1 . Decide how to use the new system
There are pros and cons to each usage method as follows, please decide which method to use in the new system.

使用方法	Pros	Cons
Email client（POP）	・Can use mail software specific design and functions	・Email client setting is required ・Depends on storage area of device ・Risk at the time of device loss, theft increase
Email client（IMAP）	・Unlimited mailbox capacity ・Can use mail client specific design & functions	・Email client setting is required
Webmail	・Can be used if there is a web browser and internet communication environment ・Unlimited mailbox capacity ・Use Gmail's unique design and functions Example 1) Email search is quick Example 2) Email organization by label and filter	・Can not choose basic design and function

2. Decide on a policy for migrating past email data to the new system
There are pros and cons to the current usage as follows: Please decide whether to migrate data to the new system.

現在の使用方法	Data storage location of past emails	How long can you refer	Pros of migrating	Cons of migrating
Email client (POP)	My device	Reference is possible unless deleted	・If you delete from your device after migration, you can increase the free space	・Migration work takes time (If a large amount of mail is stored on your device, it takes time for that amount)
Email client (IMAP)	Current system mailbox	Not available after December 17	・Can be referred after December 17	・Migration work takes time
Webmail				

■ The work you do depends on the policy you decide.

