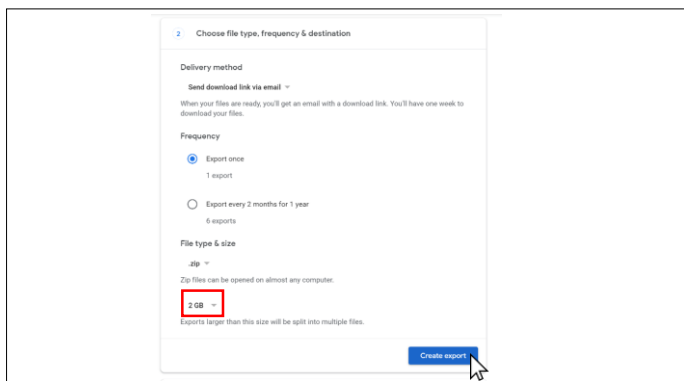**4** Select the 'Checkbox' of Mail and click 'All Mail data included'.

5 Select 'Include all messages in Mail' then click 'OK'.
(You may also uncheck this option if you need to export email with specific Labels)

**6** Click 'Next step'.

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

7 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
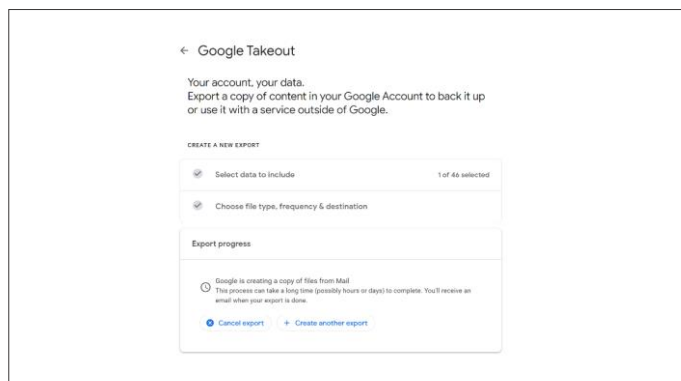
8 Google is creating the copy from Mail. The process may take several hours or days. You may close your PC. If the copy is done, you will receive an email with download link.
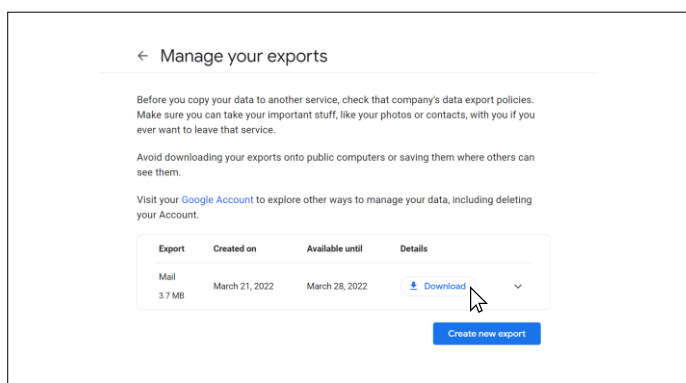
9 When your export is done, you will receive an email. Open that email and select 'Download'. You may receive more than 1 file to be downloaded.
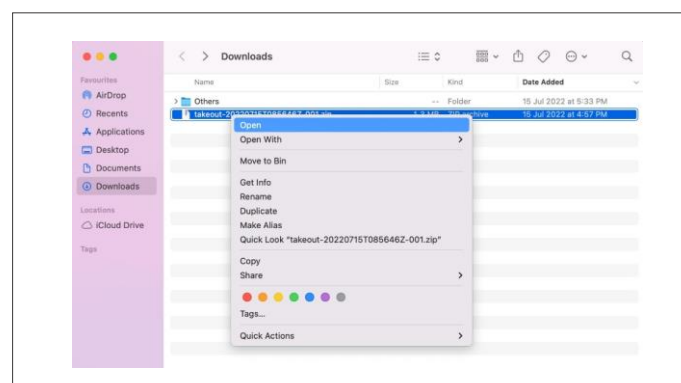
10 Right-click the takeout file, select "Open" to extract every takeout file.
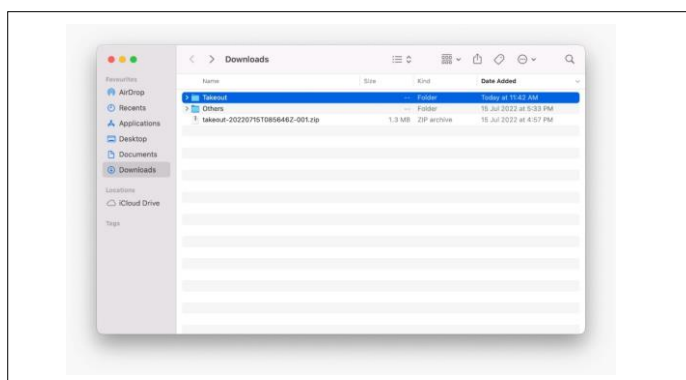
11 After extracting the zipped files, Takeout folders will be found. Remember the location of Takeout folders for importing progress in Part 2.
(e.g. Downloads\takeout-20220512T092750Z-001\Takeout\Mail\)

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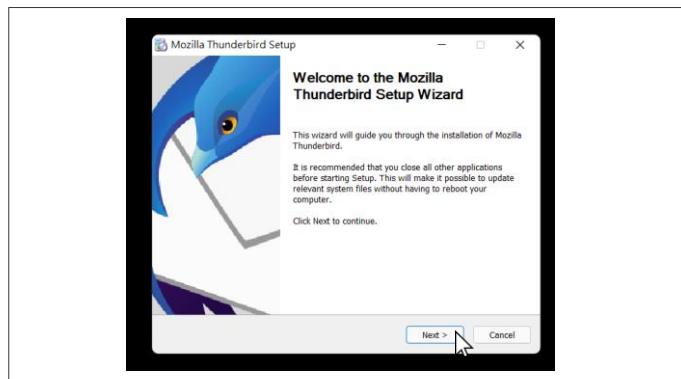## Part 2 – Import the export file to Outlook via Thunderbird

Please download Thunderbird.

For Windows:
Please click: Thunderbird Setup 91.11.0.exe

For Mac OS:
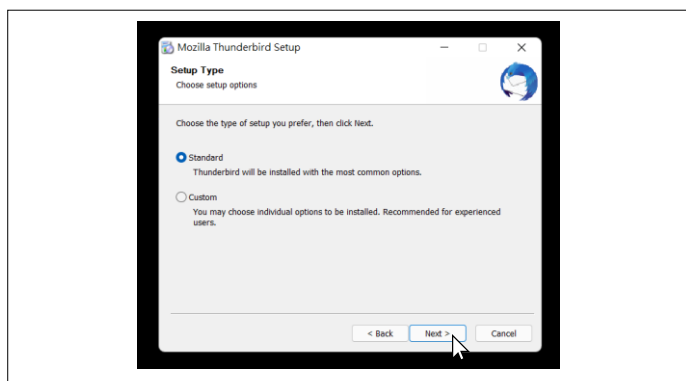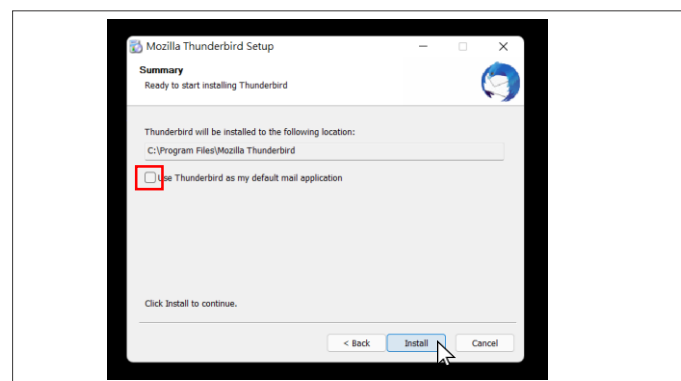Please click: Thunderbird 91.11.0.dmg

12 Please download the Thunderbird.
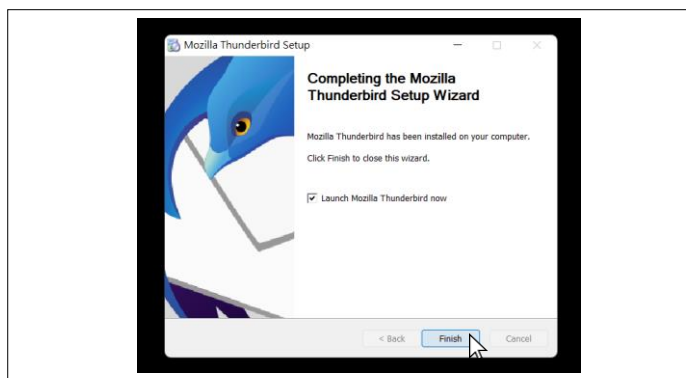

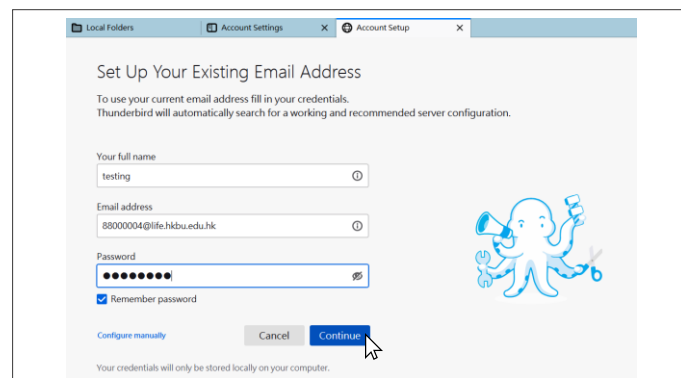**13** Click the downloaded Thunderbird.exe/dmg file and click 'Next'.

14 Select the Standard setup and click 'Next'.

15 Uncheck 'Use Thunderbird as my default mail application' then click 'Install'.
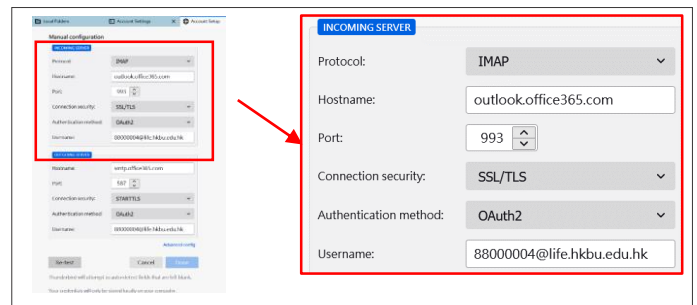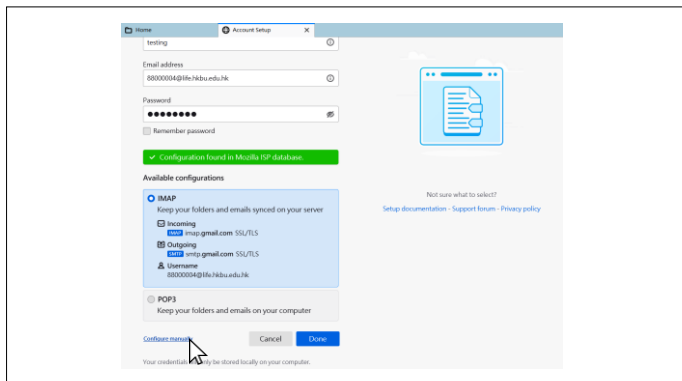

16 Click 'Finish' to the installation and launch Thunderbird

17 After launching the Thunderbird, enter name, email address and password in the Account Setup tab, then click 'Continue'.

18 After showing "Configuration found in Mozilla ISP database", click 'Configure manually'.


19 Input below info in INCOMING SERVER.

Protocol	IMAP
Hostname	outlook.office365.com
Port	993
Connection security	SSL/TLS
Authentication method	OAuth2
Username	email address
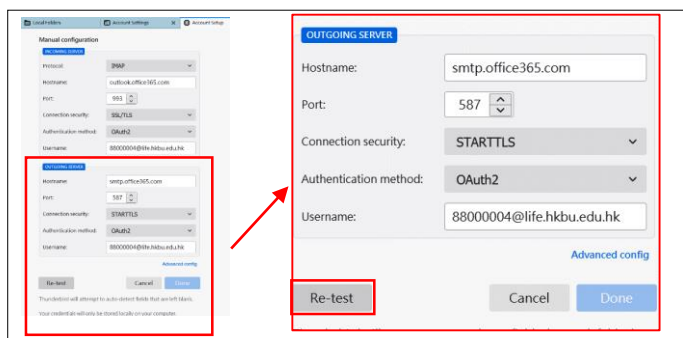
20 Input below info in OUTGOING SERVER.
If finish all entries, click 'Re-test'.

| Hostname	smtp.office365.com
Port	587 or 464
Connection security	STARTTLS
Authentication method	OAuth2
Username	email address
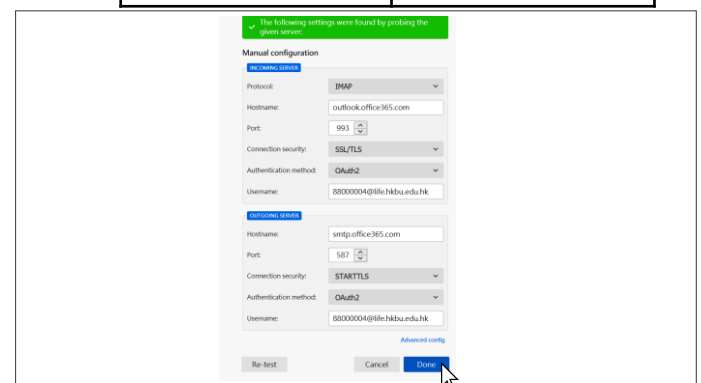
21 After showing the green text box "The following settings were found by probing the given server", then click 'Done'.
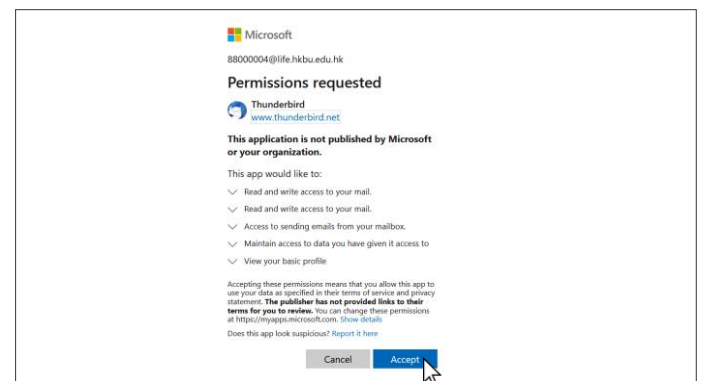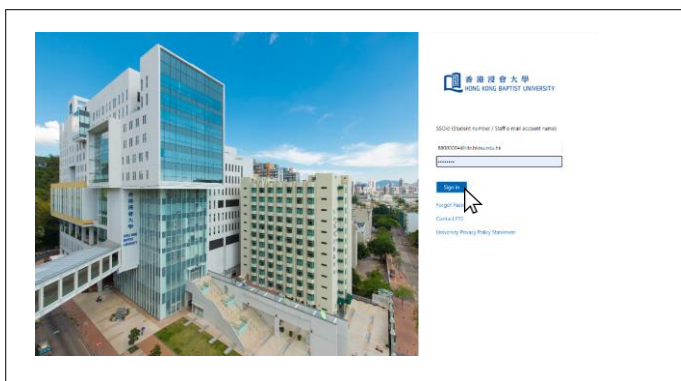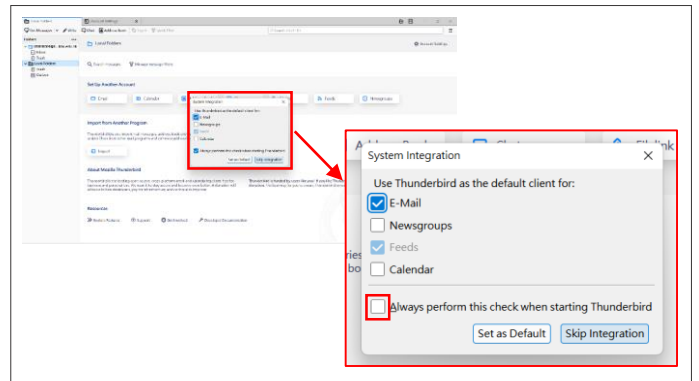

22 For security reasons you will be prompted to confirm your identity via 2FA. Follow the on-screen instructions to proceed.
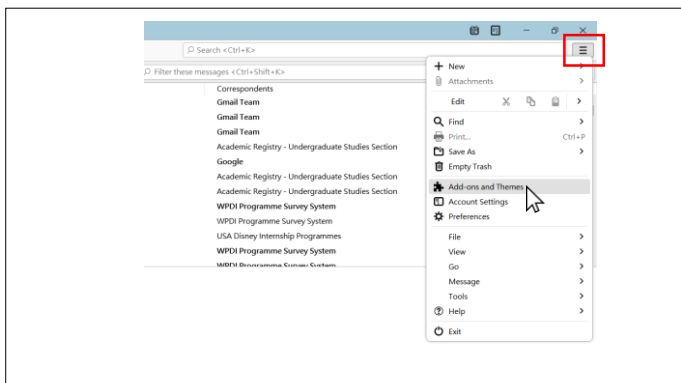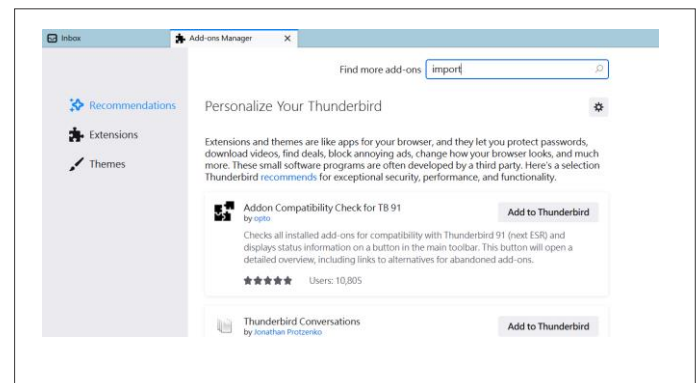

23 Click 'Accept'.
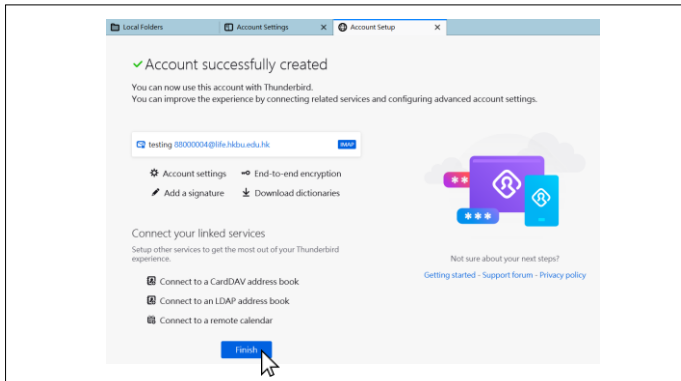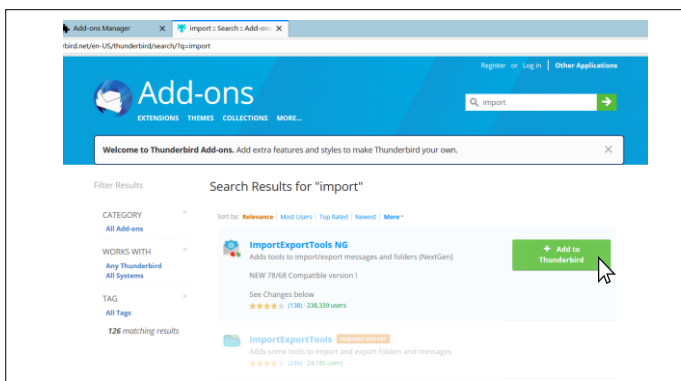
24 Click '**Finish**'.

25 Uncheck '**Always perform this check when starting Thunderbird**'. Then select '**Skip integration**'.
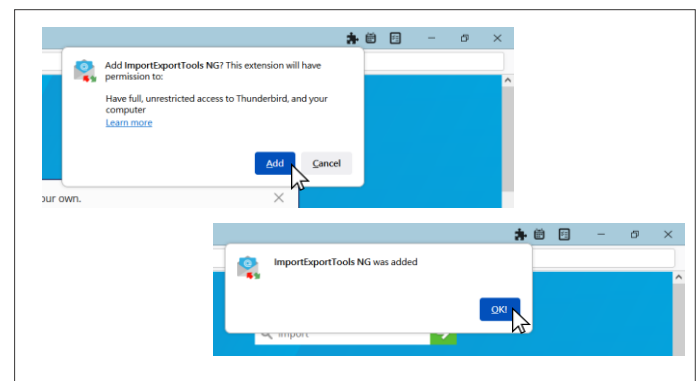

26 Click the '**Menu button**', select '**Add-ons and Themes**'.

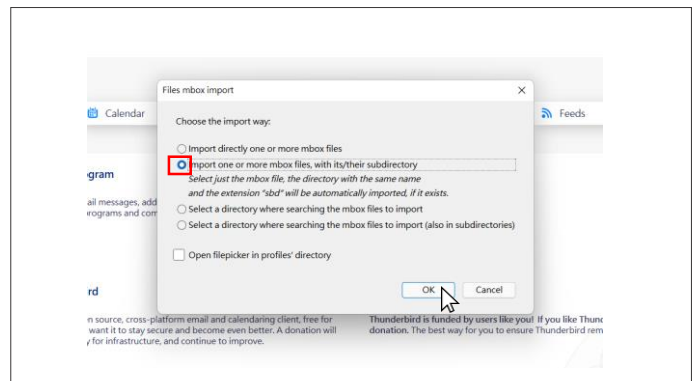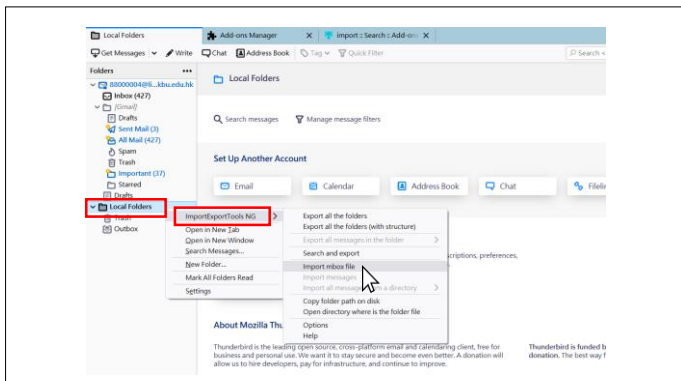**27** Type "**ImportExportTools NG**" in the search bar and press '**Enter**'.

28 Find "**ImportExportTools NG**" and click '**+ Add to Thunderbird**'.
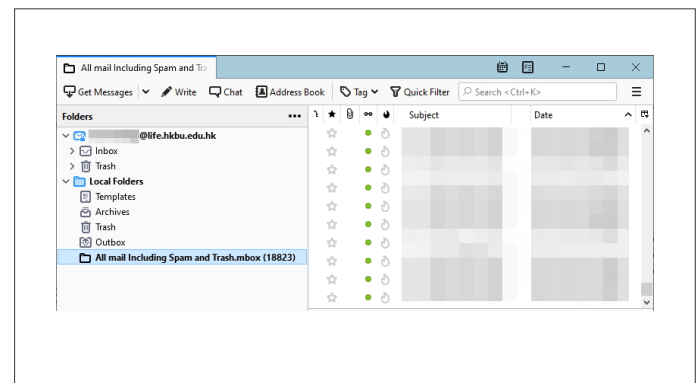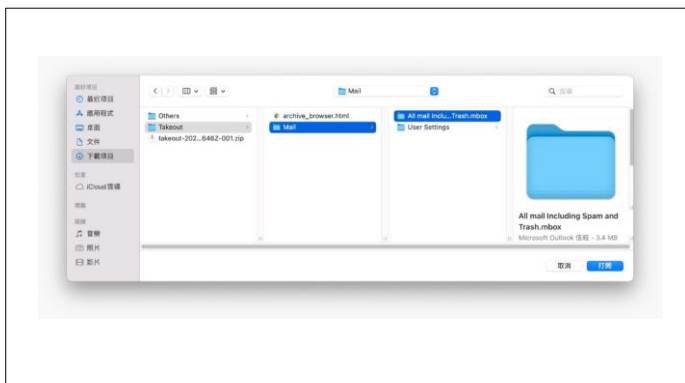

29 Press '**Add**' and '**OK!**'.

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


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

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

32 Go to the takeout downloaded in Part 1, select the '**takeout folder > Takeout > Mail > the mbox file**' (Chat.mbox is just an example, you can import any or multiple mbox file in one time)

33 After importing all the message from the mbox files. Now, you can move emails to Outlook inbox.
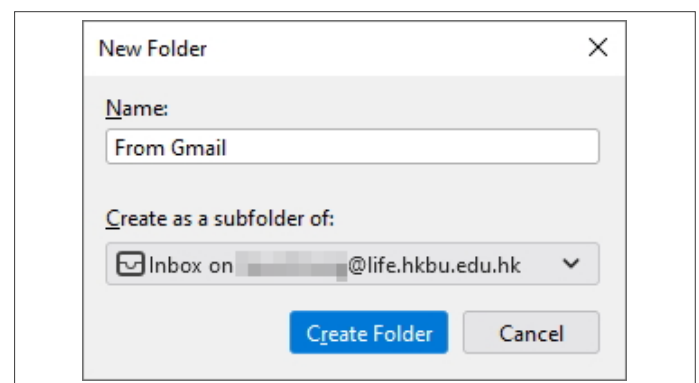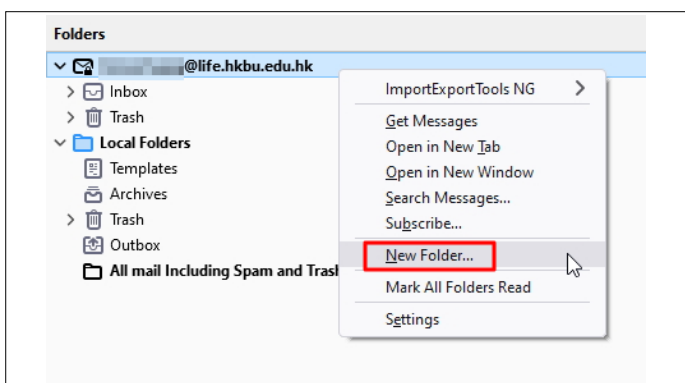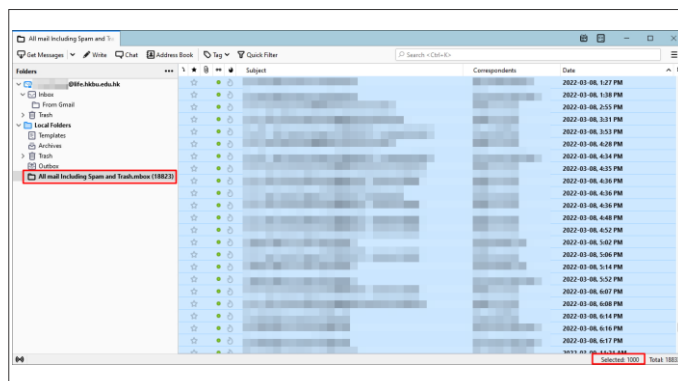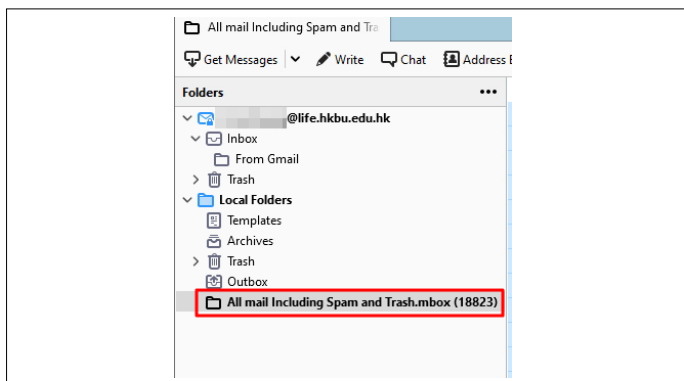

34 To create a new folder under your HKBU account by right clicking the **BU mailbox > New folder**.

35 Create a new folder name as "**From Gmail**".

36 Select the folder "All mail Including Spam and Trash.mbox".

37 Select a maximum of **1,000 emails each time** when doing the transfer.

⚠️ Selecting over 1,000 emails, the transfer process will cause problems.
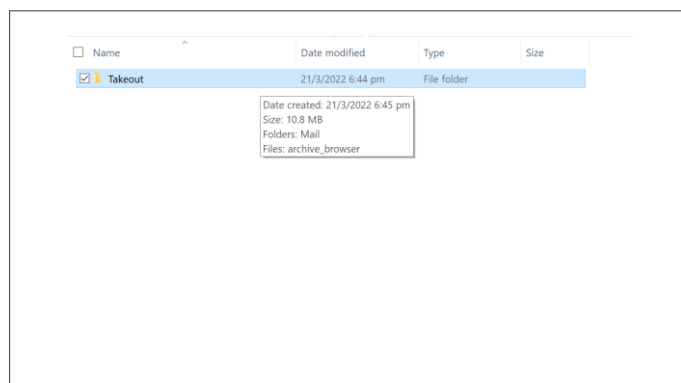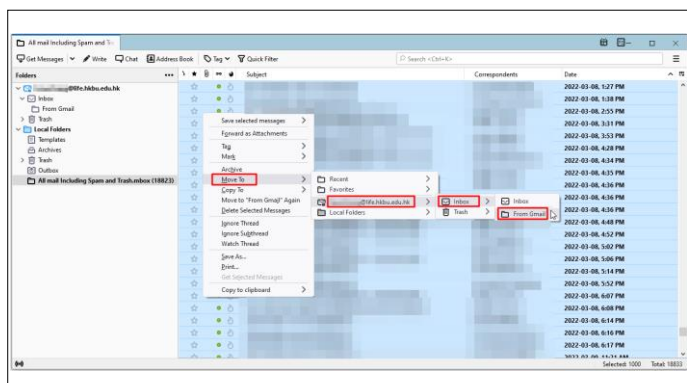
38 Right click the selected message, select and click **Move To > your HKBU mail address > Inbox > New folder (e.g. From Gmail)**.

⚠️ Repeat steps 36 to 38 until the source folder under Local Folders is empty. If you don't have enough time to complete all batches at once, you may close the Thunderbird and computer and continue again at your convenience.

39 Delete all zipped files, folders relevant to Gmail migration and Thunderbird if all email migrated successfully.