



## Uploading Your Email Local Folders to Google Apps

*These instructions were made available in the Google Apps Wiki User Guide found at: <http://code.google.com/p/google-email-uploader/wiki/UserGuide>. The information contained here has been modified for PLU.*

### Importing Your Mail

*These instructions assume that you already have the Google Email Uploader installed on your computer. If you haven't already requested the installation of the Google Email Uploader, please submit a request at: <http://www.plu.edu/~comptelc/service-request/>*

Before opening the Email Uploader, be sure to **close all email programs** such as Mozilla Thunderbird, Microsoft Outlook, or Microsoft Outlook Express. Having these applications open will interfere with the migration process so it is important that you **not** open Thunderbird or another mail client during the upload process. If the process is interrupted, you will have to start over from the beginning.

Launch the Email Uploader from your Start Menu or desktop icon. The Email Uploader is a simple wizard that walks you through the four-step import process.

#### Step 1: Sign in

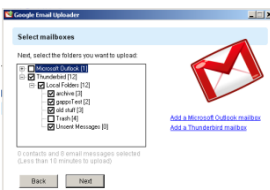
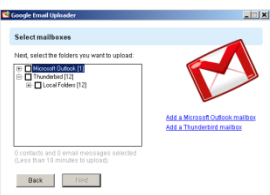
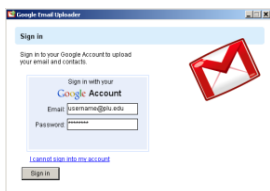
Sign in with your PLU ePass account address, including **@plu.edu** after your username.

#### Step 2: Select Mail

The Email Uploader scans the programs on your computer and displays all accounts and folders for each email program from which you can import mail.

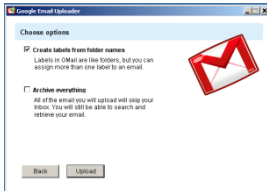
To import all mail in your local folder, select the programs containing mail you wish to import. Click on the email program to expand the view, and then click on the folders you want to include in the import. For example, you might choose to import everything in your Inbox and the remaining folders except "Trash ". Selected folders are indicated by a check mark.

As you select email programs, the Email Uploader will calculate the amount of email to be imported and the estimated time to completion. When you've selected the programs you want to import from, click "Next".



### Step 3: Choose Options

#### Create labels from folder names:



Gmail uses a label feature to organize email, rather than a folder system. Labeling will affect how imported email will appear in your Gmail account, as well as make it easy for you to identify the origin and organization of the email after the import is complete.

There are two choices that affect how labeling is applied:

1. create labels from folder names, and
2. archive everything.

If labels are not created, the following rules are applied:

1. All imported mail is given a label identifying the source email program, for example: "from Outlook Express".
2. Mail from a source program's inbox (including subfolders) is placed in the Gmail Inbox.
3. Mail in a "Deleted mail" or "Trash" folder is migrated into a new Gmail label so that Gmail will not auto-delete the mail. If don't want this mail, you can exclude it using the customize feature in the previous step. If you want to delete it once it is uploaded, just select all emails with this label and 'delete'.

If labels are are created, these additional rules are applied:

1. Mail in certain common folders is placed in Gmail's special folders. These include "Sent Mail", "Drafts", etc.
2. Mail in other folders is given a label with the name of its folder. Mail in subfolders will have labels for the full path, as well as labels for all parent folders, for example: "work/projects/Tornado".
3. Mail from a source program's inbox is given an extra label "Inbox/". This extra label allows you to move imported mail out of your Gmail Inbox folder (that is, archive it) but still be able to see all mail imported from your old email inbox.

#### Archive everything:

To avoid message location confusion, **DO NOT** select this option.

### Step 4: Upload

Once you've finalized your import options, click "Upload" to begin uploading. The Email Uploader first reads email from your computer and then begins uploading to Google in batches.

If the tool appears to be stuck, have no fear, each individual batch upload may take a minute or two. You can minimize the tool to the system tray and continue working on other tasks.

Once the Email Uploader is completed it may take up to 48 hours before all your mail is available in your Google Apps mail, depending on load and volume.