Transfer email from Gmail to Outlook

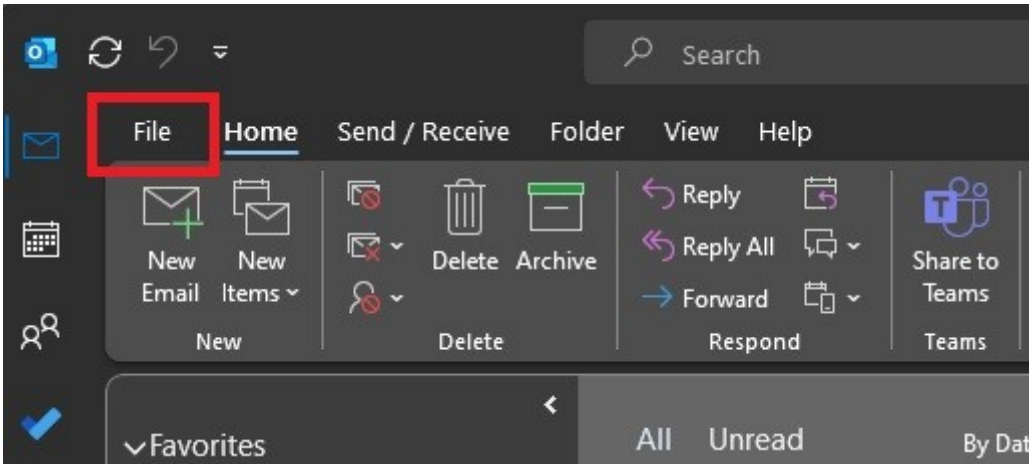
For students wishing to move emails from the older Gmail inbox to Outlook can follow these instructions.

1. Download and install **Microsoft 365** from Office.com, which includes Outlook. Use your full A-State email address and password to sign in.

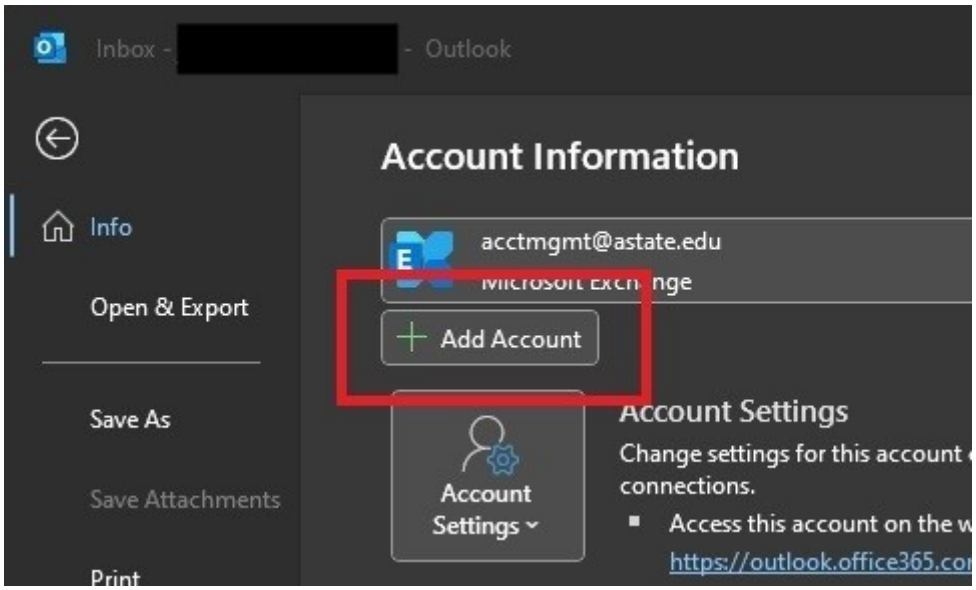
> The following link provides detailed instructions: https://kb.astate.edu/books/microsoft-365/page/how-to-install-microsoft-365

2. Open **Outlook**.

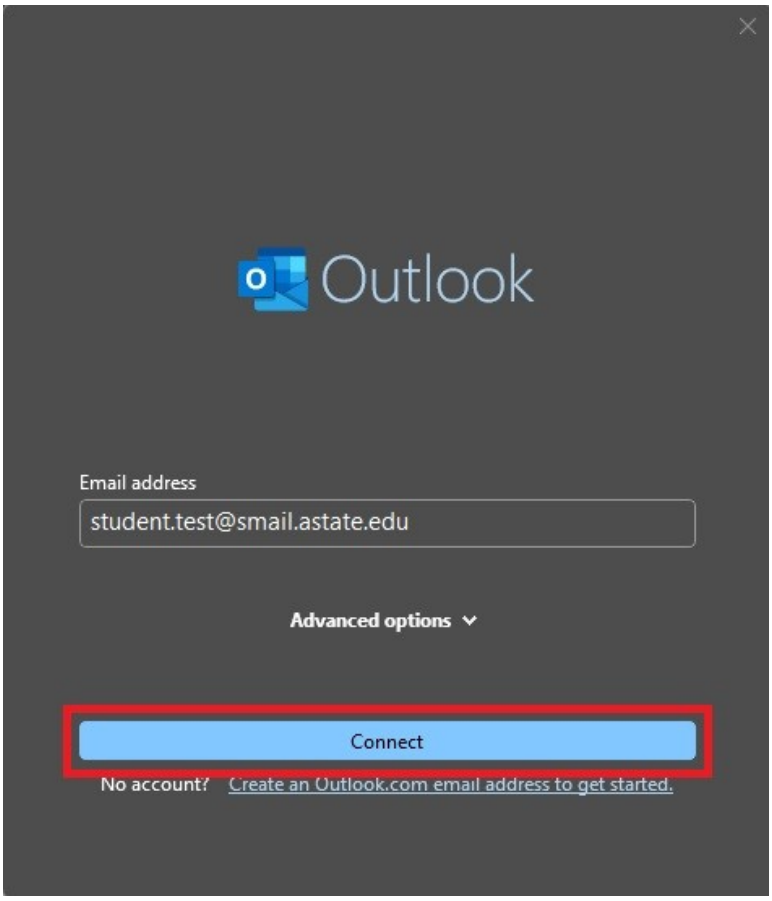
3. Click **File**.



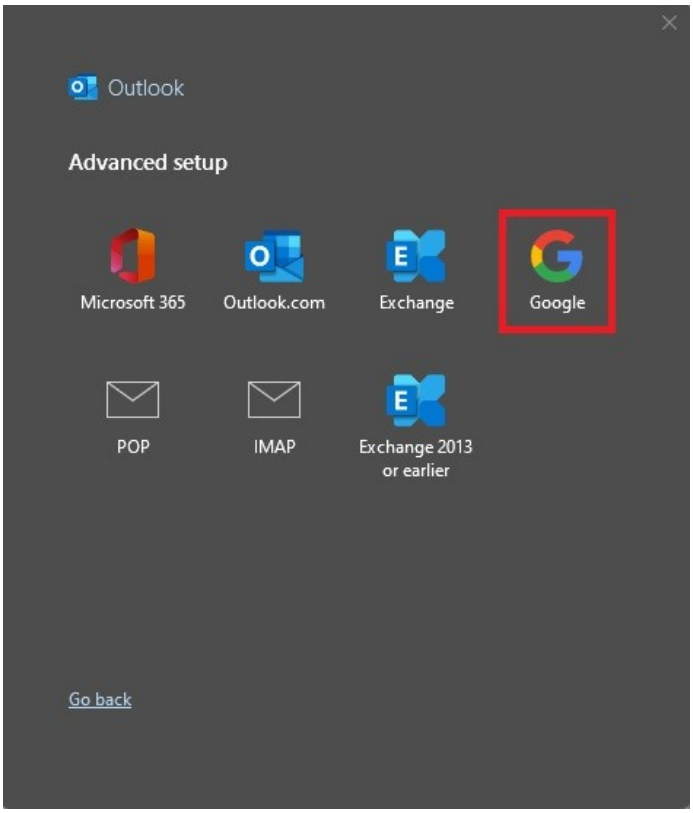
4. Click **Add Account**.



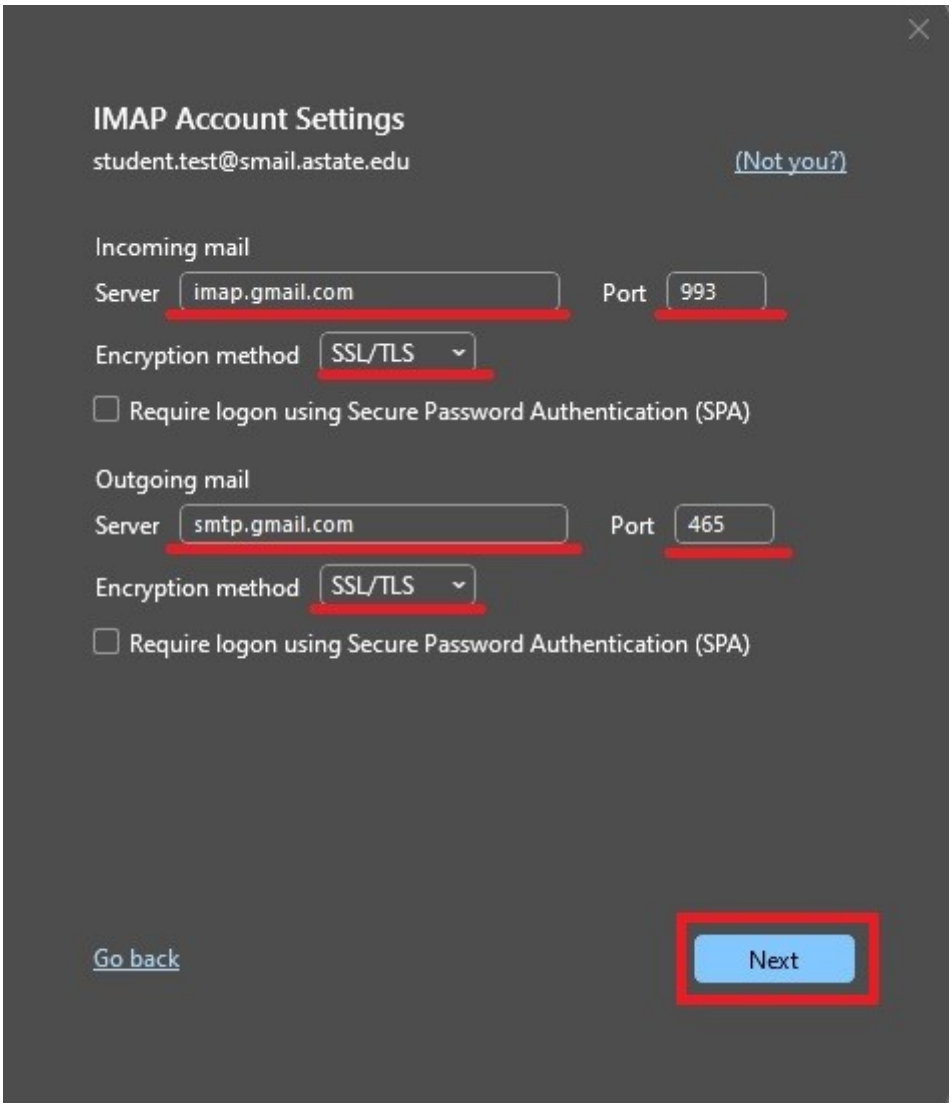
5. Enter your full A-State email address and click **Connect**.



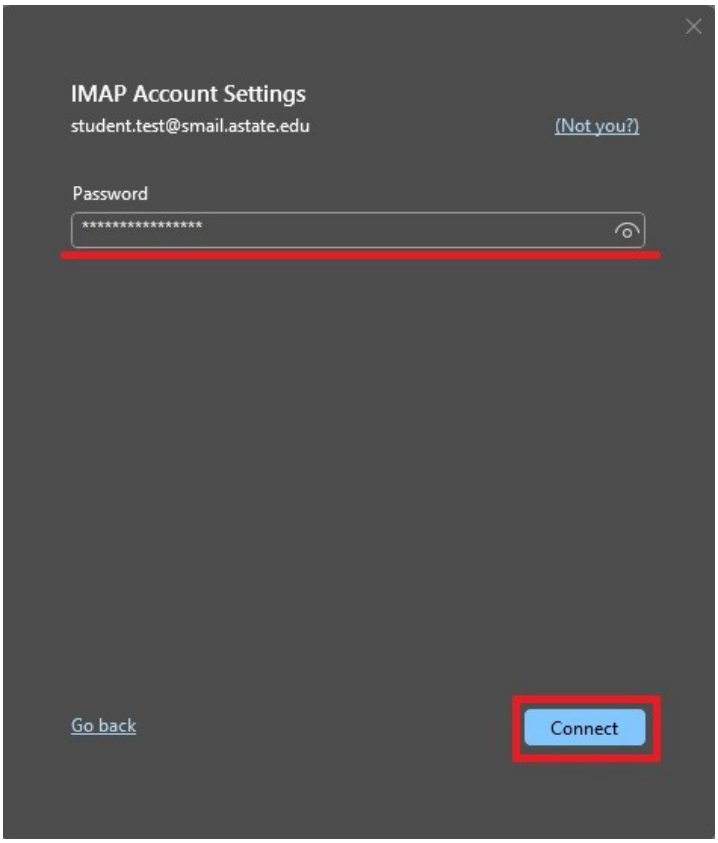
6. Select **Google**.



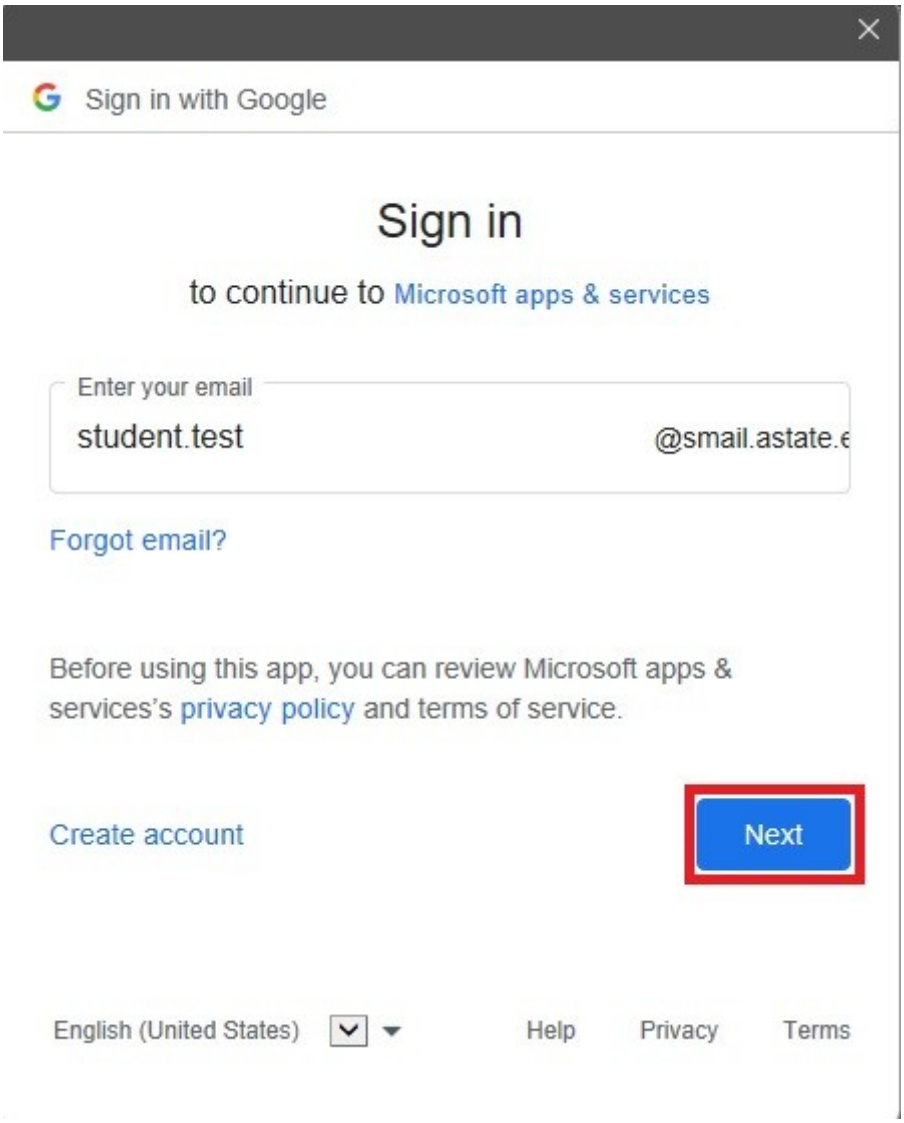
7. Copy the settings underlined below, then click **Next**.



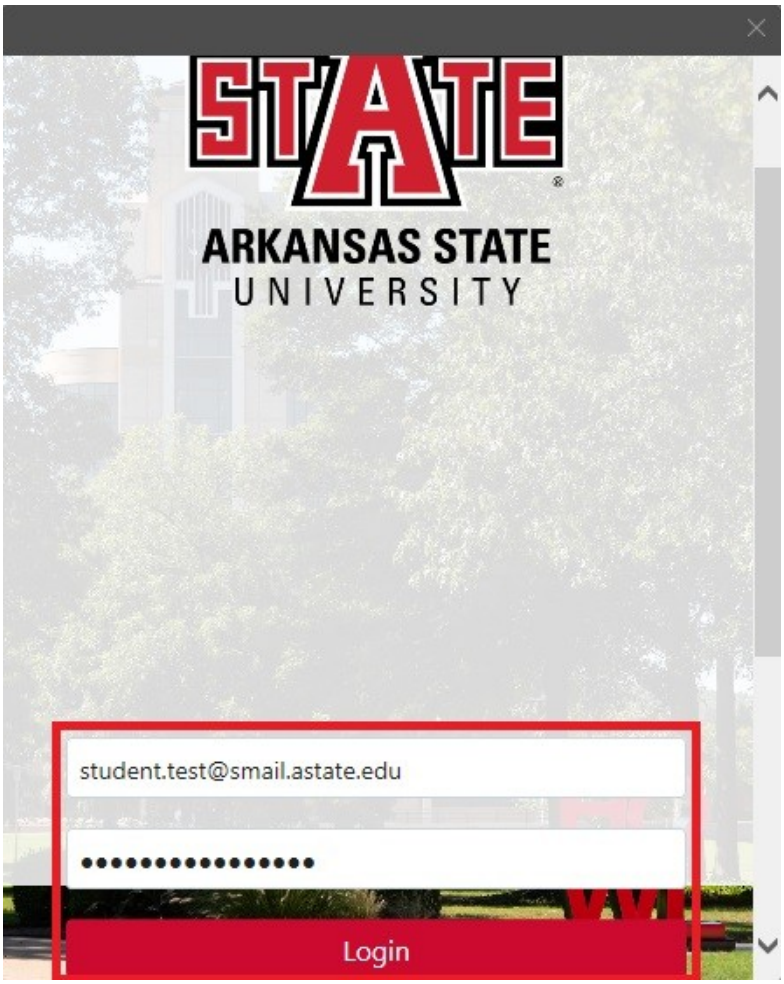
8. Enter your password, then click **Connect**.


IMAP Account Settings
student.test@smail.astate.edu
(Not you?)
Password
****
Go back
Connect

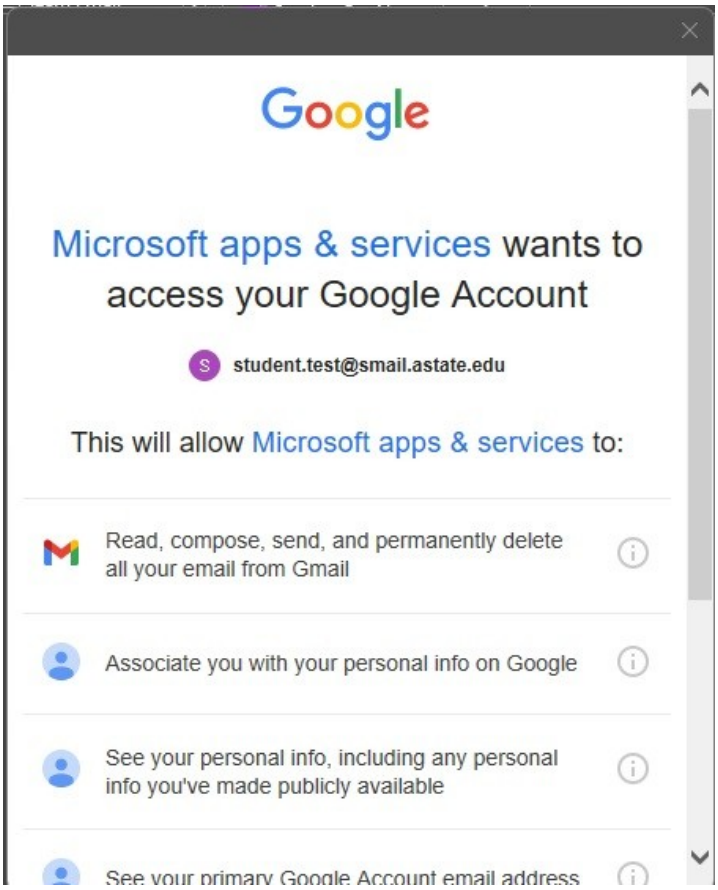
9. Click **Next**.

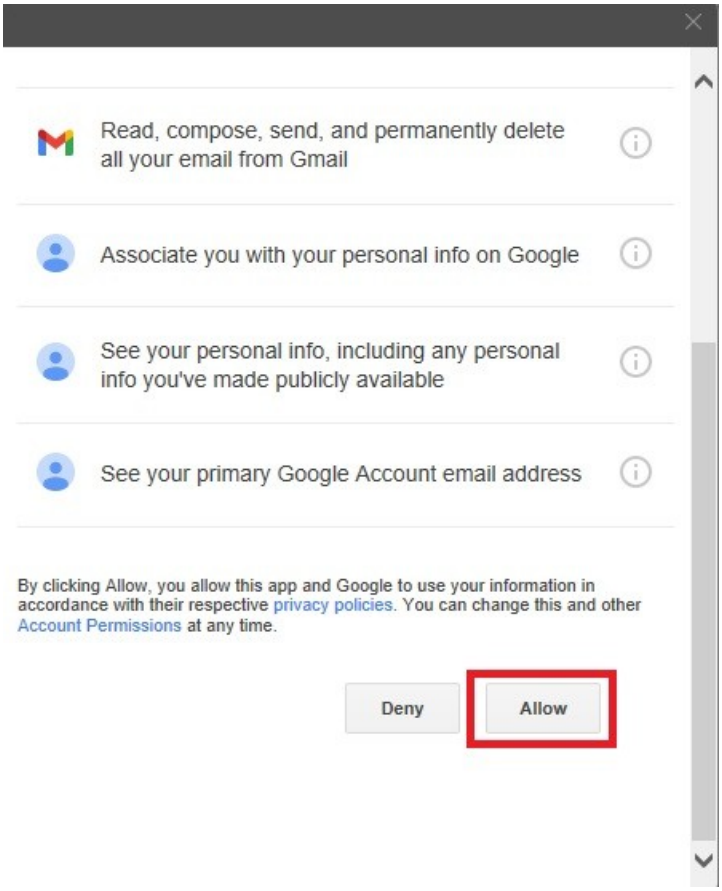


10. Enter your full A-State email and password and click **Login**.



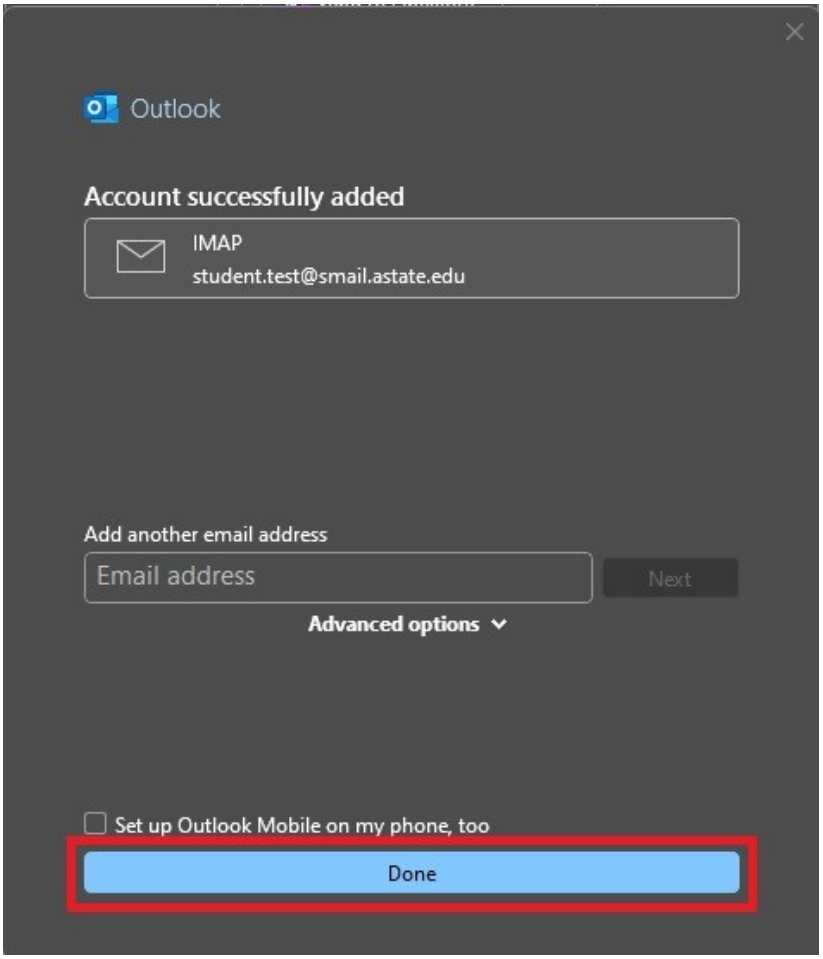
11. "Microsoft apps & services wants to access your Google Account" will show up, scroll down and click **Allow**.



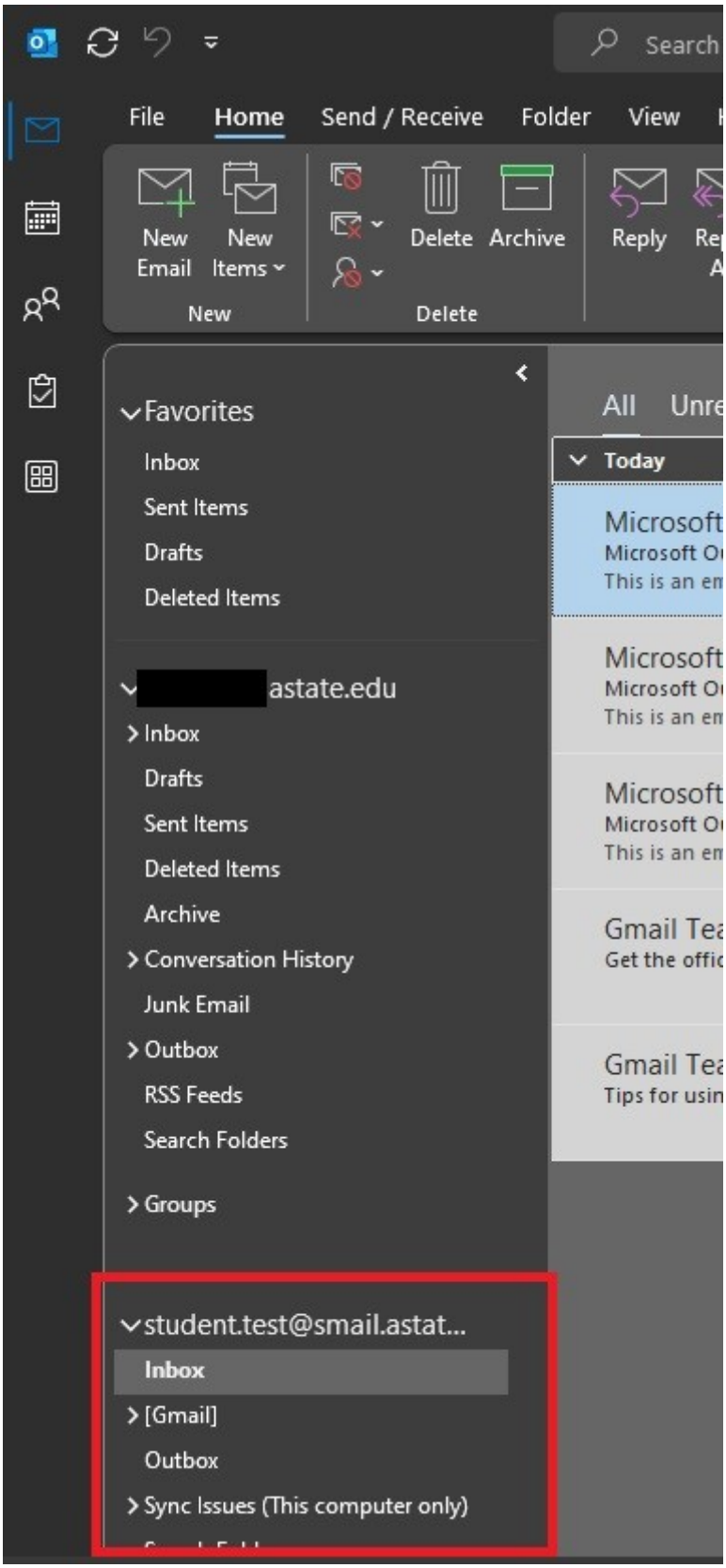


NOTE: You will be prompted to do steps 9, 10 and 11 *once a day*. It is recommended to remove your Gmail account once you've moved over all emails you wish to keep. Instructions on removing your Gmail account are at the end.

12. You should see **Account successfully added;** click **Done**.



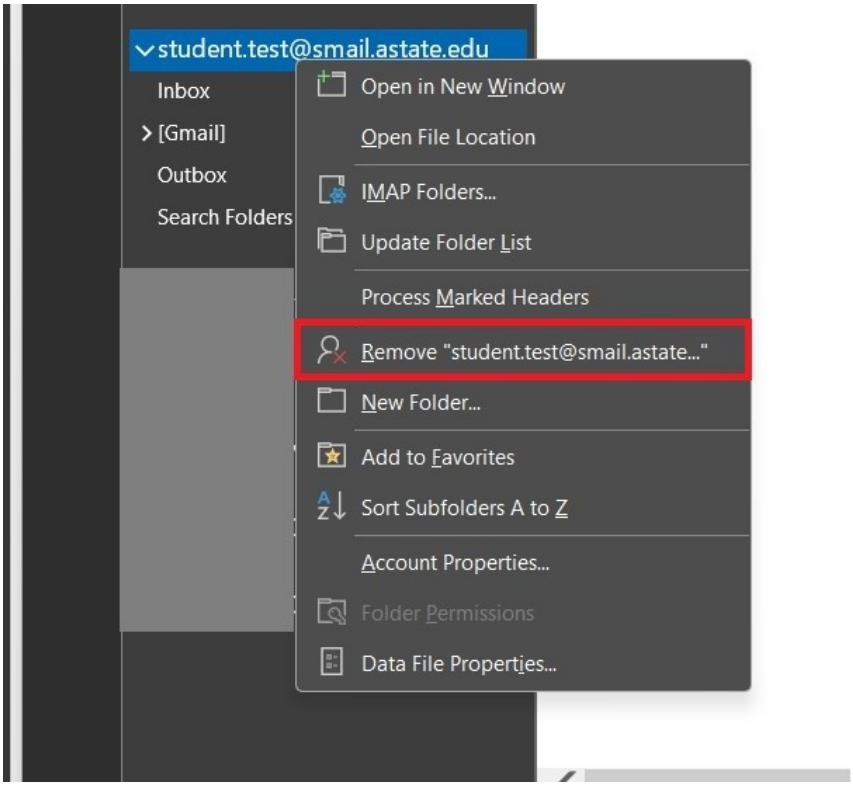
13. Your Gmail inbox will be displayed on the left below your new Outlook inbox.



14. Your Gmail account has been successfully added! To move emails to your new inbox, simply select and drag emails from your old inbox into your new one.

Remove your Gmail account

1. Right-click on your Gmail account and select **Remove First.last@smail.astate.edu**.



2. A confirmation box will appear; click **Yes**.



> For further assistance, contact the ITS Help Desk at 870-972-3933 or stop by IT Support Services (itsupportservices@astate.edu). It is located on the bottom floor of the Dean B. Ellis Library, Room 149.

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