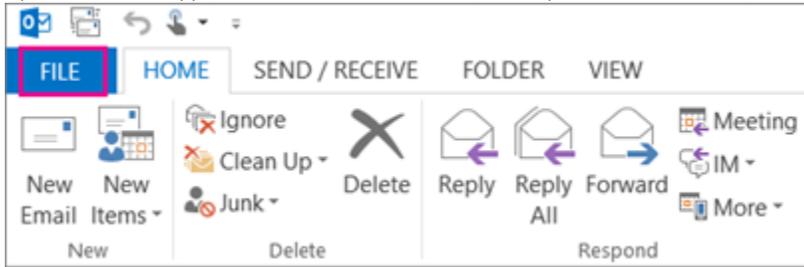
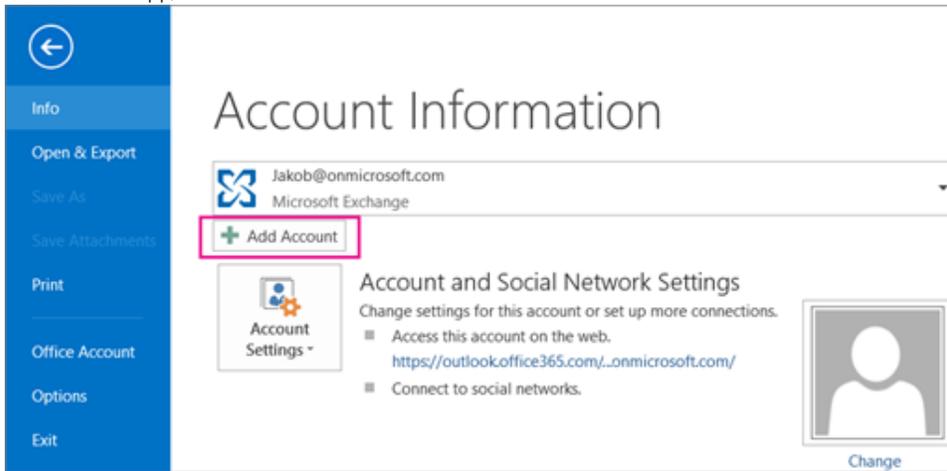


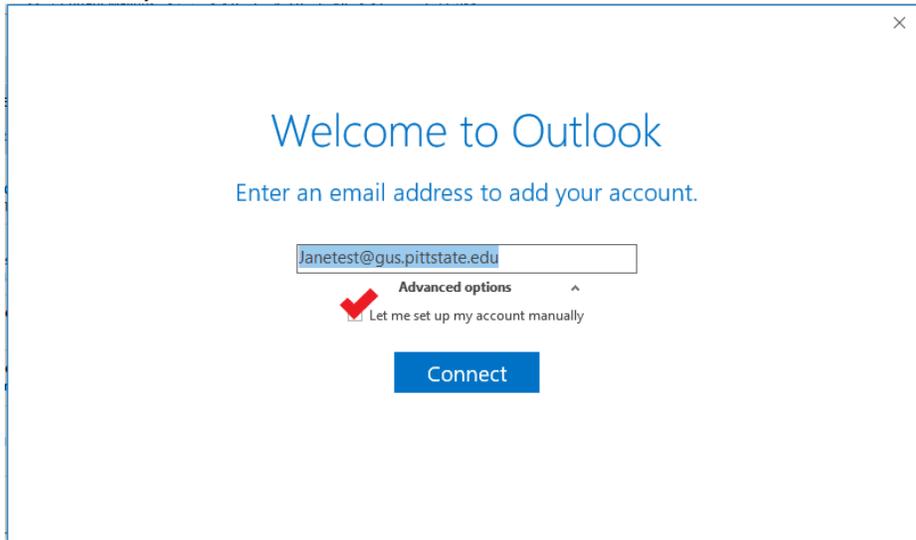
1. Open the Outlook app (such as Outlook 2013 or 2016). The top ribbon looks like this, with **File** in the left corner:



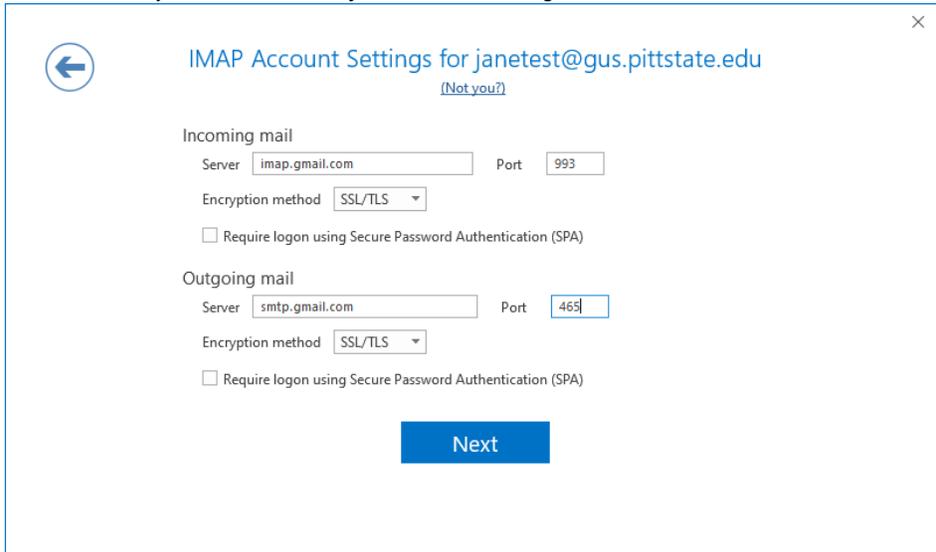
2. You can only use a version of Outlook that has **File** in the left corner - it means your version has an Import/Export wizard. If you have an older version of Outlook installed these steps will now work for you.
3. In the Outlook app, choose **File > Add Account**.



4. On the next page, enter your outlook email address. In this example we will use janetest@gus.pittstate.edu. 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.



- The next page will ask you to choose an account type. You will want to select Google.
- 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
[\(Not you?\)](#)

Incoming mail

Server Port

Encryption method

Require logon using Secure Password Authentication (SPA)

Outgoing mail

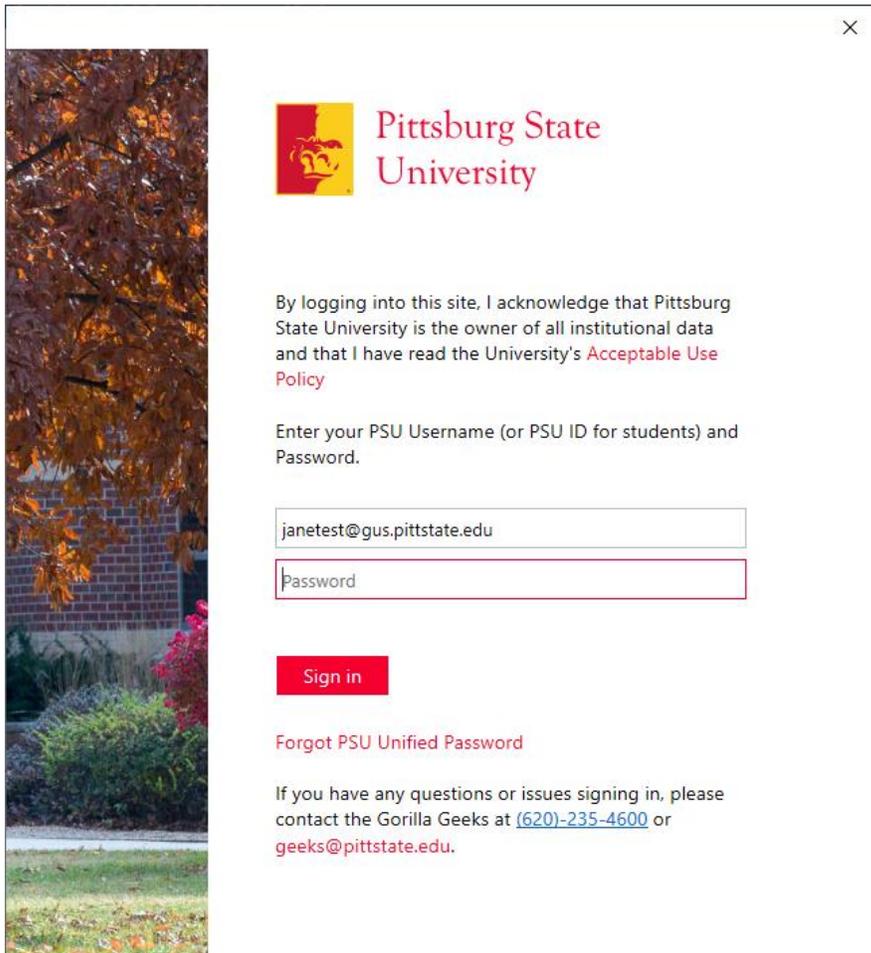
Server Port

Encryption method

Require logon using Secure Password Authentication (SPA)

[Next](#)

- Click the connect button. This will redirect you to the Pittstate.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.

[Sign in](#)

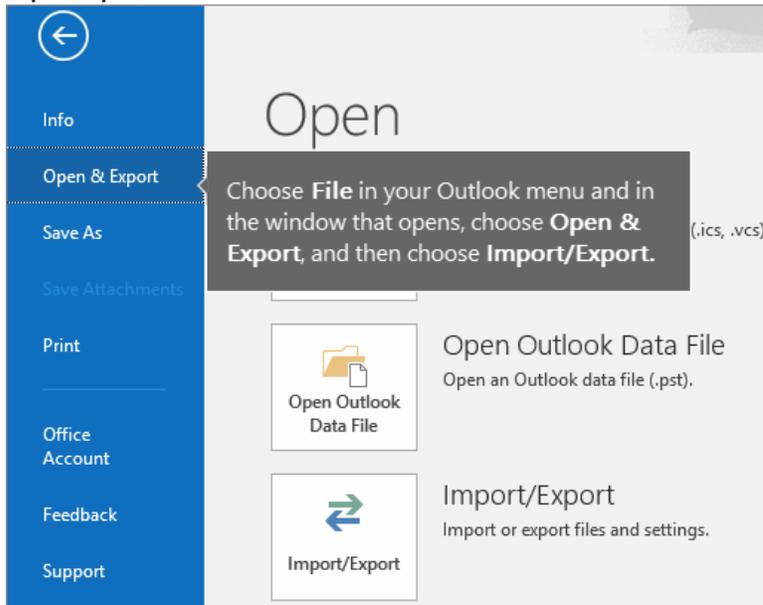
[Forgot PSU Unified Password](#)

If you have any questions or issues signing in, please contact the Gorilla Geeks at [\(620\)-235-4600](tel:620-235-4600) or geeks@pittstate.edu.

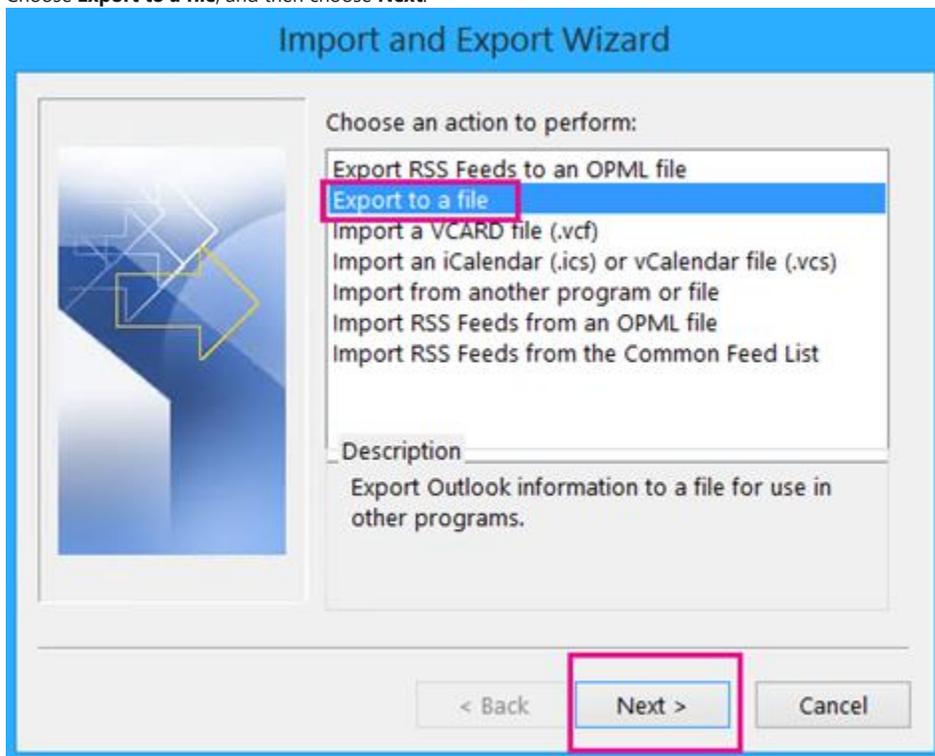
- When you have signed in a Google screen will popup asking you to allow access to your account. Click Allow, and outlook will take a few moments to setup your account. It can take some time for Outlook to sync up all of your mail. You can monitor outlooks progress by checking the Send/Receive bar at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



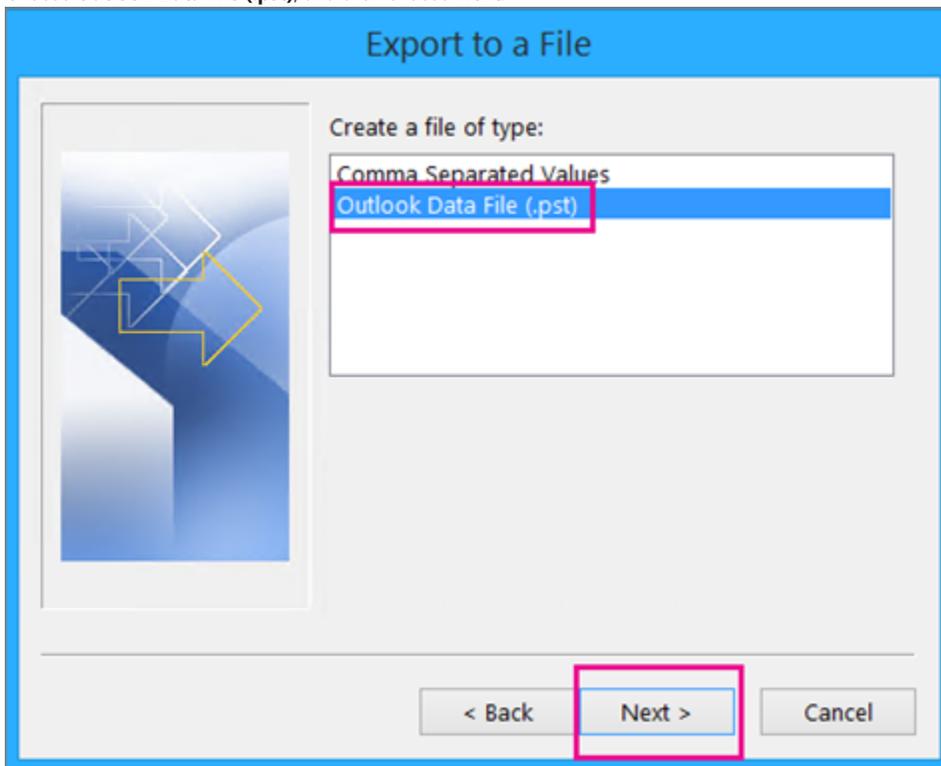
- After all your mail has been synced to the app. In the Outlook app (Outlook 2013 or Outlook 2016), choose **File > Open & Export > Import/Export**.



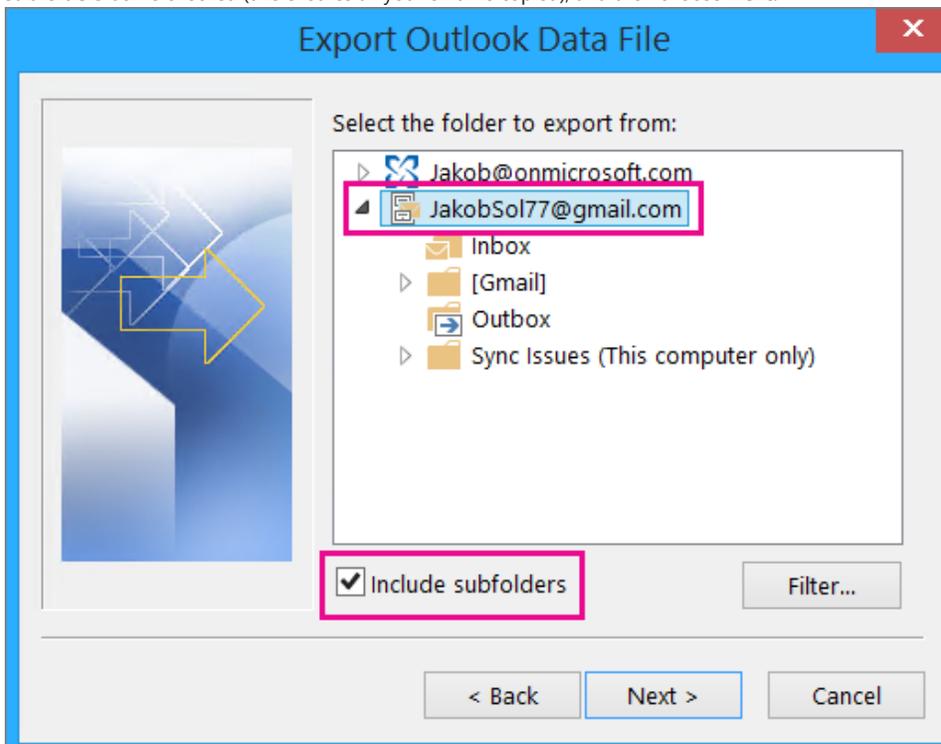
- Choose **Export to a file**, and then choose **Next**.



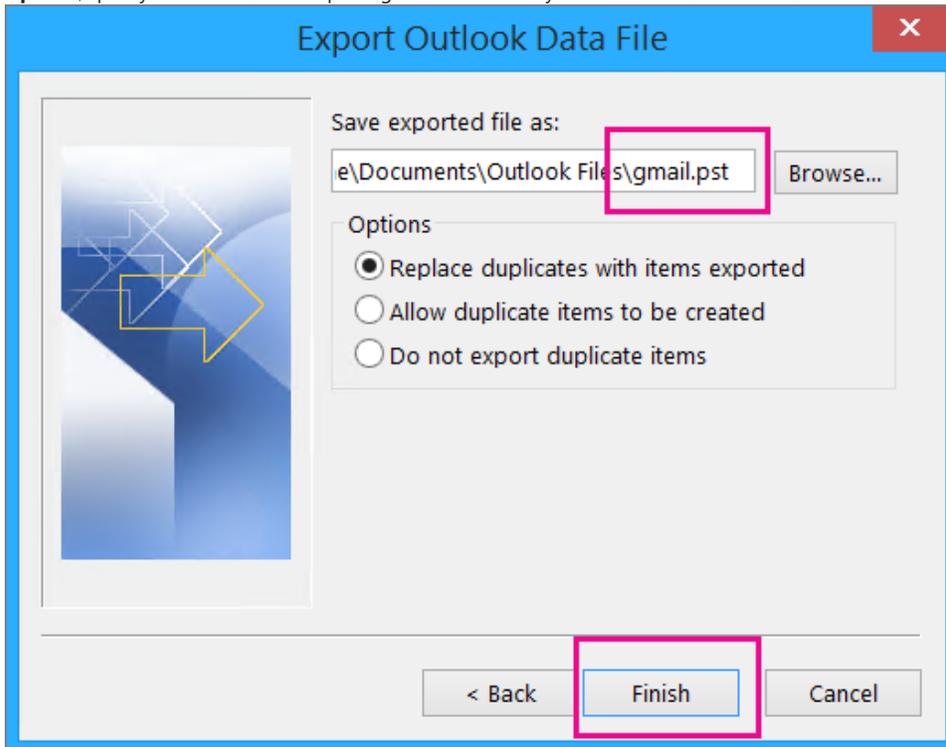
11. Choose **Outlook Data File (.pst)**, and then choose **Next**.



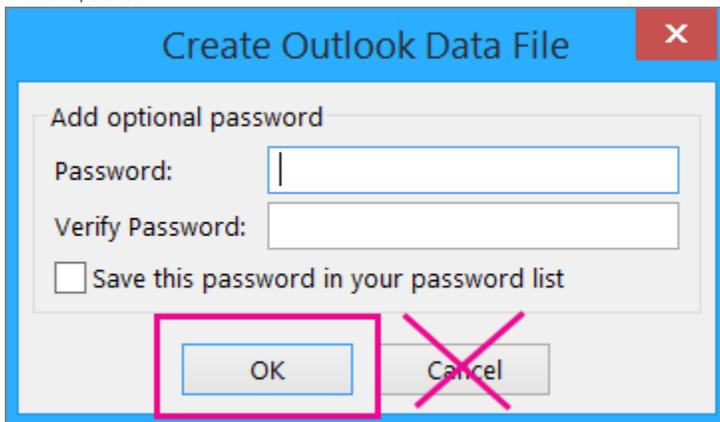
12. Select the account you want to export by choosing the name or email address of your GusMail account, and verify the **Include subfolders** box is checked (this ensures all your email is copied), and then choose **Next**.



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.

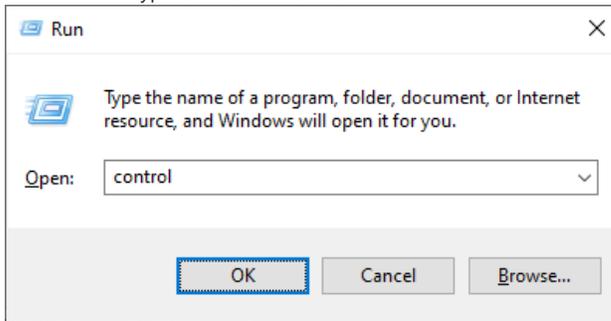


14. In the **Add an optional password** dialog box, add a password if you want. Choose **OK** to save the data file **even if you leave the password boxes empty**. Without further notice, Outlook begins exporting the data immediately. It doesn't give you a message when it's done, either.

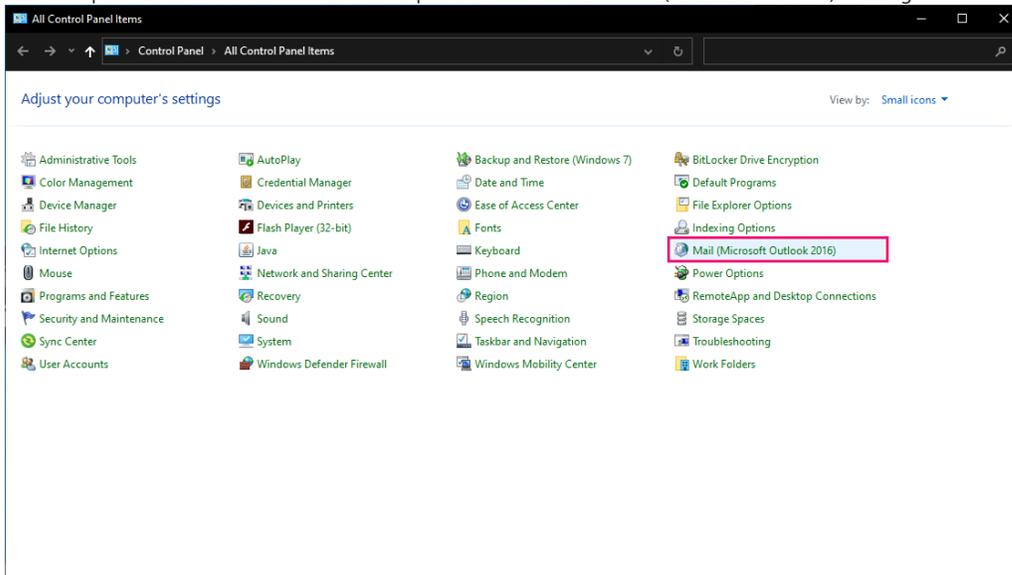


15. Go to the location where you saved the .pst file to confirm it's there. This process may take some time. You can confirm the export is done by monitoring the file size of the export. After the file size stops getting larger it should be complete.
16. Now that the export is complete we want to remove 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).

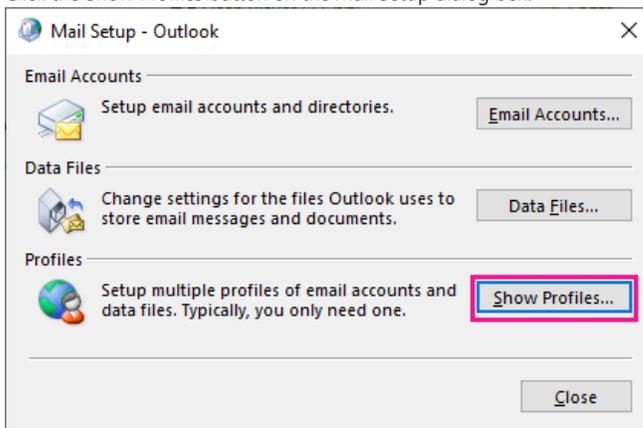
17. In the run box type 'control' and click ok.



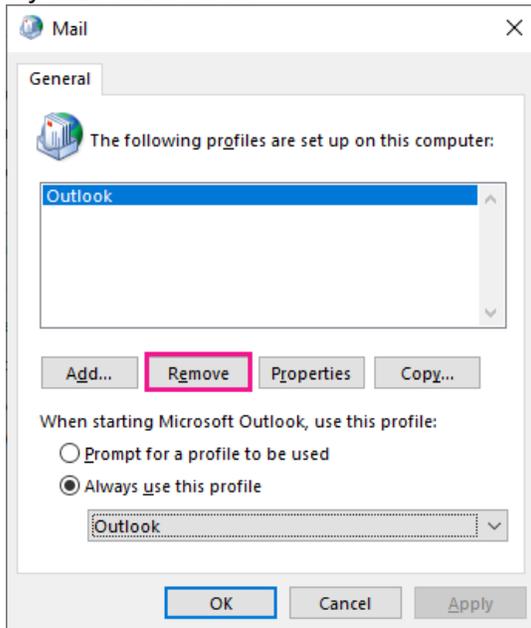
18. This will open the Control Panel. In the control panel window click the Mail (Microsoft Outlook) heading.



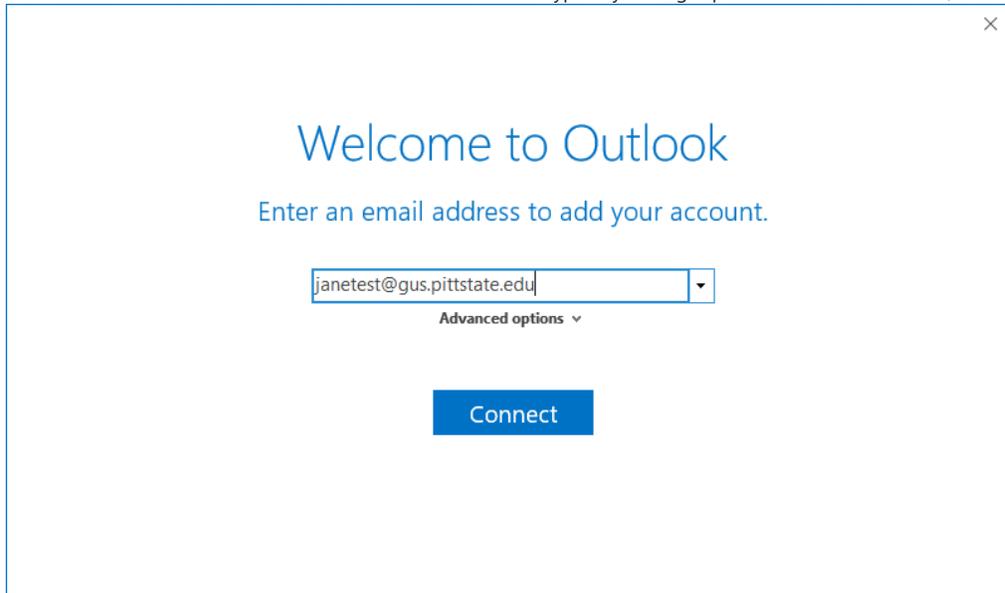
19. Click the Show Profiles button on the Mail Setup dialog box.



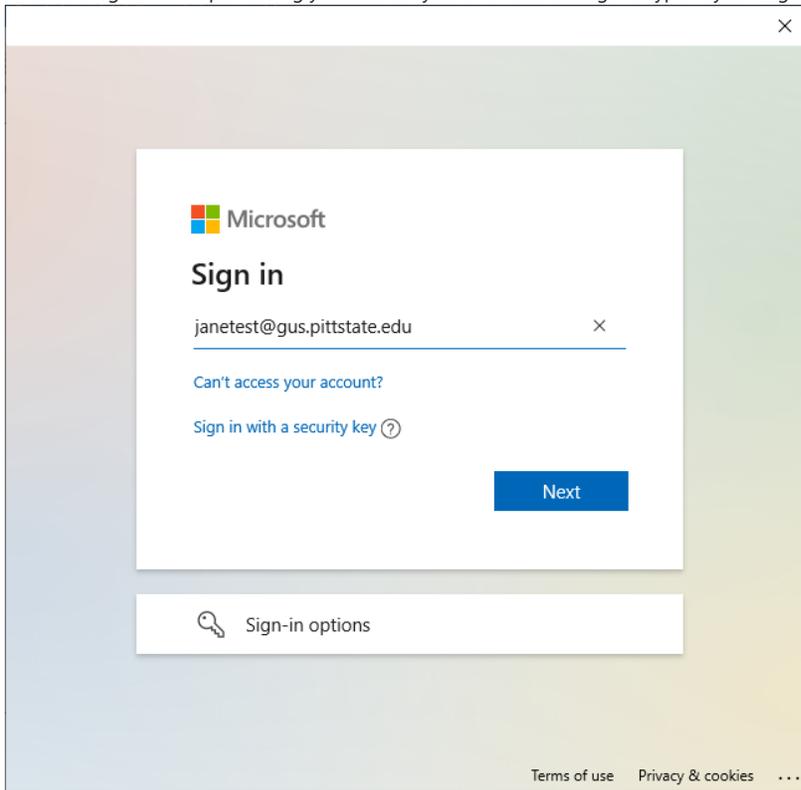
20. In the new dialog box select the Outlook profile and click remove. ****If you were already using the Outlook app and have other email accounts in outlook that have offline cached content you will want to skip this step. Removing this profile will delete any offline cached content.**



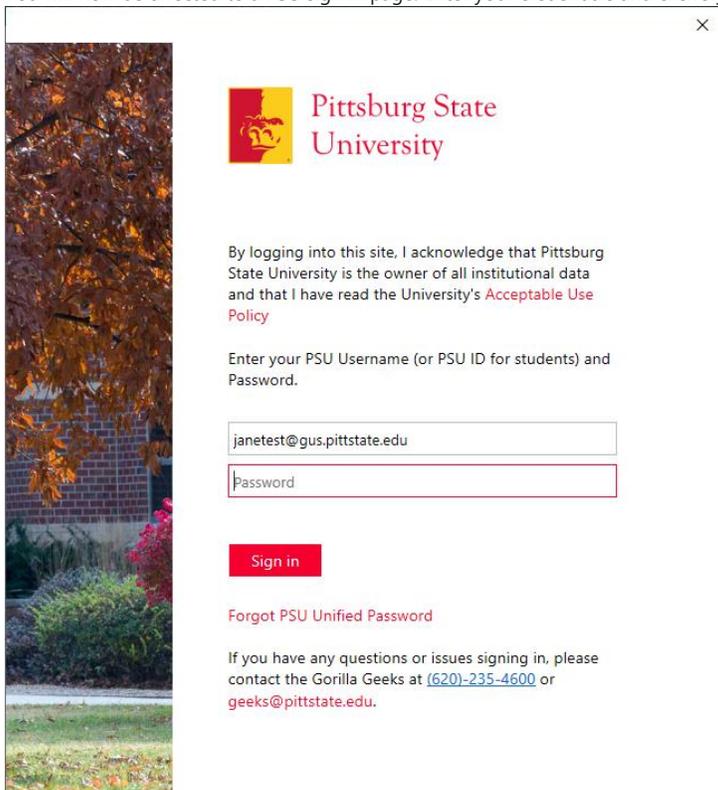
21. When you click Remove a prompt will warn you that any offline cached content will be deleted. This will not affect your Gusmail emails stored in the cloud. Click yes on that prompt, then click Apply on the Mail dialog box, and finally OK. ****Again, if you have other email accounts on the outlook 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.



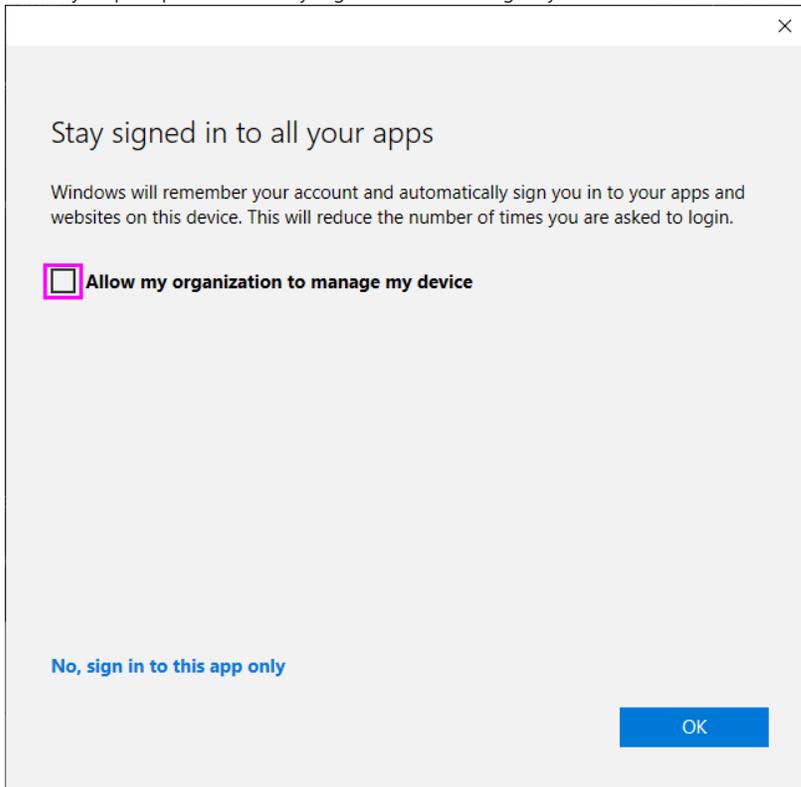
24. A new dialog box will open asking you to enter you email address again. Type in your @gus.pittstate.edu email again and click next.



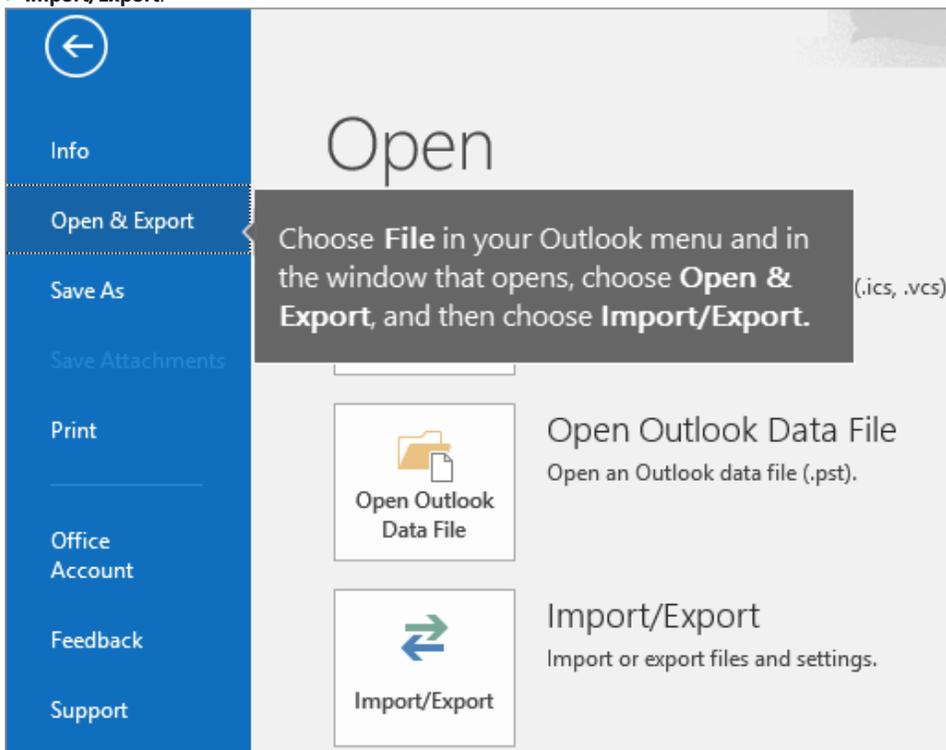
25. You will now be directed to a PSU sign in page. Enter your credentials and click sign in.



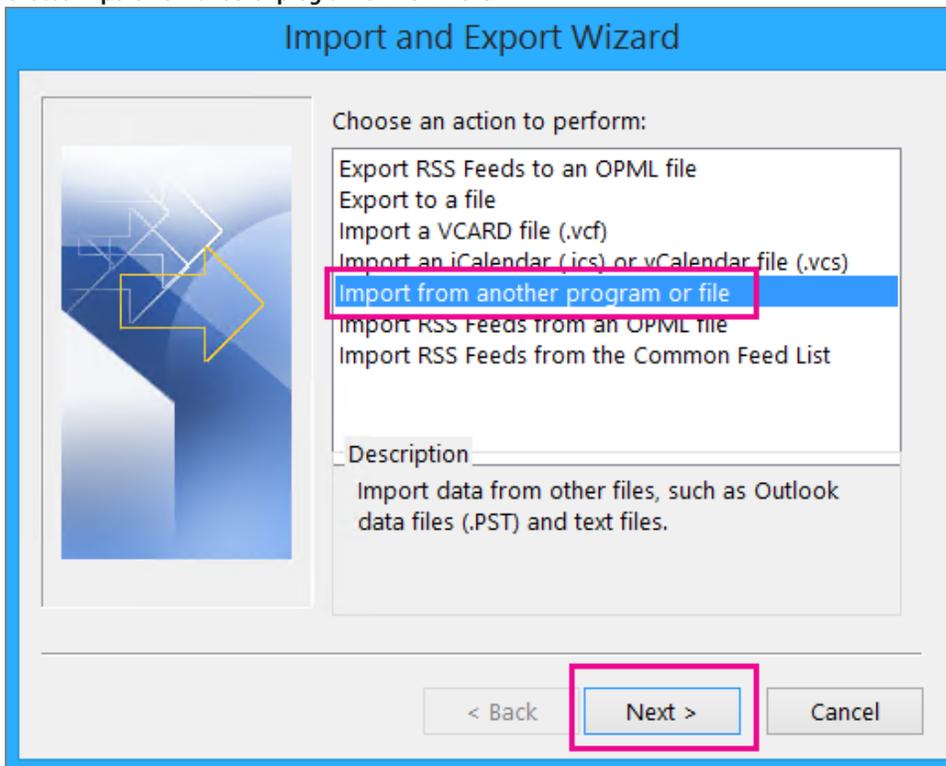
26. You may be prompted to allow my organization to manage my device. Be sure to uncheck that box, and click ok.



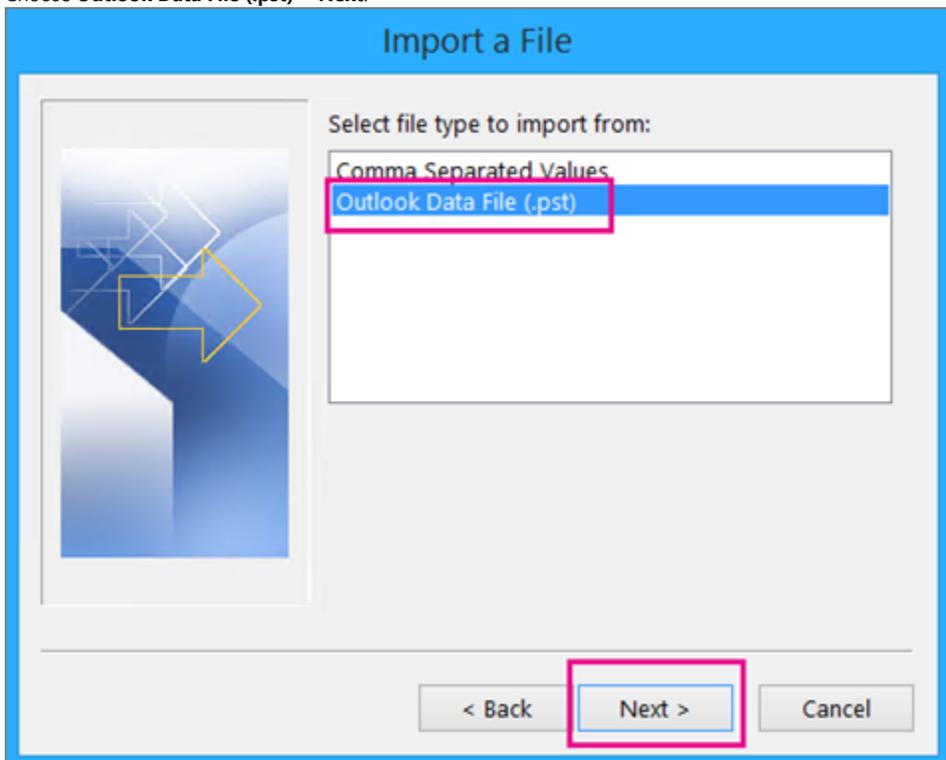
27. After clicking ok your new Outlook email will be setup in the outlook app, however the Outlook app may need to restart. If prompted close and reopen the app to continue.
28. Now we want to import the .pst file we made of your Google account. Re-launch the Outlook app. Navigate to **File > Open &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



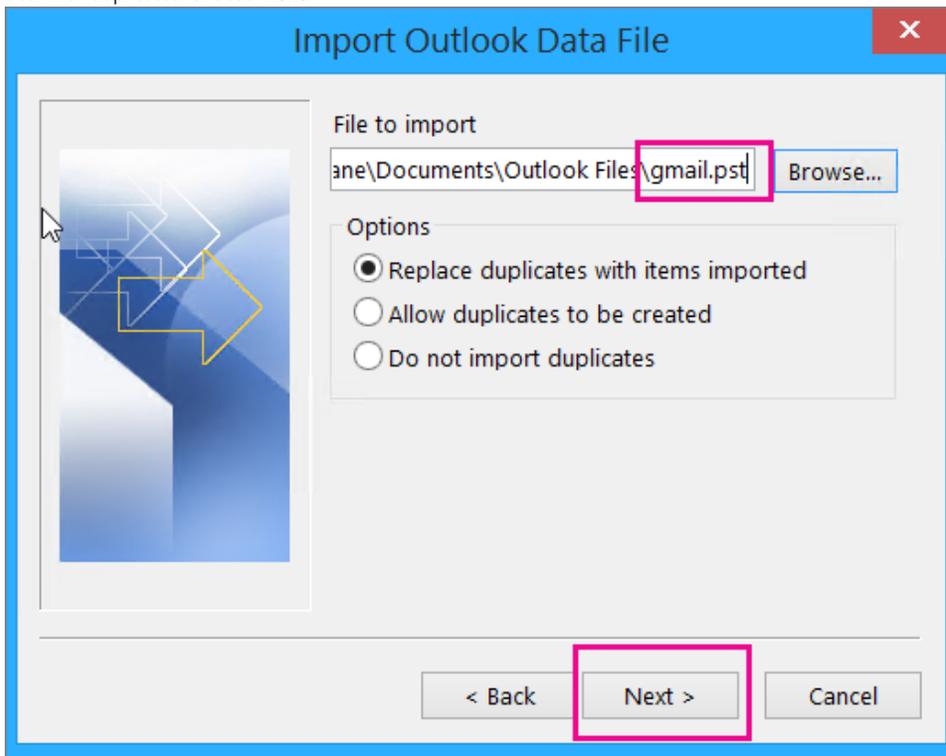
29. Choose **Import from another program or file** > **Next**.



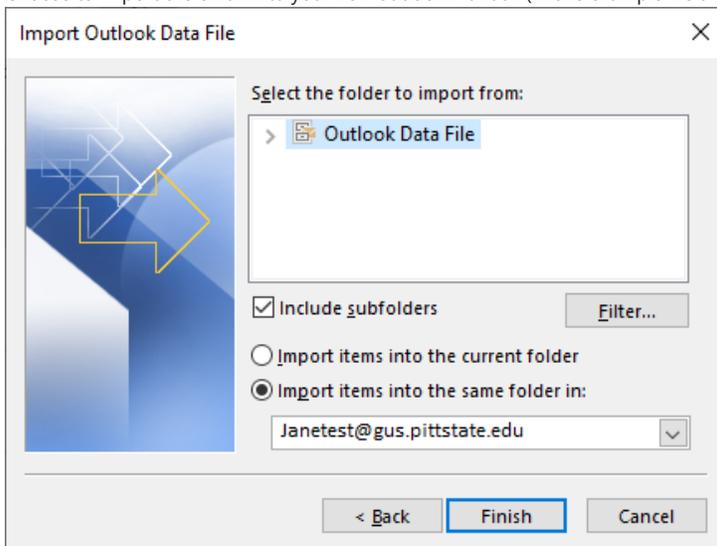
30. Choose **Outlook Data File (.pst)** > **Next**.



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**.



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**.



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!