



### What are my email migration choices?

- Opt-In** – You can voluntarily choose to Opt-in early to migrate your email to Gmail.
- Mass Migration** – You can do nothing and your email will be migrated as part of the mass migration of remaining accounts

*You will be notified by email of the Opt-In date about two weeks before your opt-in period opens. You'll also receive an email reminder the day before opt-in or mass migration that includes instructions.*

### When does my email migrate?

- |   |                   |
|---|-------------------|
| <input type="checkbox"/> <b>Opt-In:</b> Oracle Calendar Users and Administrative Assistants | 7/21/09 – 7/24/09 |
| <input type="checkbox"/> <b>Mass Migration:</b> All Remaining Oracle Calendar Users         | 7/24/09           |
| <input type="checkbox"/> <b>Opt-In:</b> Remaining Faculty, Staff, and Departments           | 7/27/09 – 7/29/09 |
| <input type="checkbox"/> <b>Opt-In:</b> Students  | 7/30/09 – 7/31/09 |
| <input type="checkbox"/> <b>Mass Migration:</b> All Remaining Accounts                      | 7/31/09           |

### Email Migration Tasks (\* = required)

- \*Clean up mailbox & delete unneeded messages ([more info](#))
- \*Empty the trash
- \*Opt-In or do nothing to mass migrate
- \*Use Gmail account for sending and receiving messages
- Set up forwarding to another email account, if needed (Settings -> Forwarding and POP/IMAP)
- Create a signature file (Settings -> General -> Signature)
- Transfer contacts (from Webmail & Thunderbird) ([more info](#))
- Set up contacts and groups ([more info](#))
- Set up labels (Settings -> Labels)
- Set up filters (Settings -> Filters)
- Transfer local email folders using Google Uploader ([more info](#))
- \*Review any migration errors in Gmail account
- View all of your old and new email in Gmail
- Enable Google Gears/Offline for offline mode ([more info](#))
- Set up mobile access to your Gmail ([more info](#))

