1. Open the Outlook app (such as Outlook 2013 or 2016). The top ribbon looks like this, with File in the left corner:



- 2. You can only use a version of Outlook that has **File** in the left corner it means your version has an Import/Export wizard. If you have an older version of Outlook installed these steps will now work for you.
- 3. In the Outlook app, choose File > Add Account.

¢	
Info	Account Information
Open & Export	► ■ Isteb@eemicroreft.com
	Microsoft Exchange
	+ Add Account
Print	Account and Social Network Settings
Office Account Options	Account Settings • Change settings for this account or set up more connections. Access this account on the web. https://outlook.office365.com/onmicrosoft.com/ Connect to social networks.
EXIL	Change

4. On the next page, enter your outlook email address. In this example we will use <u>janetest@gus.pittstate.edu</u>. Click connect. Click the drop down arrow next to the **Advanced Options** button and check the box that says Let me setup up my account manually.

	\times
Welcome to Outlook	
Enter an email address to add your account.	
Janetest@gus.pittstate.edu	
Advanced options A	
Connect	

- 5. The next page will ask you to choose an account type. You will want to select Google.
- 6. After you have selected Google outlook will display the IMAP account settings for your email. All of the settings should be correct by default, but if they are not fill them out just as in the next image.

¢	IMAP Account Settings for janetest@gus.pittstate.edu	×
	Incoming mail Server imap.gmail.com Port 993 Encryption method SSL/TLS	
	Require logon using Secure Password Authentication (SPA) Outgoing mail Server smtp.gmail.com Port 465 Encryption method SSL/TLS Require logon using Secure Password Authentication (SPA)	
	Next	

7. Click the connect button. This will redirect you to the Plttstate.edu sign in page. Enter your information and click Sign in.

		×
	Pittsburg State University	
	By logging into this site, I acknowledge that Pittsburg State University is the owner of all institutional data and that I have read the University's Acceptable Use Policy	
	Enter your PSU Username (or PSU ID for students) and Password.	
	janetest@gus.pittstate.edu Þassword	
Sanah .	Sign in	
	Forgot PSU Unified Password	
	If you have any questions or issues signing in, please contact the Gorilla Geeks at <u>(620)-235-4600</u> or geeks@pittstate.edu.	
Sales and Sales		

8. When you have signed in a Google screen will popup asking you to allow access to your account. Click Allow, and outlook will take a few moments to setup your account. It can take some time for Outlook to sync up all of your mail. You can monitor outlooks progress by checking the Send/Receive bar at the bottom of the Outlook window.



9. After all your mail has been synced to the app. In the Outlook app (Outlook 2013 or Outlook 2016), choose File > Open & Export > Import/Export.



10. Choose Export to a file, and then choose Next.



11. Choose Outlook Data File (.pst), and then choose Next.

Export to a File			
	Create a file of type: Outlook Data File (.pst)		
	< Back Next > Cancel		

12. Select the account you want to export by choosing the name or email address of your GusMail account, and verify the **Include subfolders** box is checked (this ensures all your email is copied), and then choose **Next**.

Export Outlook Data File	×
Select the folder to export from: Jakob@onmicrosoft.com JakobSol77@gmail.com Inbox Inbox <td></td>	
✓ Include subfolders Filter	
< Back Next > Cance	I

13. Choose **Browse** to select where to save the Outlook Data File (.pst) and to enter a file name. By default, the name is "backup," so choose another name that's easy to remember, such as **gmail**. If you are exporting to an existing Outlook Data File (.pst), under **Options**, specify what to do when exporting items that already exist in the file. Choose **Finish** to continue.

Export Outlook Data File	×
Save exported file as: e\Documents\Outlook Files\gmail.pst Browse Options Options Allow duplicate items to be created Do not export duplicate items	
< Back Finish Cancel	

14. In the Add an optional password dialog box, add a password if you want. Choose OK to save the data file even if you leave the password boxes empty. Without further notice, Outlook begins exporting the data immediately. It doesn't give you a message when it's done, either.

Create Outlook Data File	х	
Add optional password Password: Verify Password:		
Save this password in your password list		
ОК Сансеі		

- 15. Go to the location where you saved the .pst file to confirm it's there. This process may take some time. You can confirm the export is done by monitoring the file size of the export. After the file size stops getting larger it should be complete.
- 16. Now that the export is complete we want to remove your Google account from the outlook app this is to avoid confusion in later steps. First close the Outlook app. Now right click on the Windows start menu and click Run (Alternatively hold the windows key and press R on your keyboard).

17. In the run box type 'control' and click ok.

🖅 Run	×
Ð	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
<u>O</u> pen:	control ~
	OK Cancel <u>B</u> rowse

18. This will open the Control Panel. In the control panel window click the Mail (Microsoft Outlook) heading.

Administrative Tools	🔄 AutoPlay	🛞 Backup and Restore (Windows 7)	🏘 BitLocker Drive Encryption
💶 Color Management	Credential Manager	🐣 Date and Time	of Default Programs
🛔 Device Manager	🛱 Devices and Printers	Ease of Access Center	File Explorer Options
le History	Flash Player (32-bit)	A Fonts	🙈 Indexing Options
🛃 Internet Options	🔬 Java	E Keyboard	Mail (Microsoft Outlook 2016)
Mouse	Network and Sharing Center	🔛 Phone and Modem	Power Options
Programs and Features	🧔 Recovery	🔊 Region	ls RemoteApp and Desktop Connections
🏲 Security and Maintenance	🖷 Sound	Speech Recognition	Storage Spaces
🔕 Sync Center	🔛 System	🖳 Taskbar and Navigation	Troubleshooting
😹 User Accounts	🔗 Windows Defender Firewall	🖼 Windows Mobility Center	Work Folders

19. Click the Show Profiles button on the Mail Setup dialog box.



20. In the new dialog box select the Outlook profile and click remove. ****If you were already using the Outlook app and have other** email accounts in outlook that have offline cached content you will want to skip this step. Removing this profile will delete any offline cached content.

(2) Mail	\times
General	
The following pr <u>o</u> files are set up on this computer:	
Outlook	1
· · · · · · · · · · · · · · · · · · ·	
A <u>d</u> d R <u>e</u> move P <u>r</u> operties Cop <u>y</u>	
When starting Microsoft Outlook, use this profile:	
Prompt for a profile to be used	
Always use this profile	_
Outlook	•
	_
OK Cancel Apply	

- 21. When you click Remove a prompt will warn you that any offline cached content will be deleted. This will not affect your Gusmail emails stored in the cloud. Click yes on that prompt, then click Apply on the Mail dialog box, and finally OK. ****Again, if you have other** email accounts on the outlook app you should skip this step.
- 22. Now we will add your new Outlook email to the Outlook app. Re-launch the outlook app. You will be prompted to create a new profile, name it outlook and click OK.
- 23. Now outlook will want the email of the account to be added. Type in your @gus.pittstate.edu email address, and click connect.

	×
Welcome to Outlook	
Enter an email address to add your account.	
janetest@gus.pittstate.edu	
Connect	

24. A new dialog box will open asking you to enter you email address again. Type in your @gus.pittstate.edu email again and click next.

			×
	Microsoft		
	Sign in		
	ianetest@gus pittstate.edu X		
	Can't access your account?		
	Sign in with a security key 🥎		
	Next		
	🔍 Sign-in options		
	Terms of use	Privacy & cookies	
You will now be d	rected to a PSU sign in page. Enter your credentials a	nd click sign i	ו.
5-12 (Mar - State 1)		×	
Sec. Star	Pittsburg State		
	University		
ALL ST			
	By logging into this site, I acknowledge that Pittsburg		
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	By logging into this site, I acknowledge that Pittsburg State University is the owner of all institutional data and that I have read the University's Acceptable Use Policy Enter your PSU Username (or PSU ID for students) and Password.		
	By logging into this site, I acknowledge that Pittsburg State University is the owner of all institutional data and that I have read the University's Acceptable Use Policy Enter your PSU Username (or PSU ID for students) and Password. janetest@gus.pittstate.edu		
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	By logging into this site, I acknowledge that Pittsburg State University is the owner of all institutional data and that I have read the University's Acceptable Use Policy Enter your PSU Username (or PSU ID for students) and Password. janetest@gus.pittstate.edu password Sign in Forgot PSU Unified Password If you have any questions or issues signing in, please		
	By logging into this site, I acknowledge that Pittsburg State University is the owner of all institutional data and that I have read the University's Acceptable Use Policy Enter your PSU Username (or PSU ID for students) and Password. janetest@gus.pittstate.edu password Sign in Forgot PSU Unified Password If you have any questions or issues signing in, please contact the Gorilla Geeks at (<u>620)-235-4600</u> or geeks@pittstate.edu.		
	By logging into this site, I acknowledge that Pittsburg State University is the owner of all institutional data and that I have read the University's Acceptable Use Policy Enter your PSU Username (or PSU ID for students) and Password. janetest@gus.pittstate.edu Password Sign in Forgot PSU Unified Password If you have any questions or issues signing in, please contact the Gorilla Geeks at (620)-235-4600 or geeks@pittstate.edu.		

25.

26. You may be prompted to allow my organization to manage my device. Be sure to uncheck that box, and click ok.

	×
Stay signed in to all your apps	
Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to login.	
Allow my organization to manage my device	
No, sign in to this app only	
ОК	

- 27. After clicking ok your new Outlook email will be setup in the outlook app, however the Outlook app may need to restart. If prompted close and reopen the app to continue.
- 28. Now we want to import the .pst file we made of your Google account. Re-launch the Outlook app. Navigate to File > Open & Export > Import/Export.



29. Choose Import from another program or file > Next.

In	nport and Export Wizard
	Choose an action to perform:
	Export to a file Import a VCARD file (.vcf)
	Import from another program or file Import RSS Feeds from an OPML Tile Import RSS Feeds from the Common Feed List
	Description
	Import data from other files, such as Outlook data files (.PST) and text files.
	< Back Next > Cancel

30. Choose Outlook Data File (.pst) > Next.

Import a File
Select file type to import from: Comma Separated Values Outlook Data File (.pst)
< Back Next > Cancel

31. Browse to the .pst file you created in step 14 (in our example the file is named gmail.pst). Under **Options**, choose how you want to deal with duplicates. Choose **Next**.

Ir	mport Outlook Data File	×
	File to import ane\Documents\Outlook Files gmail.pst Browse Options Replace duplicates with items imported Allow duplicates to be created Do not import duplicates	•
	< Back Next > Cancel	

- 32. If you assigned a password to the Outlook Data File (.pst), enter the password > OK.
- 33. Choose to import the email into your new outlook mailbox (in this example we are using janetest@gus.pittstate.edu). Choose Finish.

Import Outlook Data File		×
	Sglect the folder to import from:	
	< <u>B</u> ack Finish Cancel	

- **34.** Outlook starts copying the information from the .pst file to your Microsoft 365 mailbox. **If you have lots of data, this may take hours**. If you shut down Outlook or disconnect from the Internet before the import completes, it will continue the next time it's reconnected.
- **35.** When Outlook is finished, you'll see the snapshot of your GusMail, now stored in your Microsoft 365 mailbox. Congratulations! Your old GusMail messages are now in your Microsoft 365 mailbox!