

GOOGLE GMAIL



There are two options for exporting or downloading your Google Workspace contents. You can use Google Takeout or you can use a personal Gmail account to import mail and contacts. This instruction sheet will show you how to use both.

Google Takeout provides email in the .MBOX file format. The .MBOX format is a text format that can be read by any text editor or word processor. You can import a .MBOX file into any mail client that supports that type of file. One mail client that supports .MBOX files is Mozilla Thunderbird.

Importing Google Gmail to Mozilla Thunderbird:

- Download and install Thunderbird from <https://thunderbird.net>
- Configure your account by entering your Name, Email address, and email password and click continue. **We recommend you have a new personal Gmail account for this step**
- Thunderbird will ask you to sign in to your personal google account. You will **Allow** Thunderbird access to your Google Account. Then click **Done** and then **Finish**
- Under **System Integration**, click **Skip Integration**
- On the bottom left, click the **Settings** wheel
- Next click on **Add-ons and Themes**
- Search for **ImportExportTools NG** and then **Add to Thunderbird**
- To import under **Local Folders**, go to your inbox and right click on **Local Folders**
- In the context menu, hover over **ImportExportTools NG**, and then **Import mbox files**, then click **Individual mbox files**
- Browse to your .mbox file and click **Open**
- Your mail should now be added under the **Local Folders** inbox as a folder

Importing Google Gmail to a personal Google account:

- Log in to your current @westliberty.edu account
- Click the gear icon in the top right and select **See all settings**
- Select the **Forwarding and POP/IMAP** tab
- Under **POP download**, make sure **Enable POP for all mail** is selected
- Click **Save Changes** at the bottom of the screen

- Create an **App Password** from <https://myaccount.google.com/apppasswords>
- Name your App **Google-Migration**
- Make sure to copy the **app password** as you will use it in the following steps. If you do not copy this now, you will have to go through the steps to create an app password again. Do not write it down, copy it, because you will need the spaces included.
- Log in to your personal Gmail account
- Click the gear icon in the top right and select **See all settings**
- Select the **Accounts and Import** tab
- Select **Import mail and contacts**
- Enter your current **@westliberty.edu** email address and click **Continue**
- Enter your app password. This is where you will paste the copied app password from above.
- Edit your **POP username** to be your full email address
- Edit **POP server** to pop.gmail.com, port **995**, and **Use SSL**
- On the next page or **Step 2: Import Options**, you can leave the default and click on **Start Import**
- Your messages and contacts are now importing. Your email will import into your current Inbox. You can click **OK** to close this window.