

Google Email Forward/Download



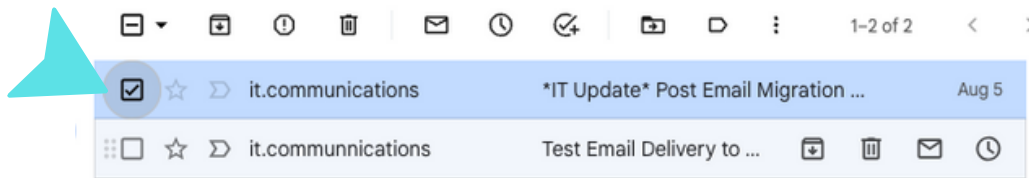
1

Launch: mail.google.com

Sign into former Student Email Account (gmail)

2

Select individual email you'd like to keep

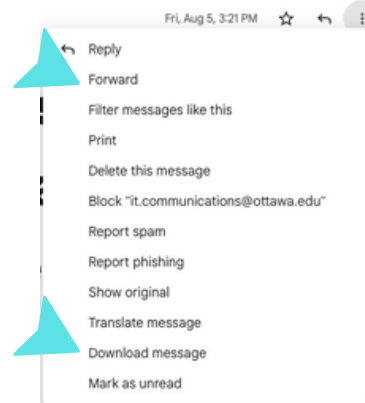


3

Once email is open, select the three dots and select your preference



Hello OU Students! If you receiving this email, you are on the incorrect email server! Please follow the instructions below ASAP to continue receiving emails to your student email account.



*If **forwarding**, these emails will appear in your new o365 account JUNK folder. You can easily move them into your INBOX by: right click & move to inbox*

*If **downloading**, the message, the email will appear in your downloaded documents on your computer.*

Google Data/File Migration

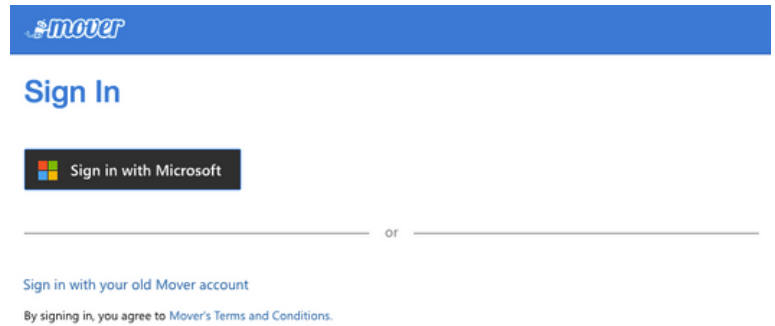


1 Launch: **mover.io** on web browser
Select "Use Migration Manager for work or school"

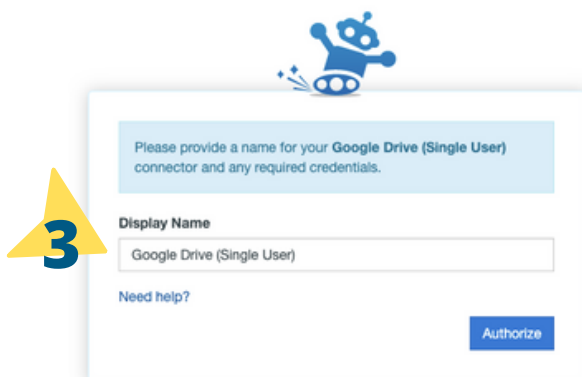
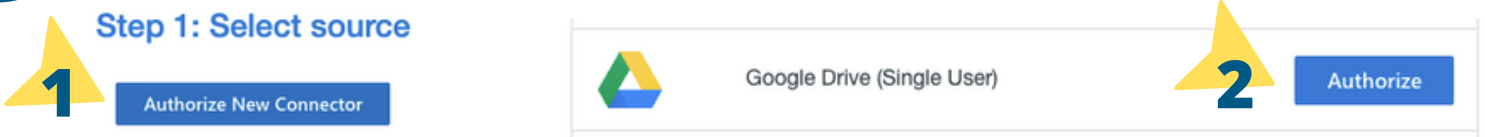
Migrate your content to Microsoft 365



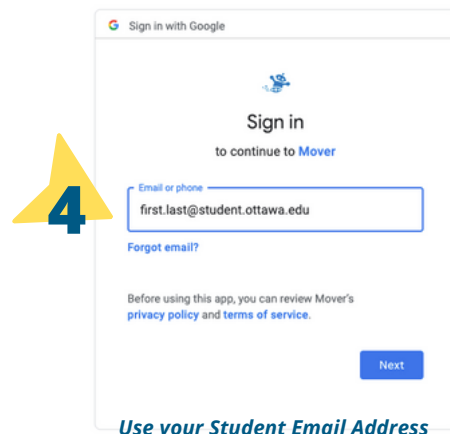
2 Select "Sign in with Microsoft"
Use your first.last@student.ottawa.edu account.



3 Complete the following series of steps to connect former google account:



You may leave this labeled as is.





Use your Student Email Address

4

Complete the following series of steps to connect new O365 account:

Step 2: Select destination

1 **Authorize New Connector**  OneDrive for Business (Single User)  2 **Authorize**


3 
Please provide a name for your **OneDrive for Business (Single User)** connector and any required credentials.

Display Name
OneDrive for Business (Single User) |

All versions of OneDrive for Business have limitations on the path lengths allowed inside their systems. [Read more about long path limitations and how we can help here.](#)

Need help? **Authorize**

You may leave this labeled as is.

4  Microsoft
Sign in
first.last@student.ottawa.edu
No account? [Create one!](#)
Can't access your account?
Next

Use your Student Email Address

5

Complete the following series of steps to start data/file migration


Step 3: Start transferring

Long path restriction on OneDrive for Business (Single User)


Please note that OneDrive for Business (Single User) has path length limitations. Our pre-scan will help identify these. Please contact support or read our handy guides for more information.

1 **Start Copy**

Sign in with Google

 **Mover** wants to access your Google Account
first.last@student.ottawa.edu

This will allow **Mover** to:

-  See, edit, create, and delete all of your Google Drive files

Make sure you trust Mover

You may be sharing sensitive info with this site or app. You can always see or remove access in your [Google Account](#).
Learn how Google helps you [share data safely](#).
See Mover's [Privacy Policy](#) and [Terms of Service](#).

2 **Cancel** **Allow**