3. Data migration (Outlook→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.

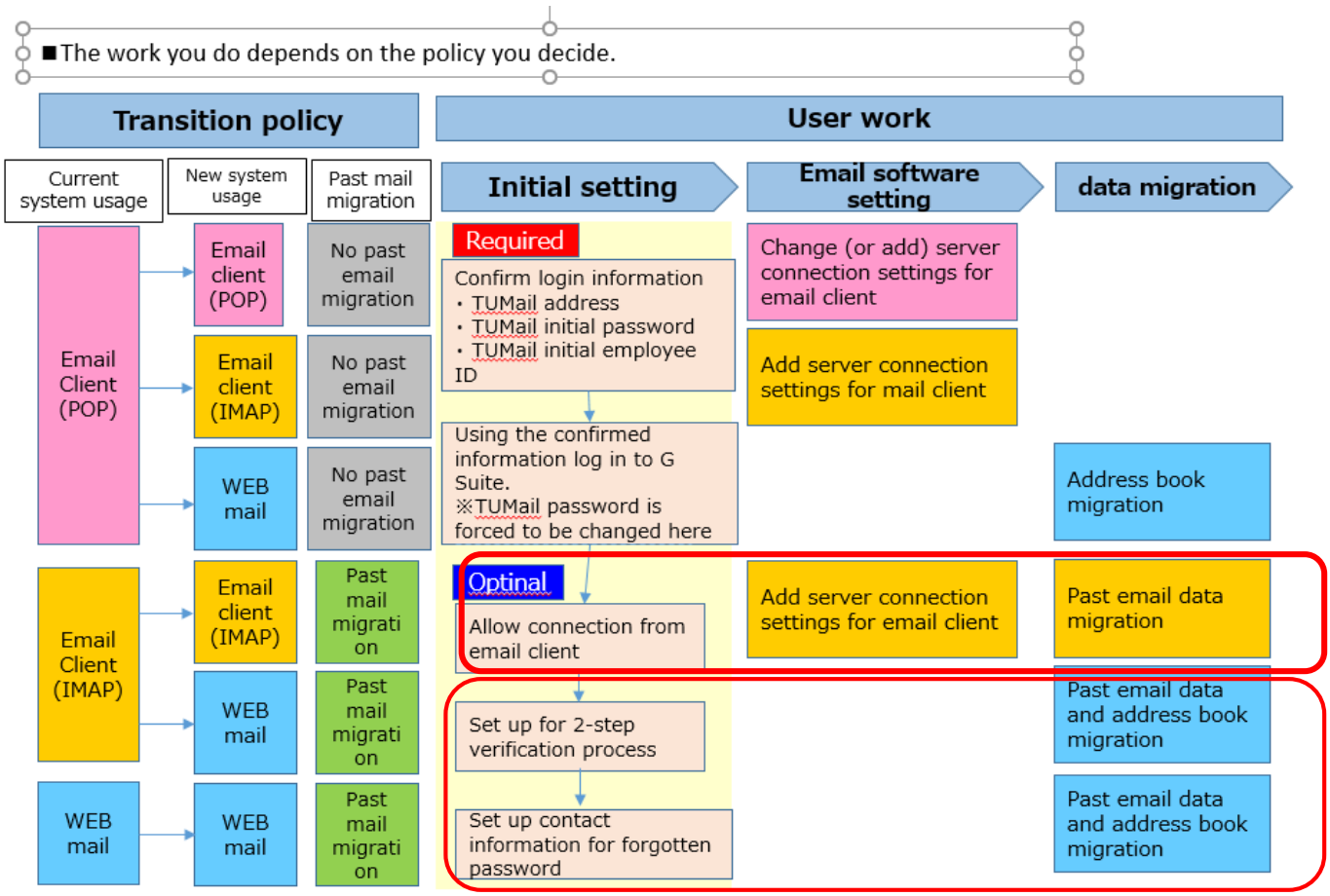
【Note】
The current TUMail server will be discontinued in mid-December, 2019. After that, if you do not migrate current email data, you will not be able to view current email data.

3. Data migration

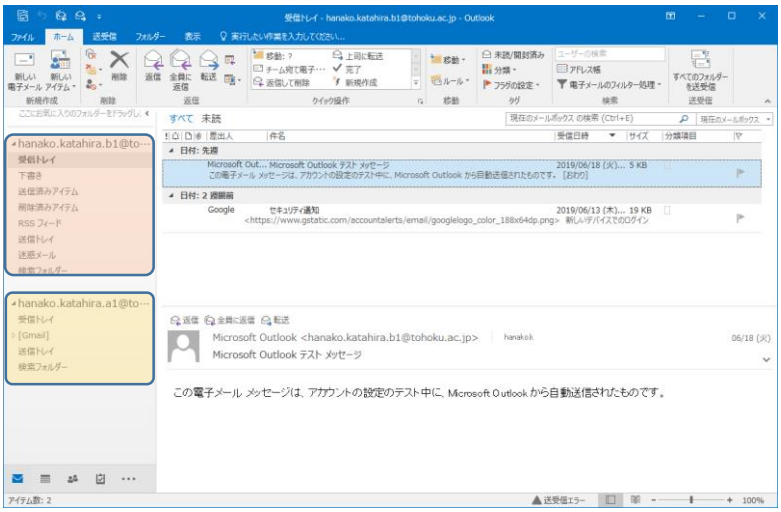
3.1 Data migration using email software(Outlook)

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.

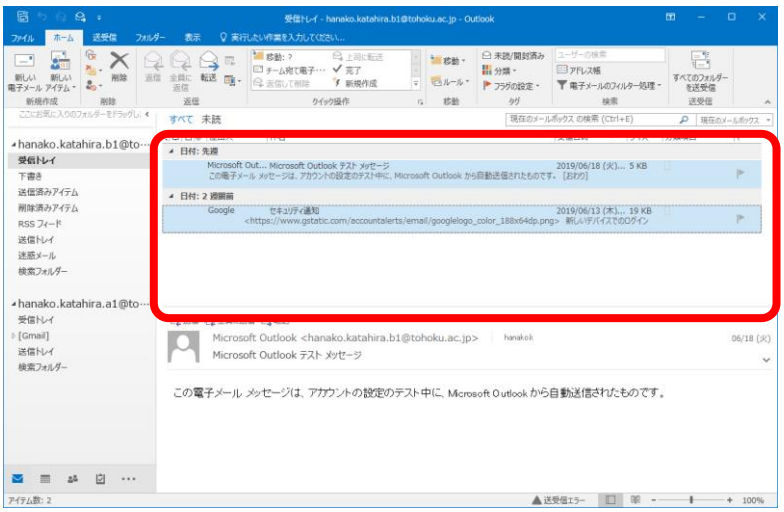
・It is necessary to set the manual "2.2.1 IMAP reception setting(Outlook)" in advance.
・ If an error occurs during migration, the email data may be lost. This section explains how to delete the original data after checking the copied email data.



1. Start Outlook

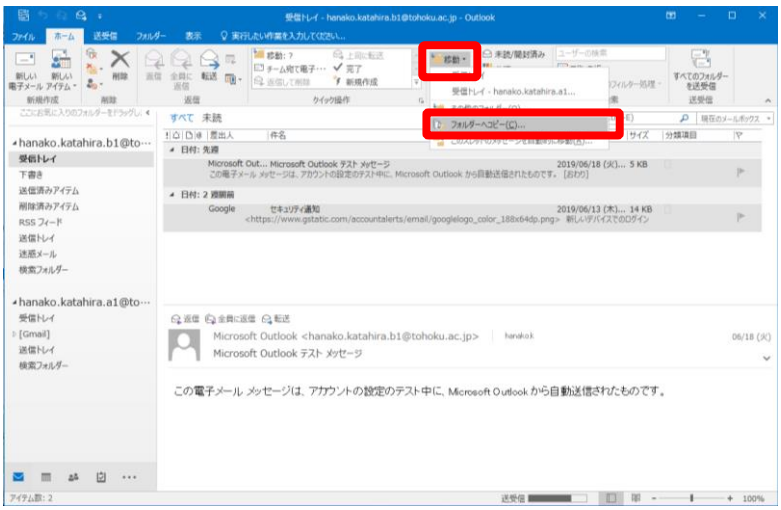


2Select your inbox and select the data to be migrated.
※ If there is a large amount of data, an error may occur or it may take time.
※ If you want to migrate the data of other folders, please follow the same procedure in 2 ~ 10.

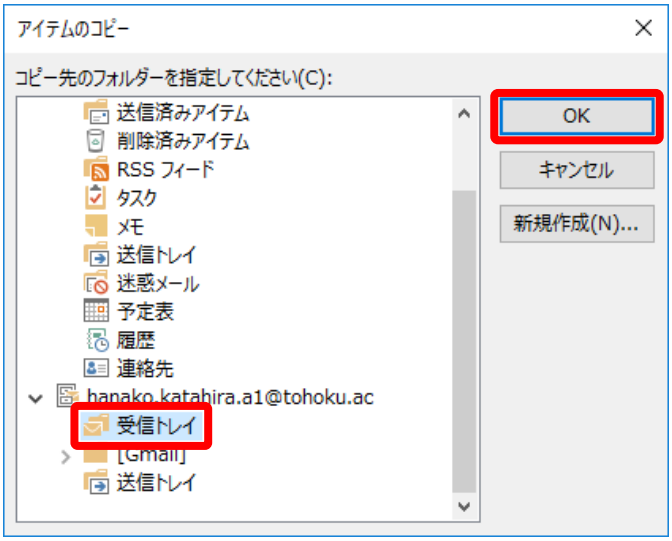


Please select migration data up to 6/14. Do not select
If there are duplicate email data in the migration destination.

3. Click "Copy to Folder" under "Move" on the "Home" tab.

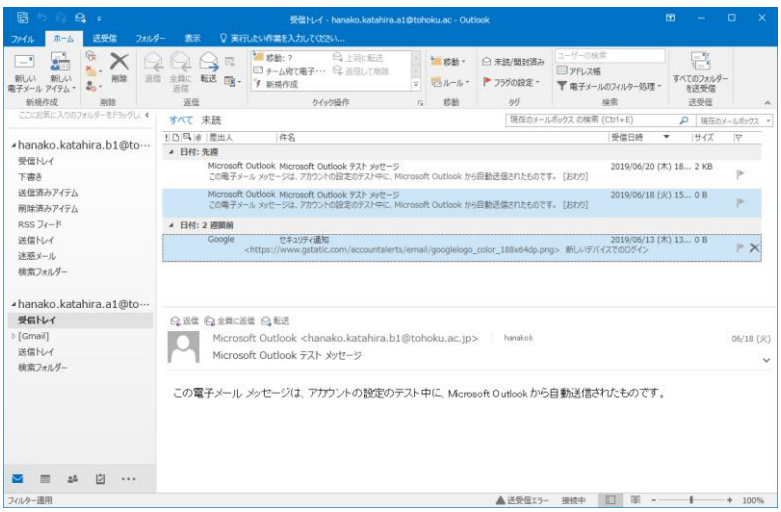


4. Select a copy destination and click "OK".



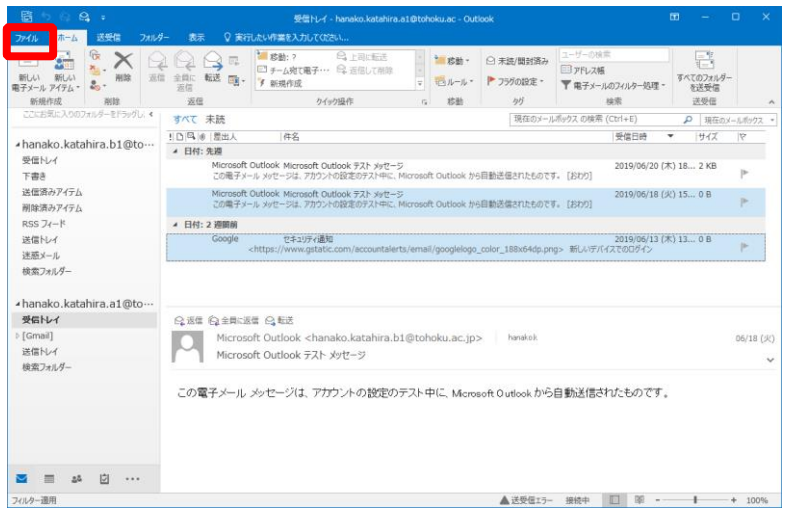
A copy of the email will be implemented. It takes about 50 times per minute.

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

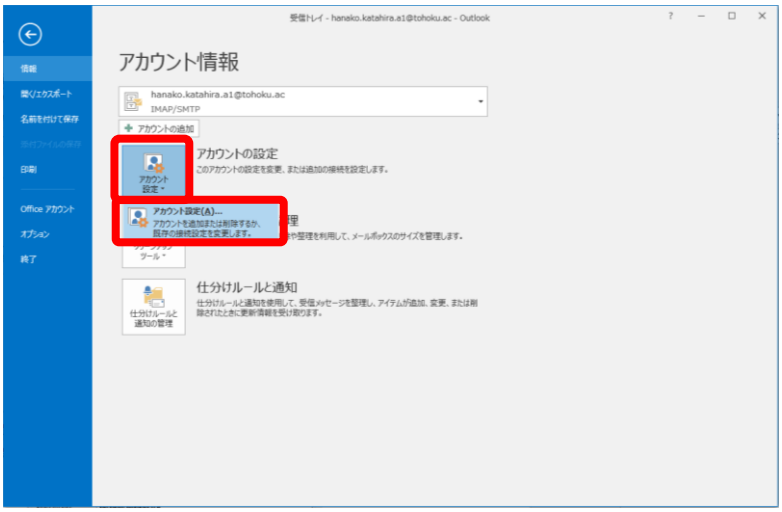


※Folder settings are managed as tags in New TUMail.

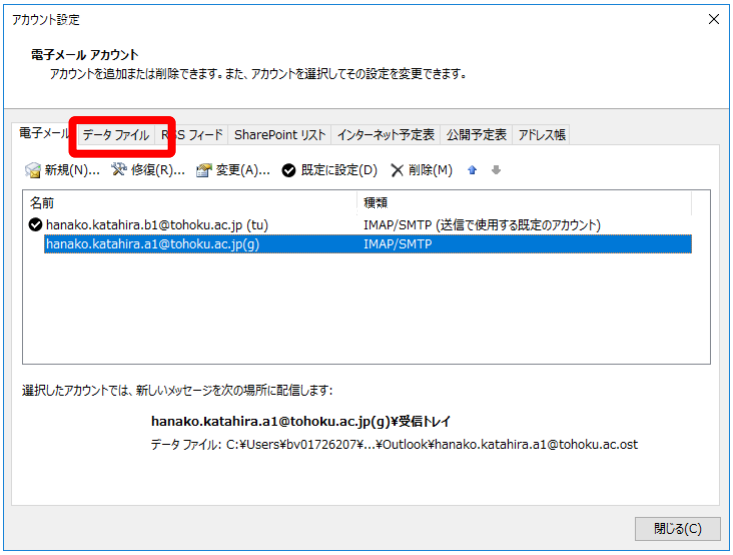
6. Click "File".



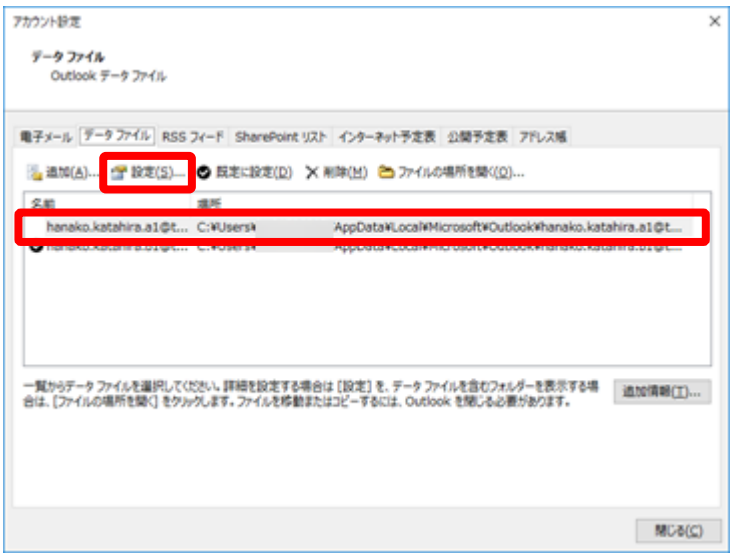
7. Click "Account Settings" under "Account Settings".



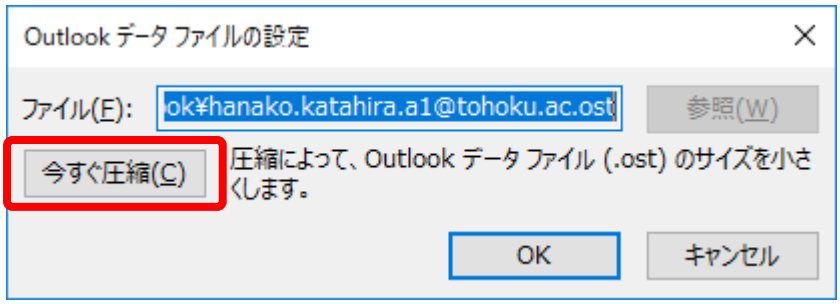
8. Click the Data File tab.



9. Select the address of New TUMail, and click "Set".

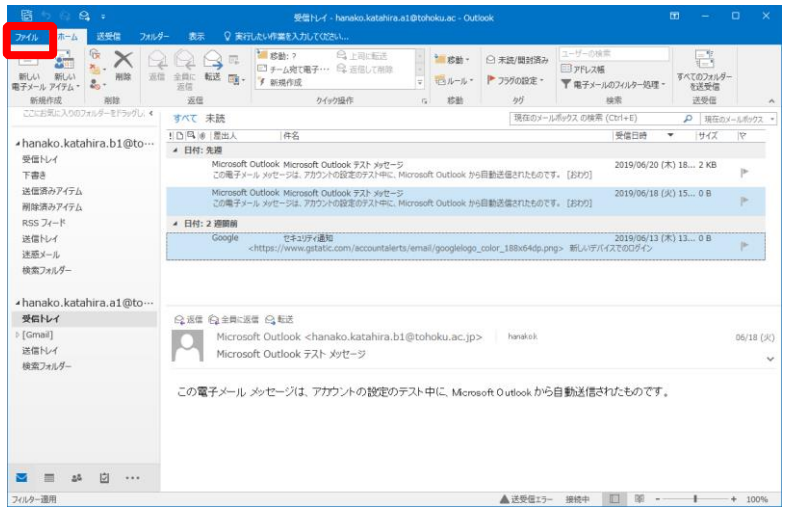


10. Click "Compress Now".

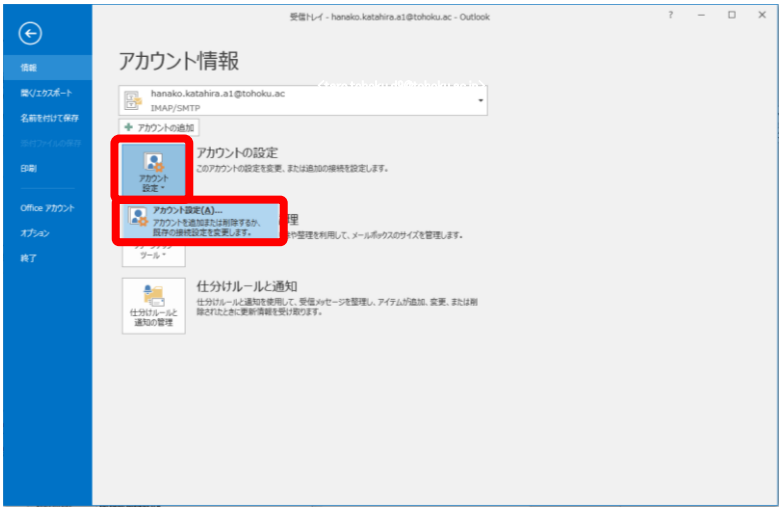


11. If you want to migrate the data of other folders, please follow the same procedure from 2 to 10.
If migration of all folders is completed, please delete the existing IMAP settings according to the item number on the next page.

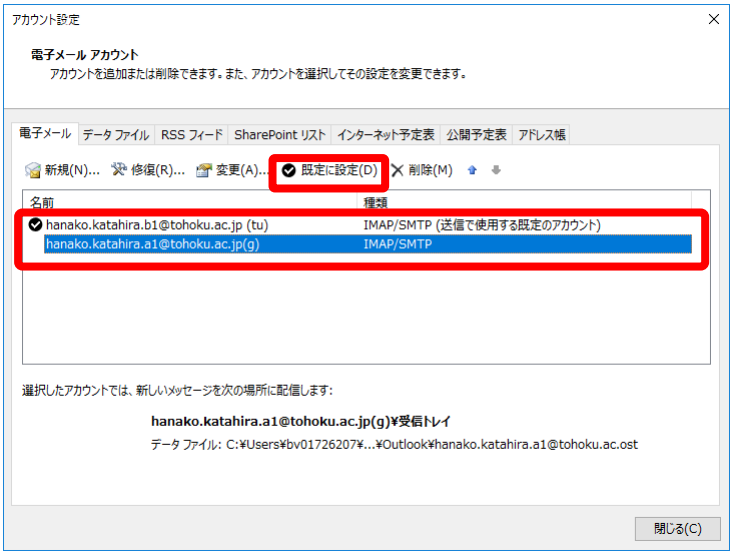
12. The old Tohoku University Mail account information and the New Tohoku University Mail account information are both registered, so delete the old Tohoku University Mail account information. Click "File".



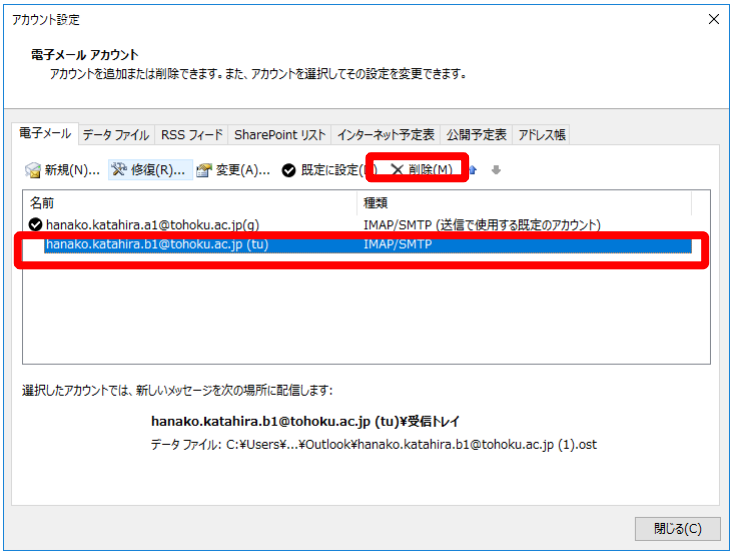
13. Click "Account Settings" under "Account Settings".



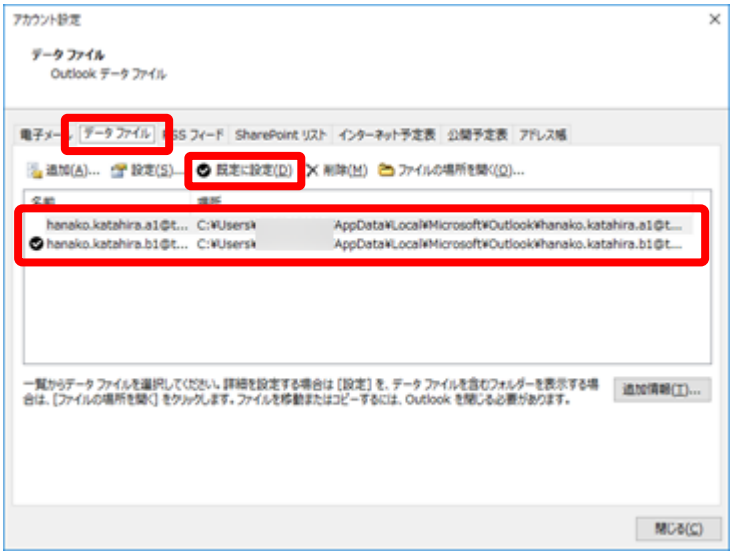
14. If the old system settings include ☑, select the new system settings and click Set as Default.



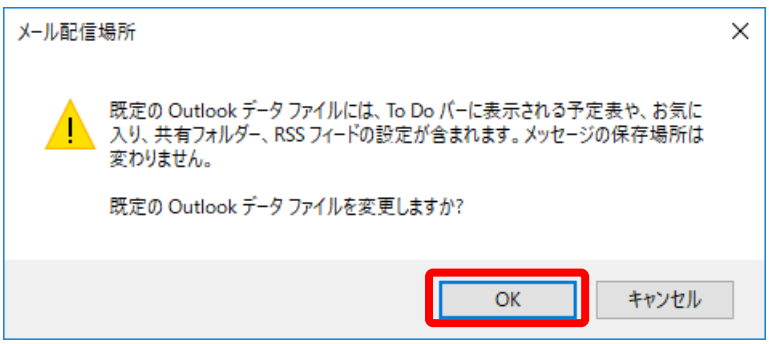
15.Select the old system settings and click Delete.



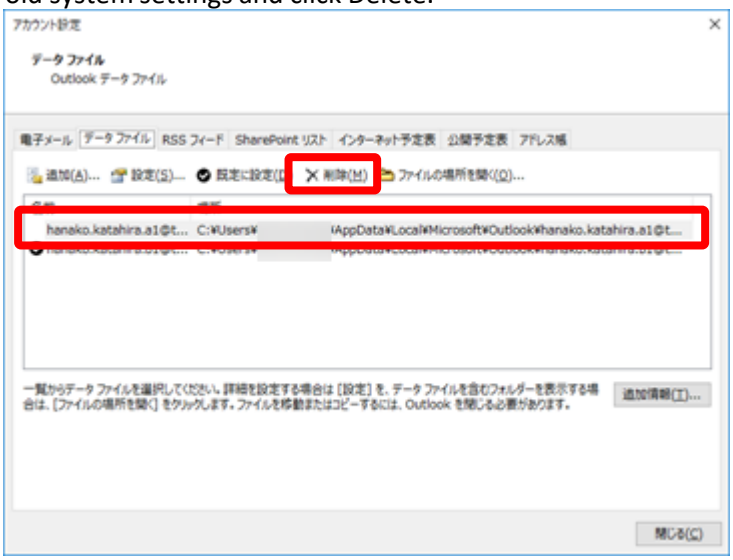
16. Also in the "Data File" tab, if the setting of the old system contains ☑, select the one of the new system setting and click "Set as default".



17. If the following screen is displayed, click "OK", exit Outlook once, and restart it, and then perform the following items.



18. Select the old system settings and click Delete.



19. Make sure that the old TUMail setting has disappeared and that the New TUMail setting has been set.

