# 3. Data migration
## (Outlook for Mac→TUMail(Gmail)

In this section, we will explain how to import the email data of the former TUMail into the New TUMail.

Current TUMail data is not migrated. If you need current TUMails, you need to migrate data on your own.

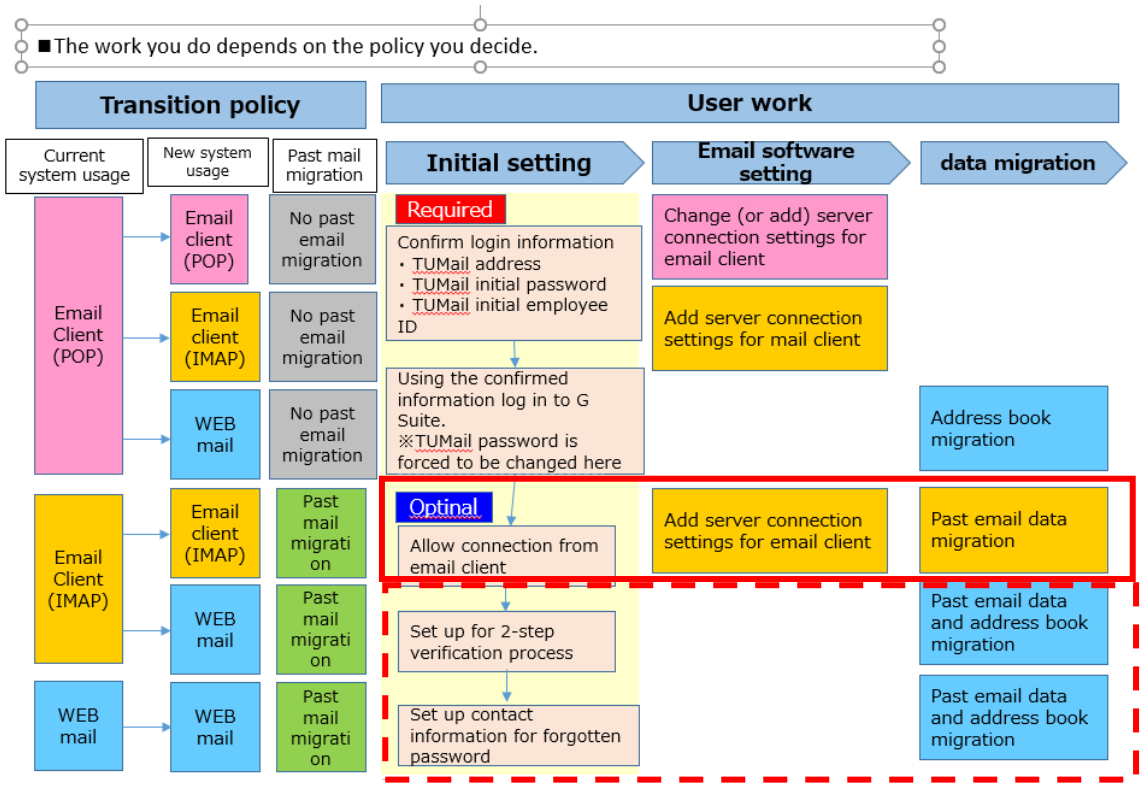
【Note】
The current TUMail server will be discontinued in mid-December, 2019. After that, if you do not migrate current email data, you will not be able to view current email data.

# 3. Data migration
## 3.1 Data migration using email software

This item explains how to migrate current email data received by email client to New TUMail. The transition pattern in red frame is the target of this migration process.

・It is necessary to set the manual "2.2.1 IMAP reception setting" in advance.

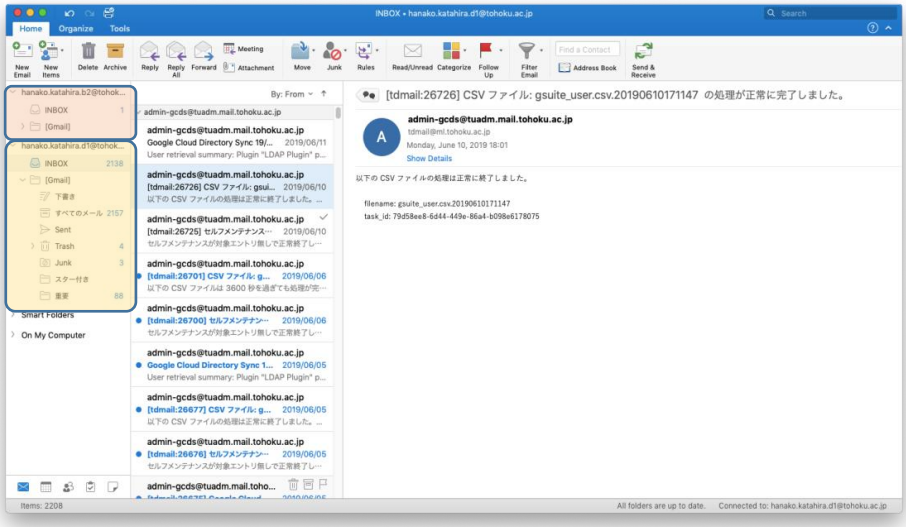
・ If an error occurs during migration, the email data may be lost. This section explains how to delete the original data after checking the copied email data.



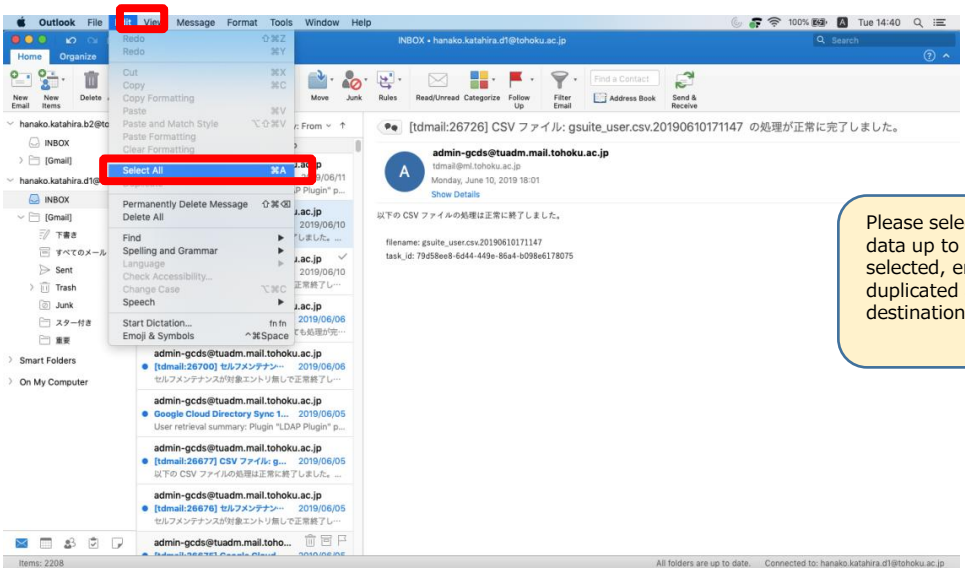
# 3.1 Data migration using email software

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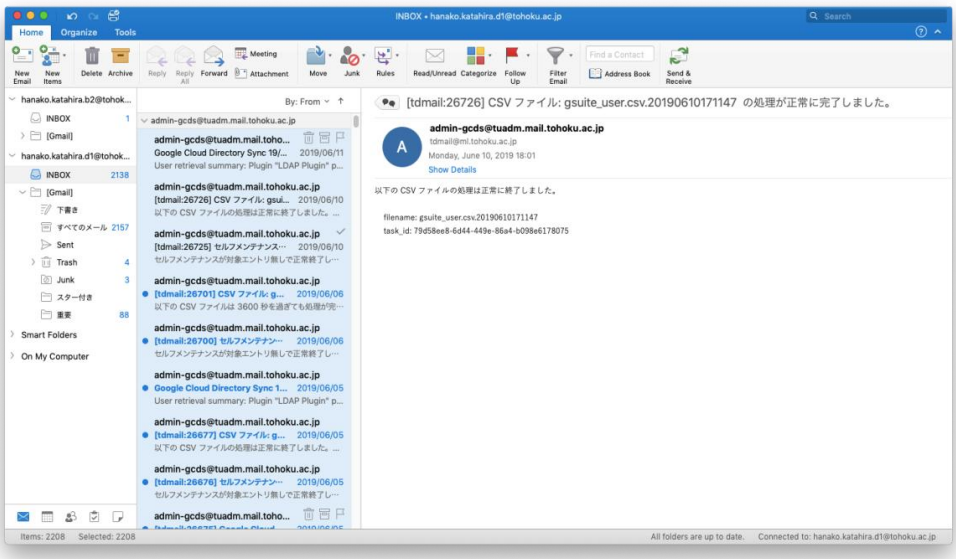
1. Start Outlook for Mac.



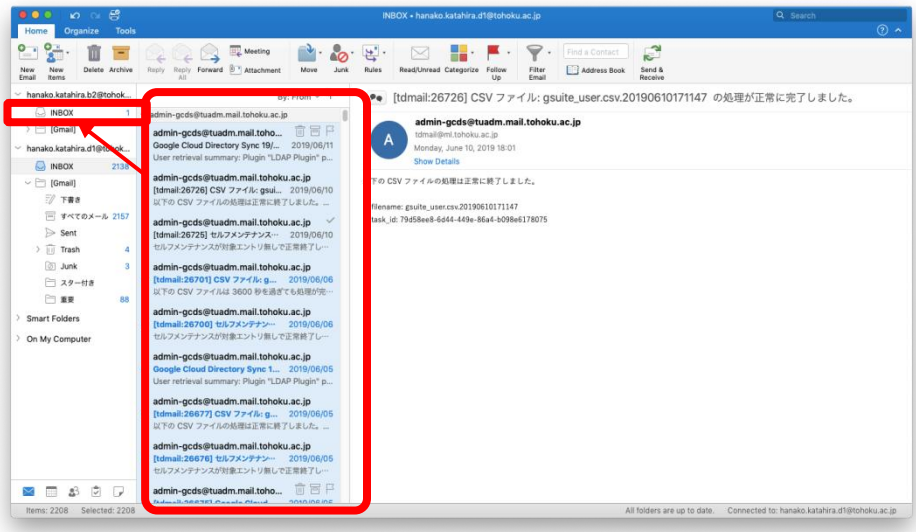

2. Select your inbox and select the data to be migrated.
   * All data can be selected by clicking "Edit" "Select" "All".
   * If there is a large amount of data, an error or time may be required.
   Therefore, divide the program into 500 messages several times.
   * If you want to migrate the data of other folders, please follow the same procedure in 2. ~ 5.




3. Confirm that the message has been selected.

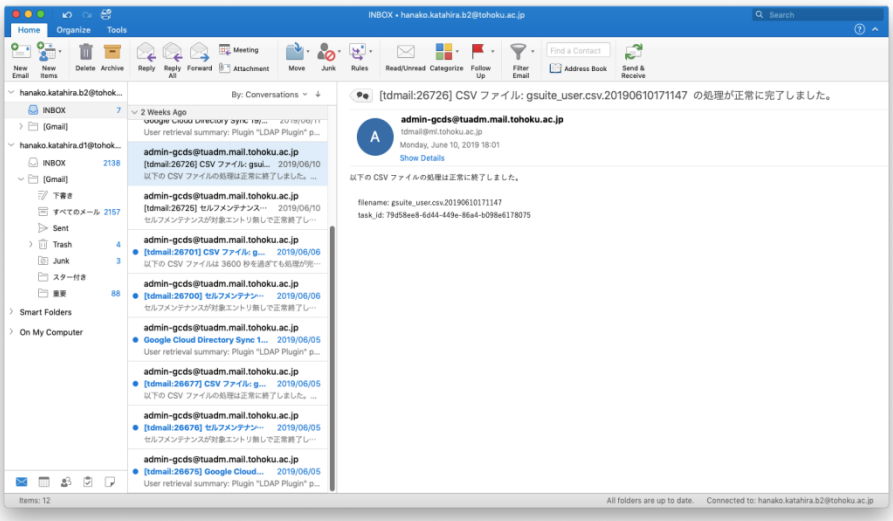


4. While holding down the "Ctrl" button, drag it to the "Inbox" folder of New TUMail.



A copy of the email will be implemented. It takes about 50 times per minute.

5. Confirm that email data has been copied to the migration destination.



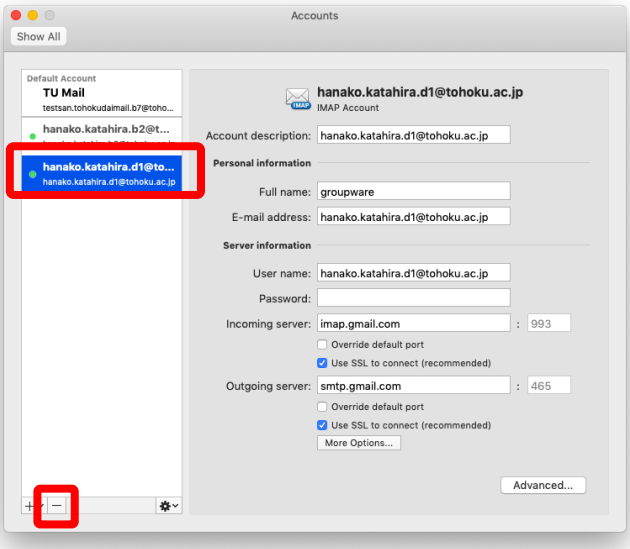
※Folder settings are managed as tags in New TUMail.

6. If you want to migrate the data of other folders, please follow the same procedure from 2 to 5.
If migration of all folders is completed, please delete the current IMAP settings according to the item number on the next page.

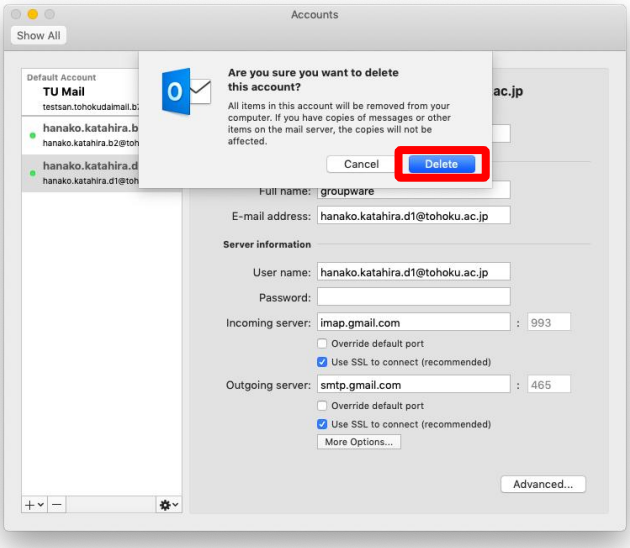
7. The current TUMail account information and the New TUMail account information are both registered, please delete the current TUMail account information.
Click "Accounts" under "Tools".




8. After selecting the account settings of the former TUMail (Gmail), click “-”.




9. Click “Delete”.



10. Make sure that the current TUMail setting has disappeared and that the New TUMail setting has been set.

