Retirees - Transferring Personal Gmail Data

The instructions below outline how to use the Thunderbird mail application to transfer the personal email that is in your App State Gmail account to your new @retired.appstate.edu email account. To do this, you will set up both email accounts in Thunderbird, and then move folders from one account to another.

If you have a small number of emails that you would like to keep, it might be easier for you to forward each email individually to your retiree Gmail account. If there is a large number of emails, it will be beneficial for you to create one label in your App State Gmail account and move all emails you wish to retain into this folder for transfer.

> ⓘ Note that some of the illustrations below may vary from what you see.

University accounts and data contained within are property of Appalachian State University and every effort should be made to adhere to the Acceptable Use of Computing and Electronic Resources Policy for data integrity and retention:

The University shall not be responsible for any personal material or information stored on University Information Technology. The University assumes no responsibility for backing up personal material or personal information stored on University Information Technology and shall have no obligation to produce any such personal material or information at any point during or after an individual's period of employment, enrollment, or other affiliation. The user accepts all responsibility of removing personal materials prior to their separation with the University. This provision does not apply to current students' academic work stored on University Information Technology.

1. In your App State email inbox click on the gear icon and then select "**See all settings**".
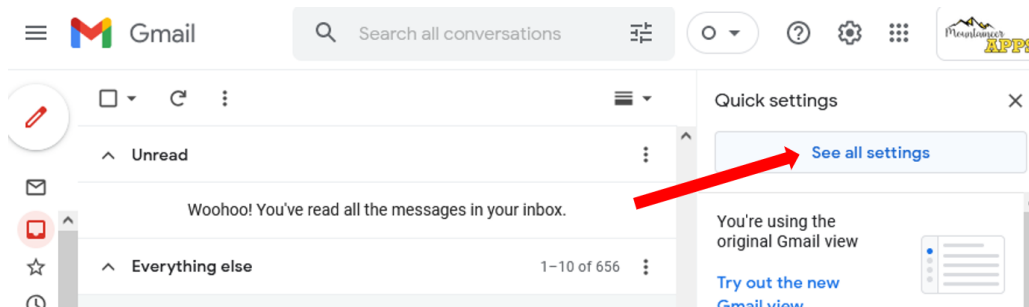
2. Select "**Labels**" and scroll down to select "**Create new label**".
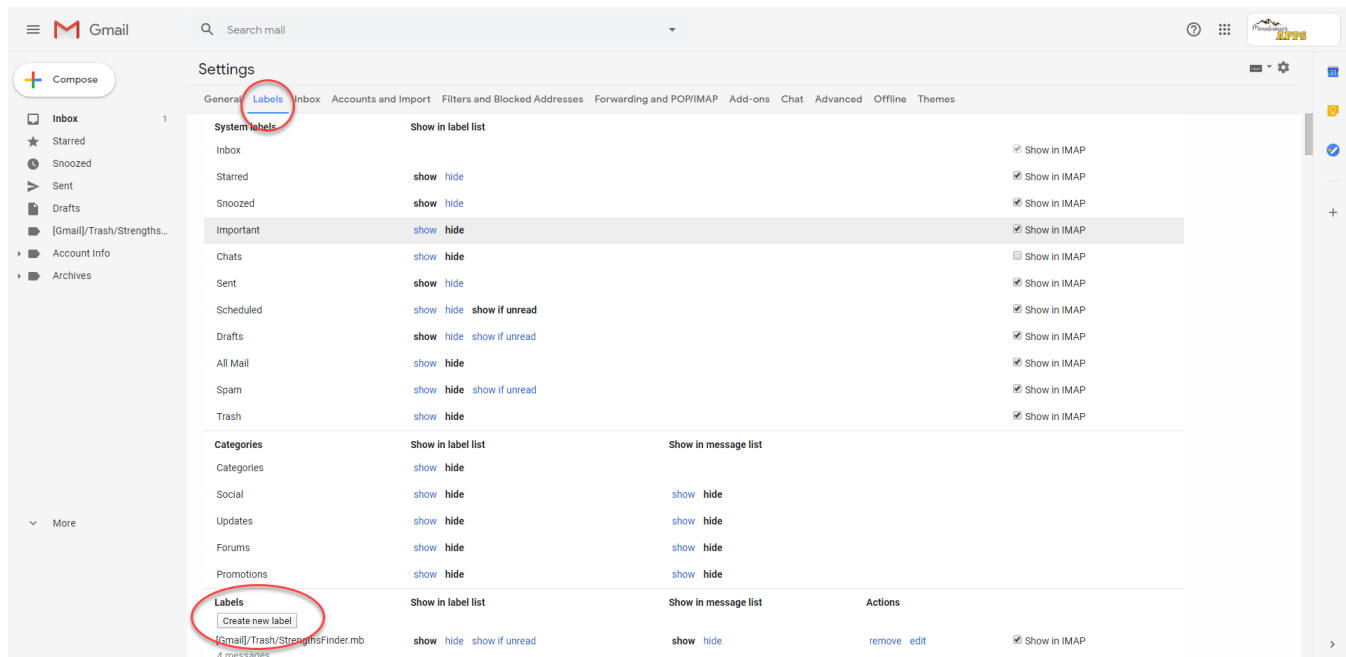
3. Create a new label - we recommend calling the label "Personal" - and keep the "**Next label under:**" box unselected. Select "**Create**".
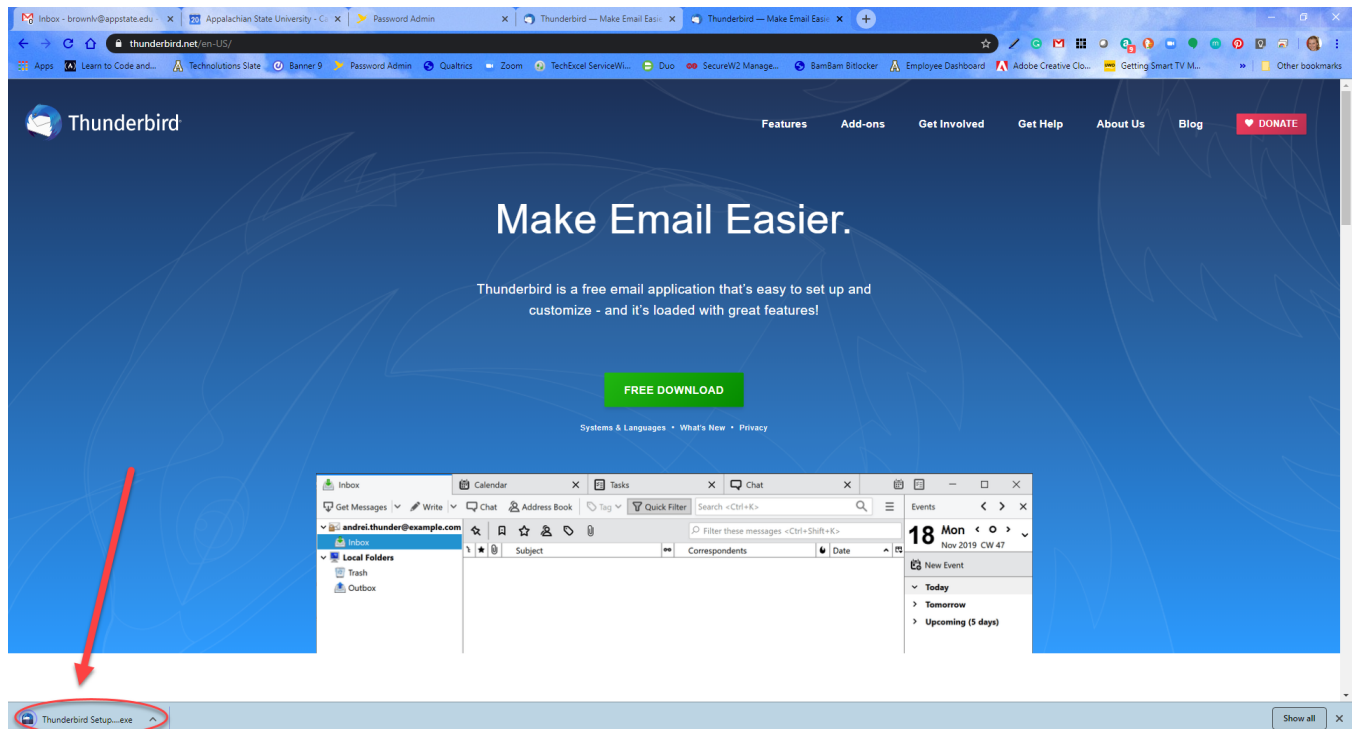
4. In your email, locate all emails that you wish to retain, select them by checking the checkbox beside each email, and then select the "**Move to**" icon at the top. Move them into your newly created personal label.
1. Navigate to thunderbird.net.
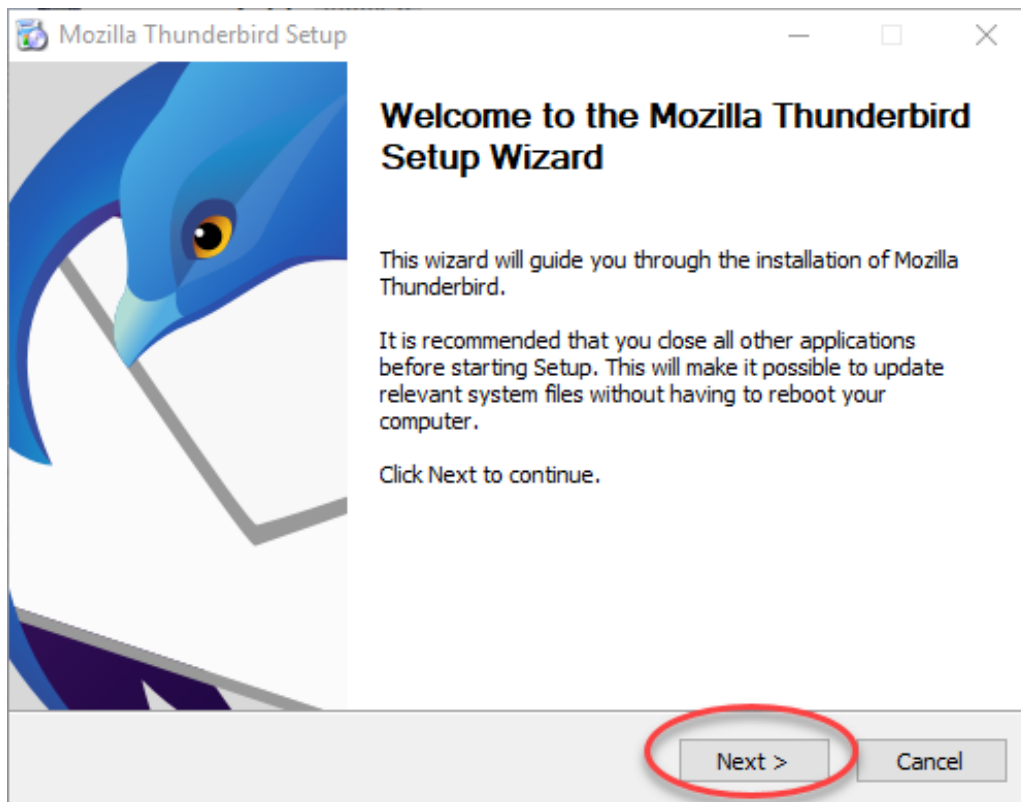
2. Select "Free Download".
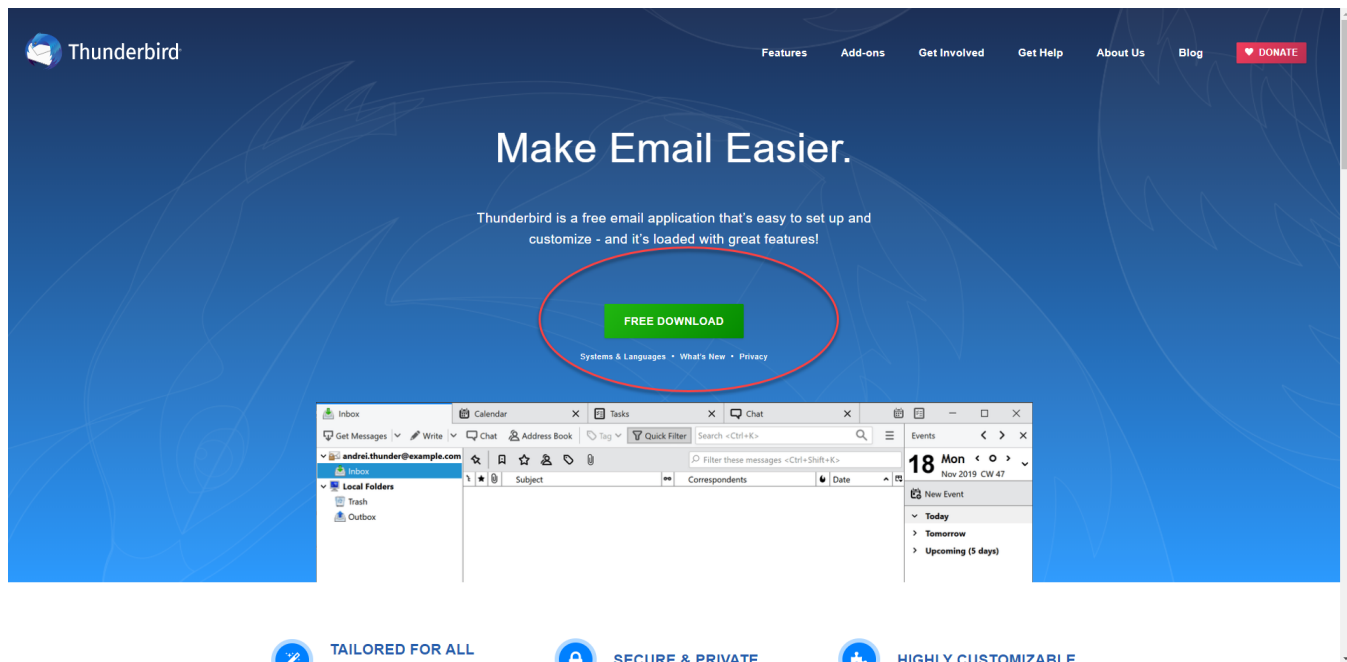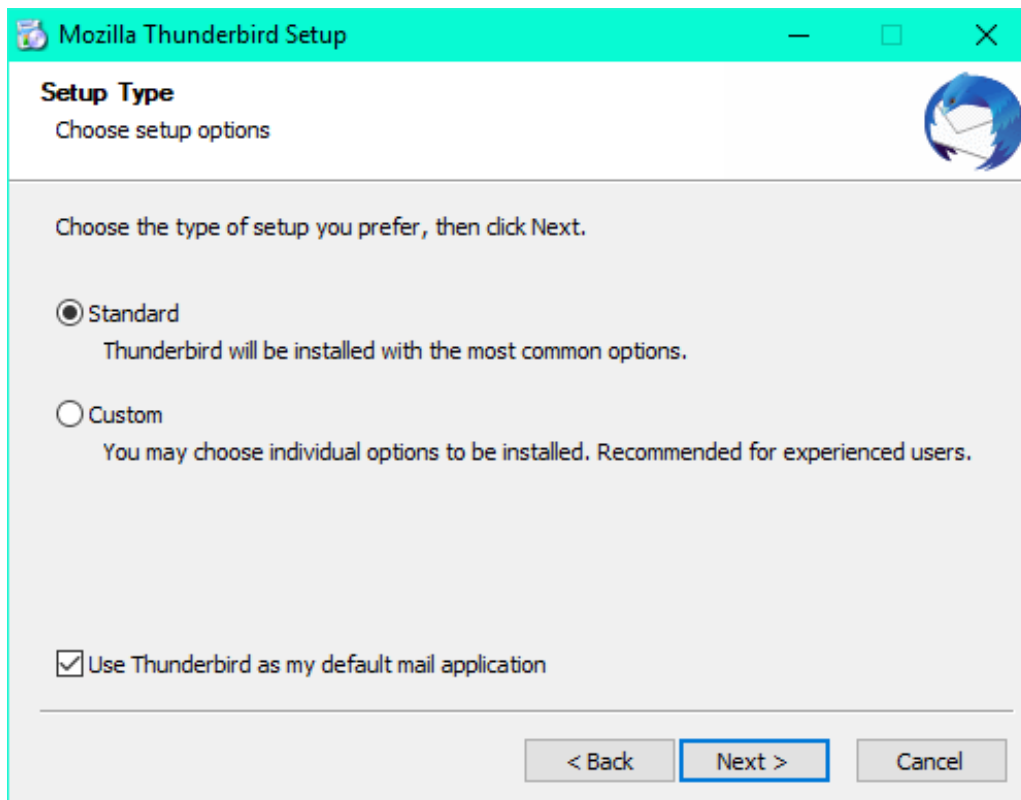

3. Run the .exe file that is downloaded.

4. Select "**Yes**" when prompted if you would like to allow the program to make changes to your computer.
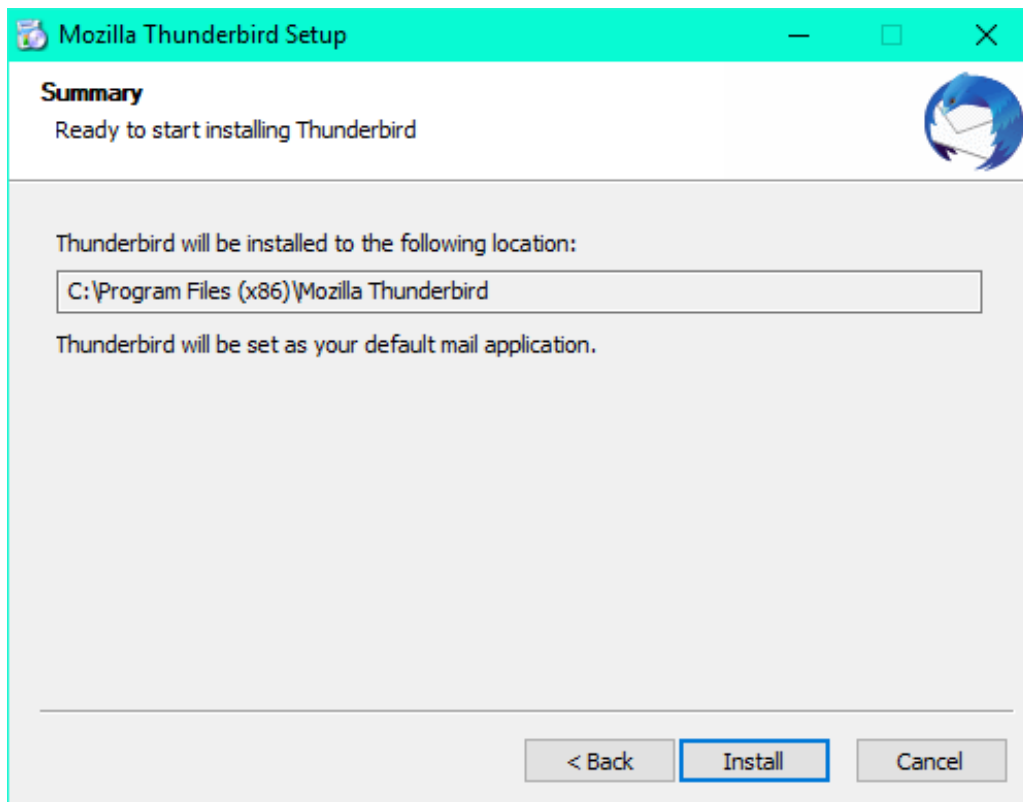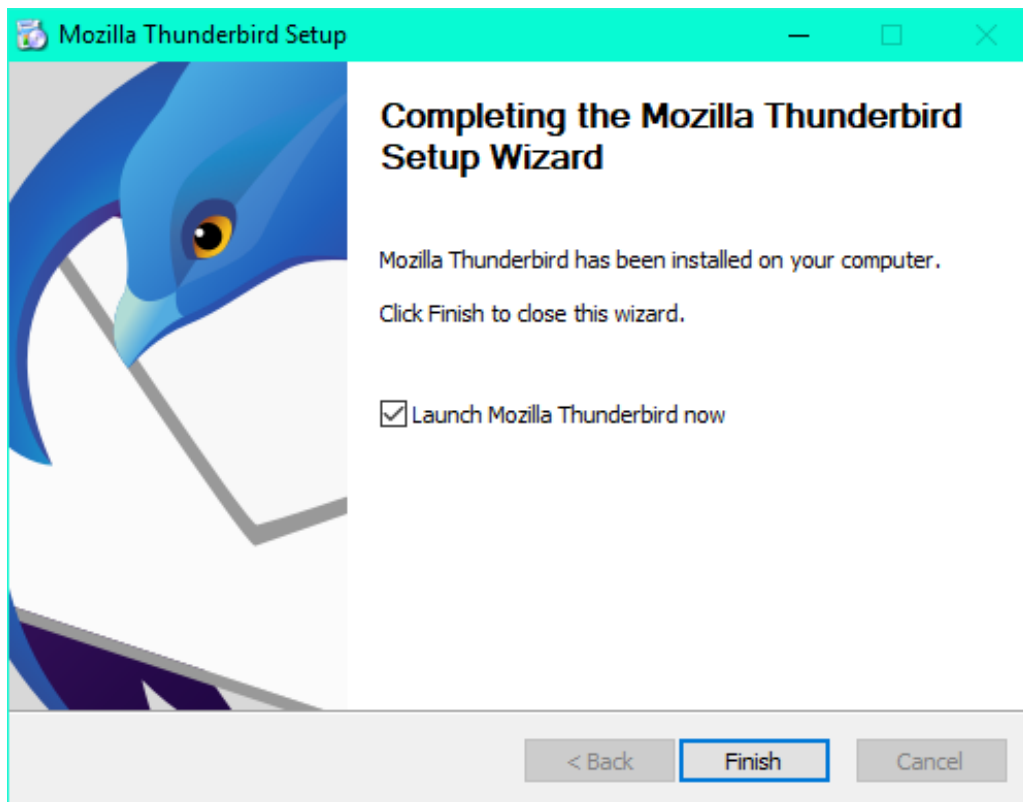1. Select "**Next**" on the Mozilla Thunderbird Setup Wizard.

2. Select "**Next**" on the Setup Type screen.

3. Select "**Install**" on the Summary screen.

4. Select "**Finish**" to complete the setup (if "**Launch Mozilla Thunderbird now**" is selected, Mozilla Thunderbird should start once you select Finish).

5. Enter your App State email account information in the "**Add Mail Account**" box under "**Account Actions.**" Click "**Continue**".

Set Up Your Existing Email Address

Set Up Your Existing Email Address

Use your current email address

Your name: Yosef

Email address: yosef@appstate.edu

Password: ••••••••••••

☑ Remember password

Configure manually...   Cancel   Continue

6. Select "**Configure manually**"

Set Up Your Existing Email Address

Set Up Your Existing Email Address
Use your current email address

Your name: _____ ⓘ

Email address: @appstate.edu ⓘ

Password: ••••••••••• 👁

☑ Remember password

✓ Configuration found at email provider

Protocol:
Incoming: **IMAP** imap.**gmail.com** SSL
Outgoing: **SMTP** smtp.**gmail.com** STARTTLS
Username: ▬▬▬▬@appstate.edu

Configure manually...   Cancel   **Done**

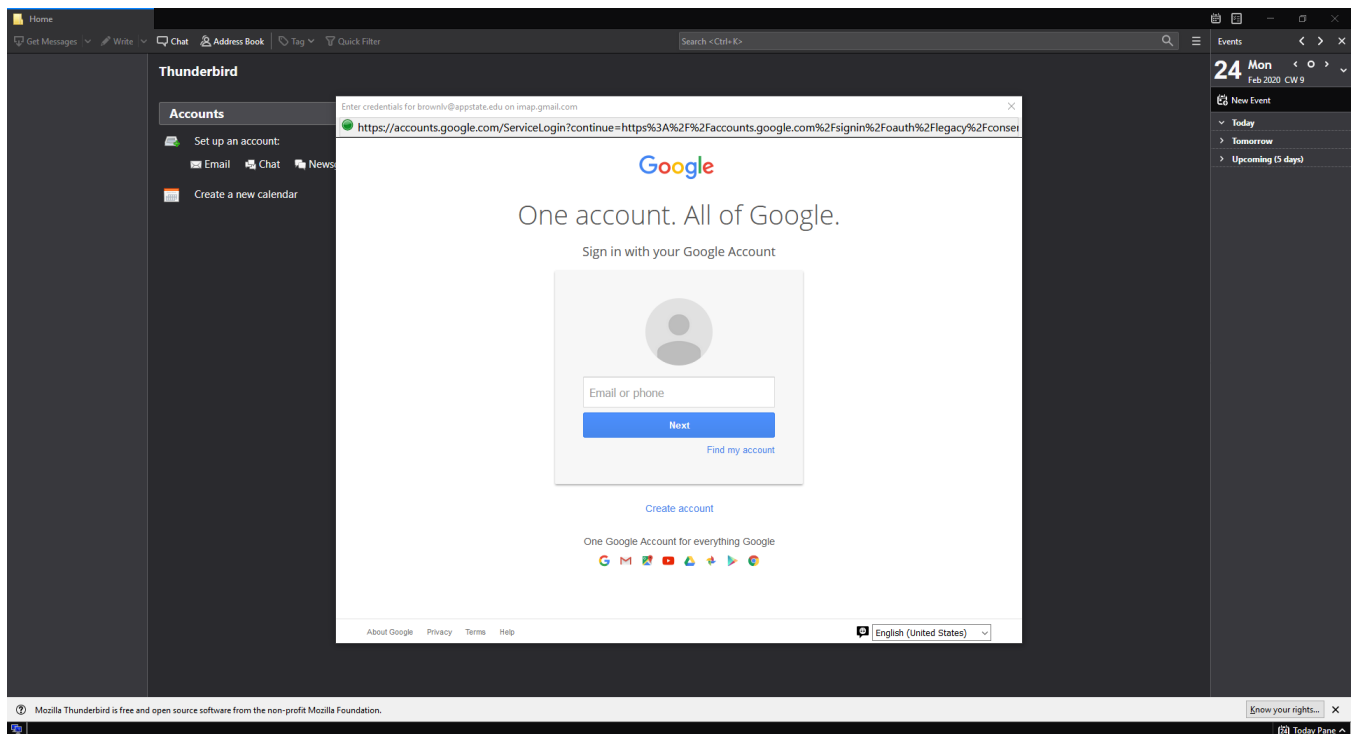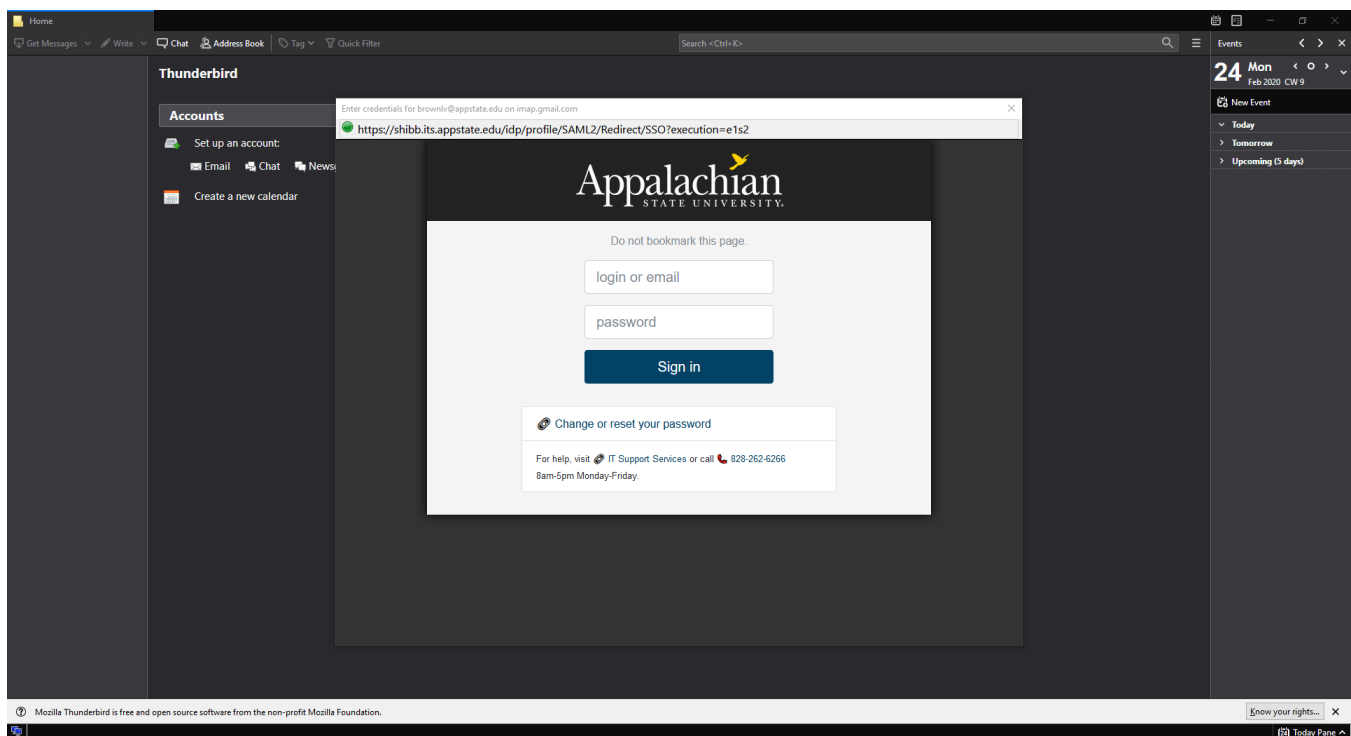7. Change the Authentication Method from "**Normal Password**" to "**OAuth2**" on both Incoming and Outgoing servers.

8. Then select "**Done**"

9. You will see a pop-up asking you to sign in with your Google Account. Enter your App State email address.

10. Enter your App State credentials.

11. You will need to allow Mozilla Thunderbird Email access to your App State Google Account.

12. Under the System Integration pop-up, we recommend selecting "**Skip Integration**".
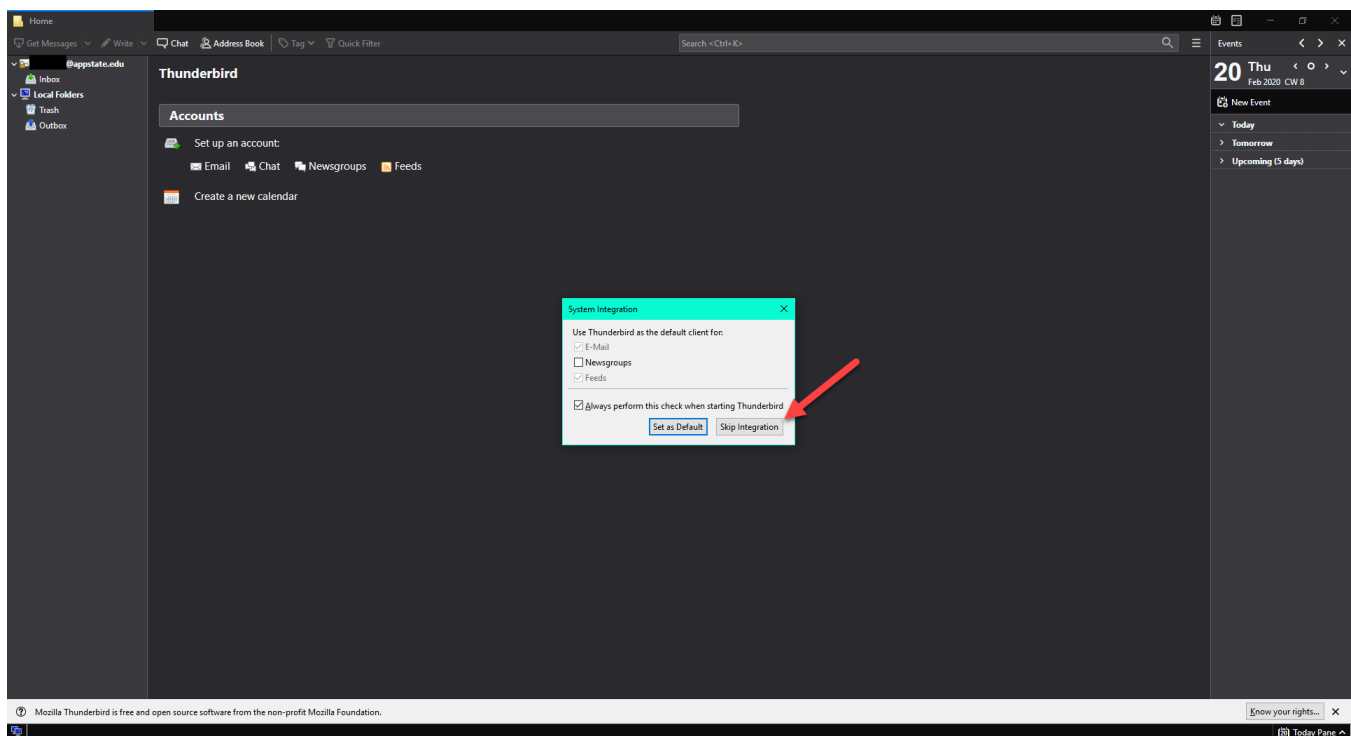
13. If your menu bar is not showing at the top, you may need to **right-click** at the top and select "**Menu Bar**".
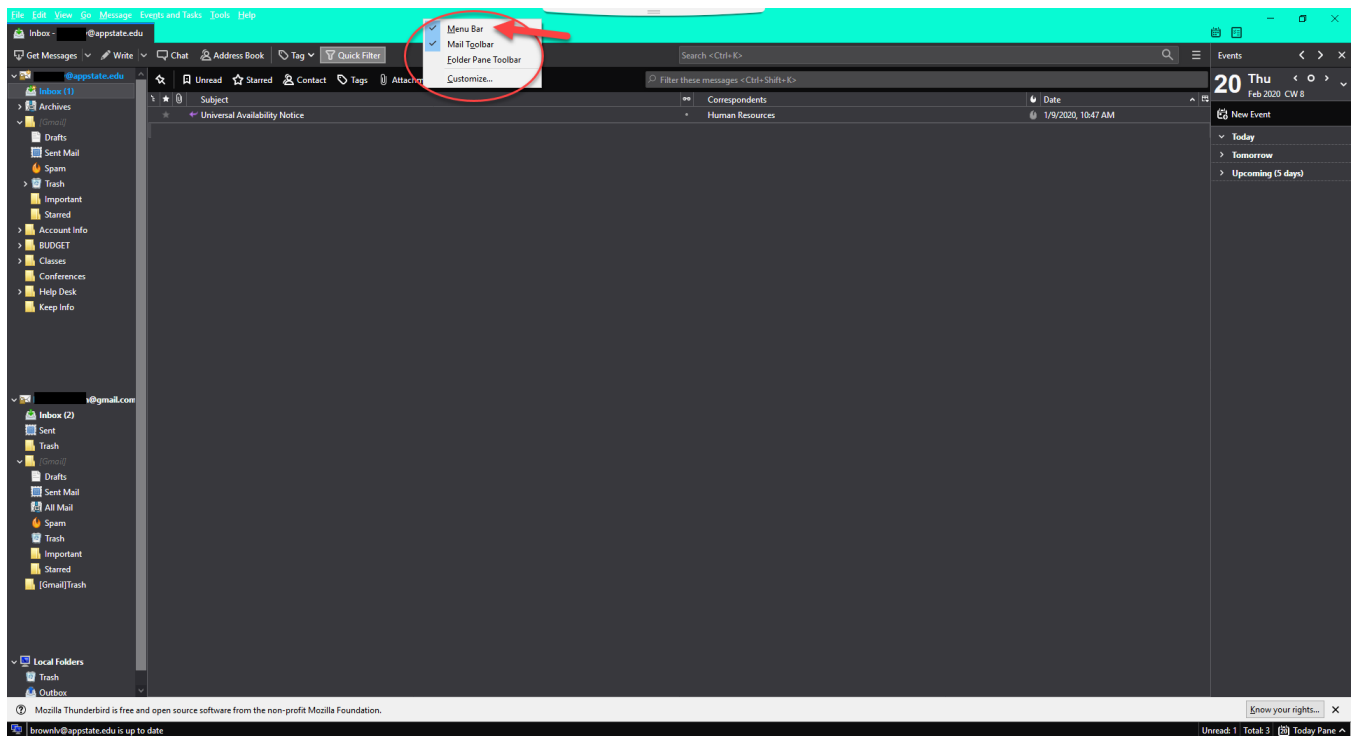
14. Select "**Tools**" from the Menu Bar and then select "**Account Settings**".
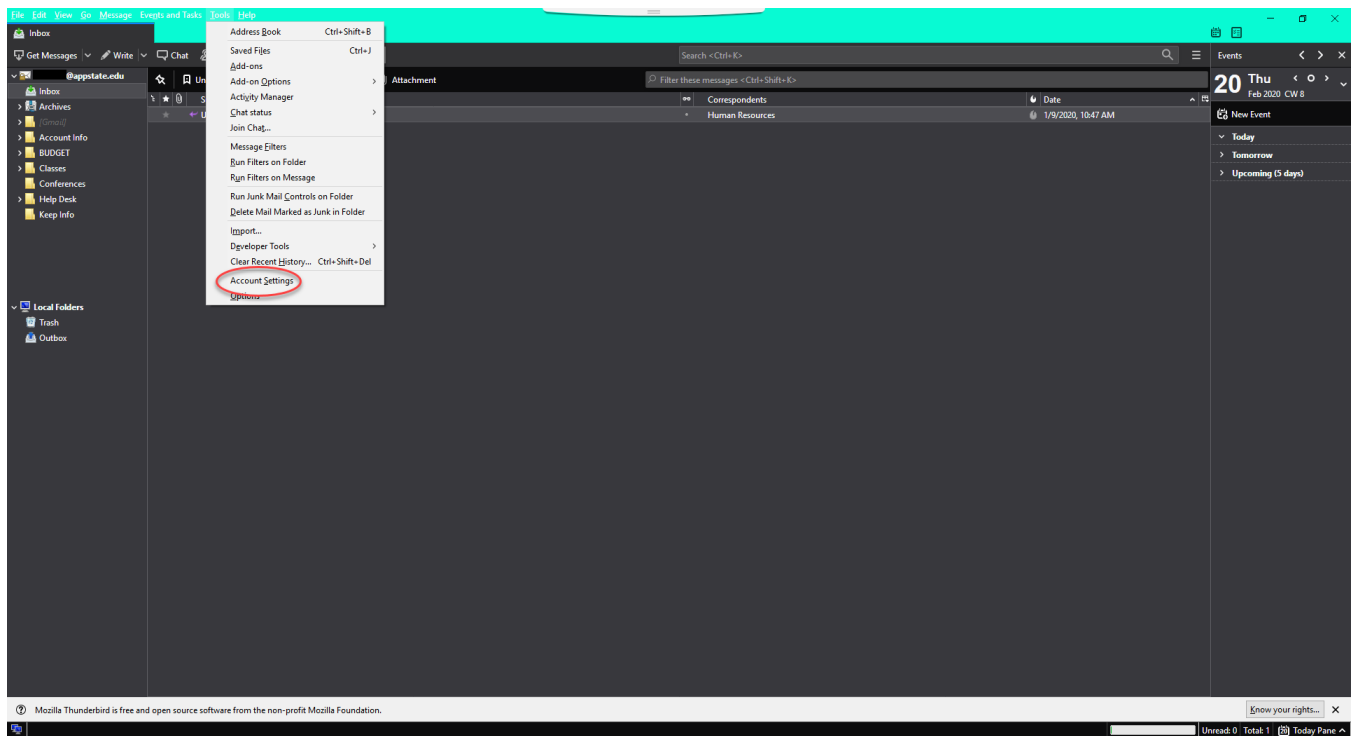
15. Select "**Account Actions**" and then select "**Add Mail Account**…"
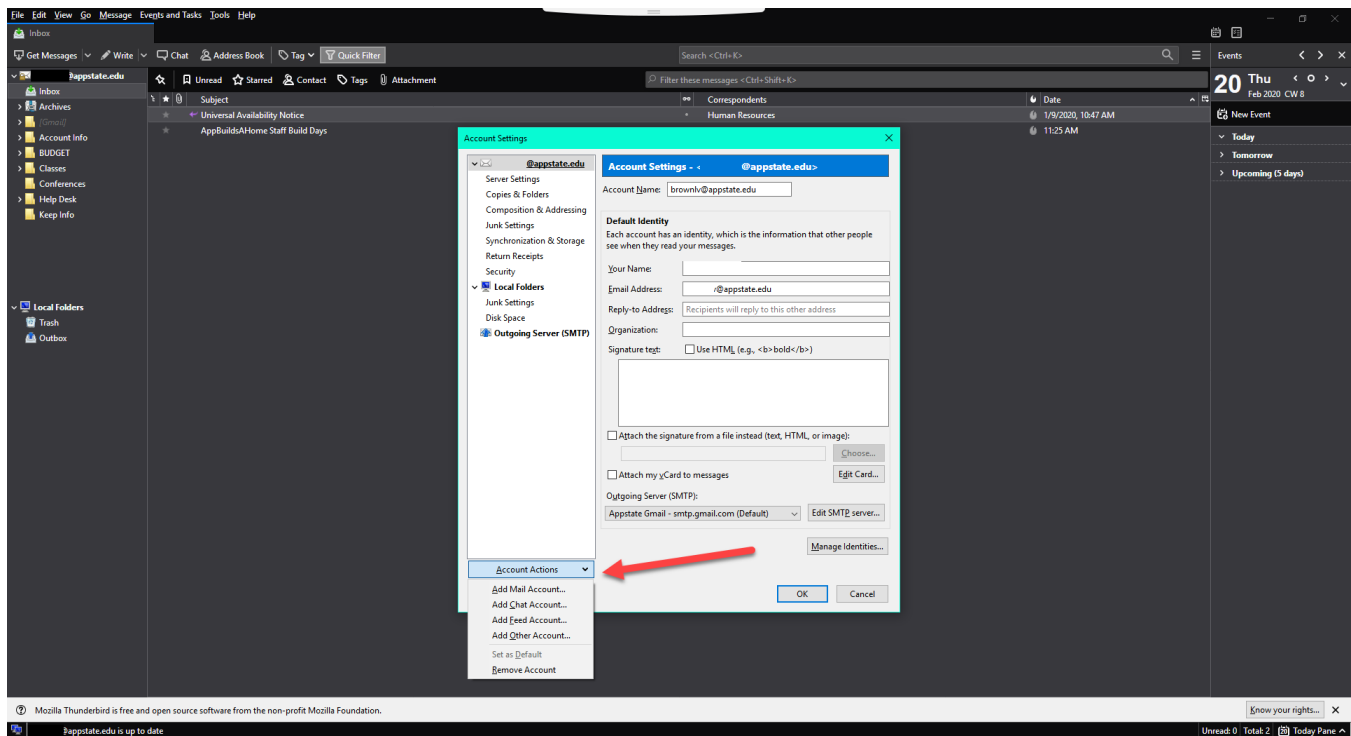
16. Enter your new retiree Gmail information and click "**Continue**".

Your Name: First Last

Email Address: username@retired.appstate.edu (your username will not change)

Password: New password established on your first sign-in to the web interface.
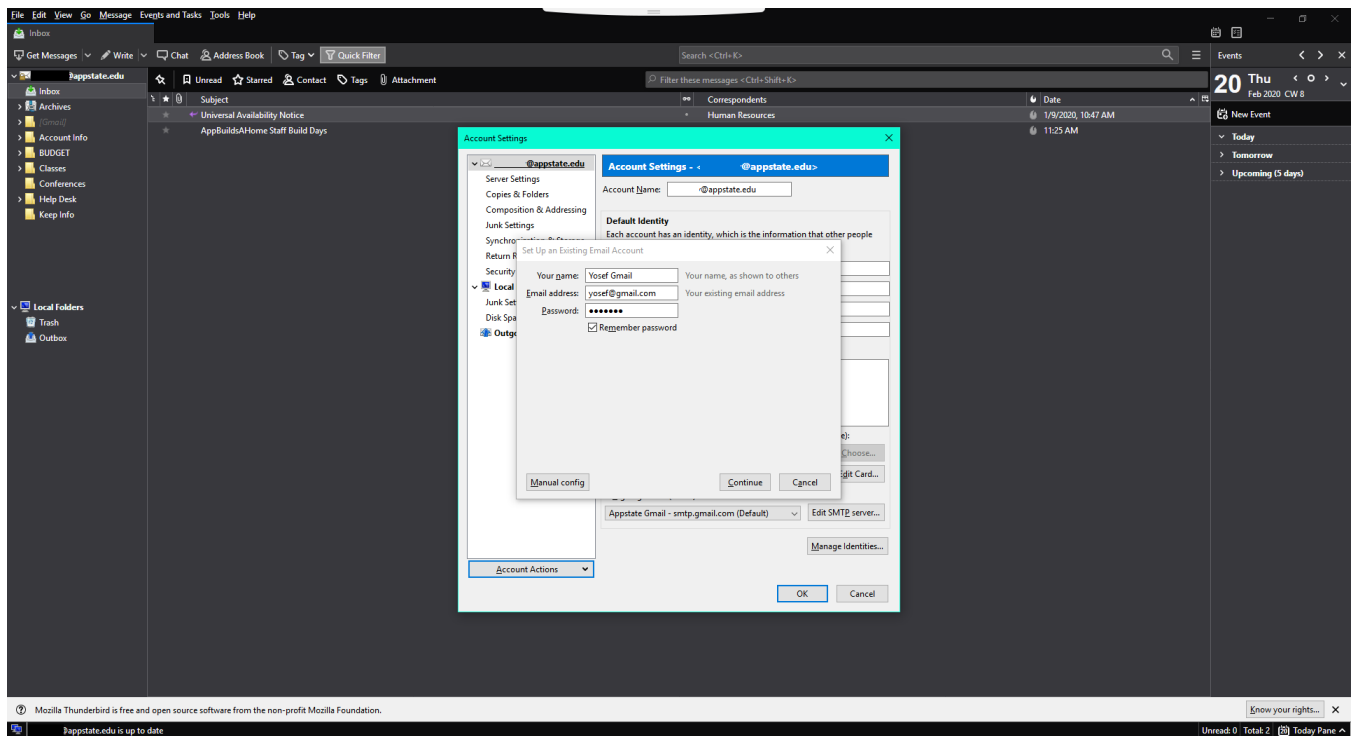
17. You will see the screen below and be prompted to sign in again. Enter your full retiree address, username@retired.appstate.edu.
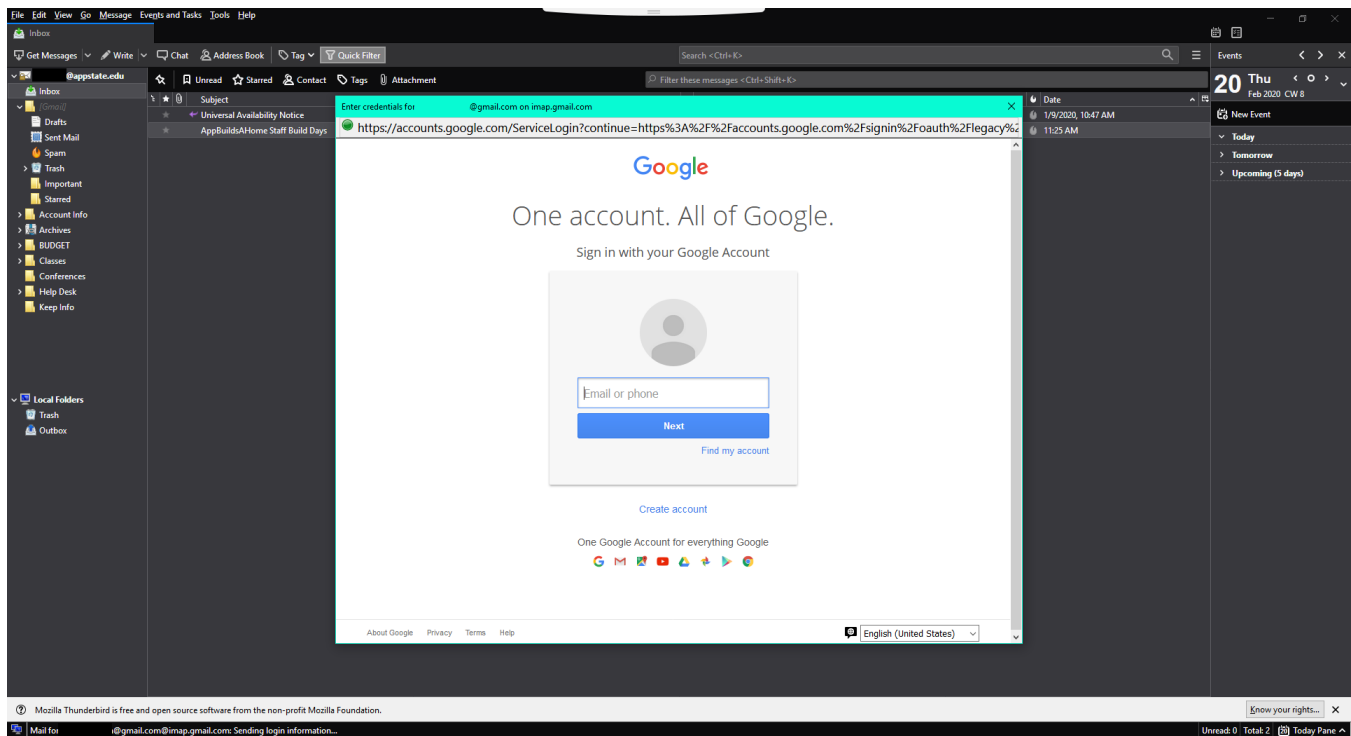
18. Enter your password.
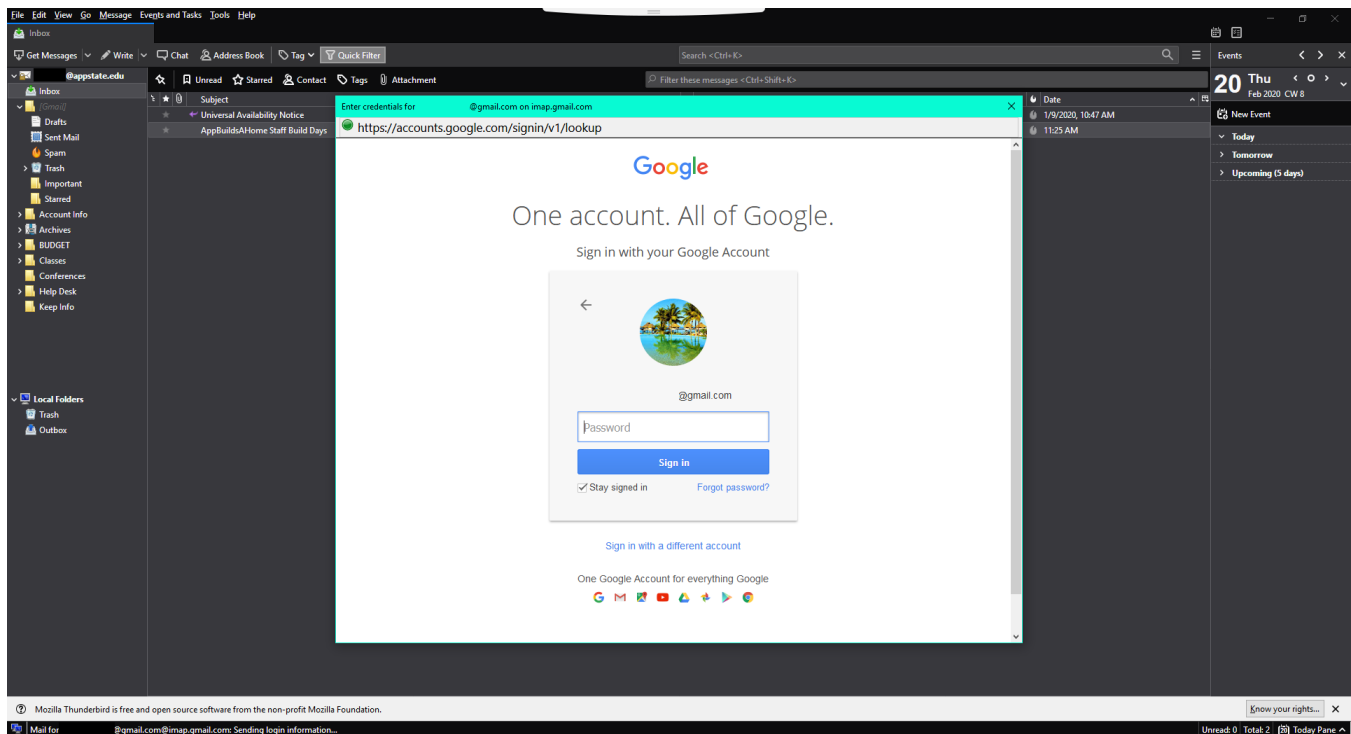
19. You will need to select "**Allow**" so that Mozilla Thunderbird Email will have access to your account.
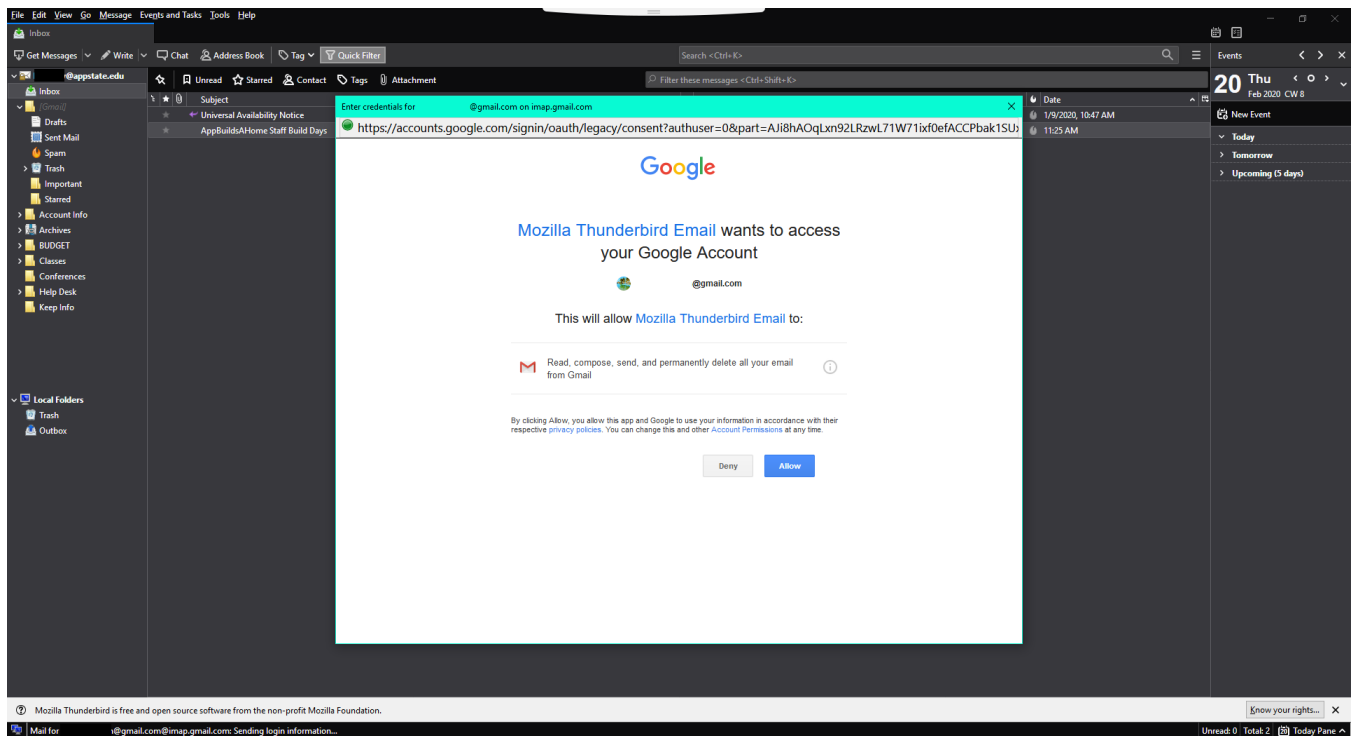
You should now see both your old App State email account and your new retiree email account listed under the "**Account Settings**". Select "**OK**".
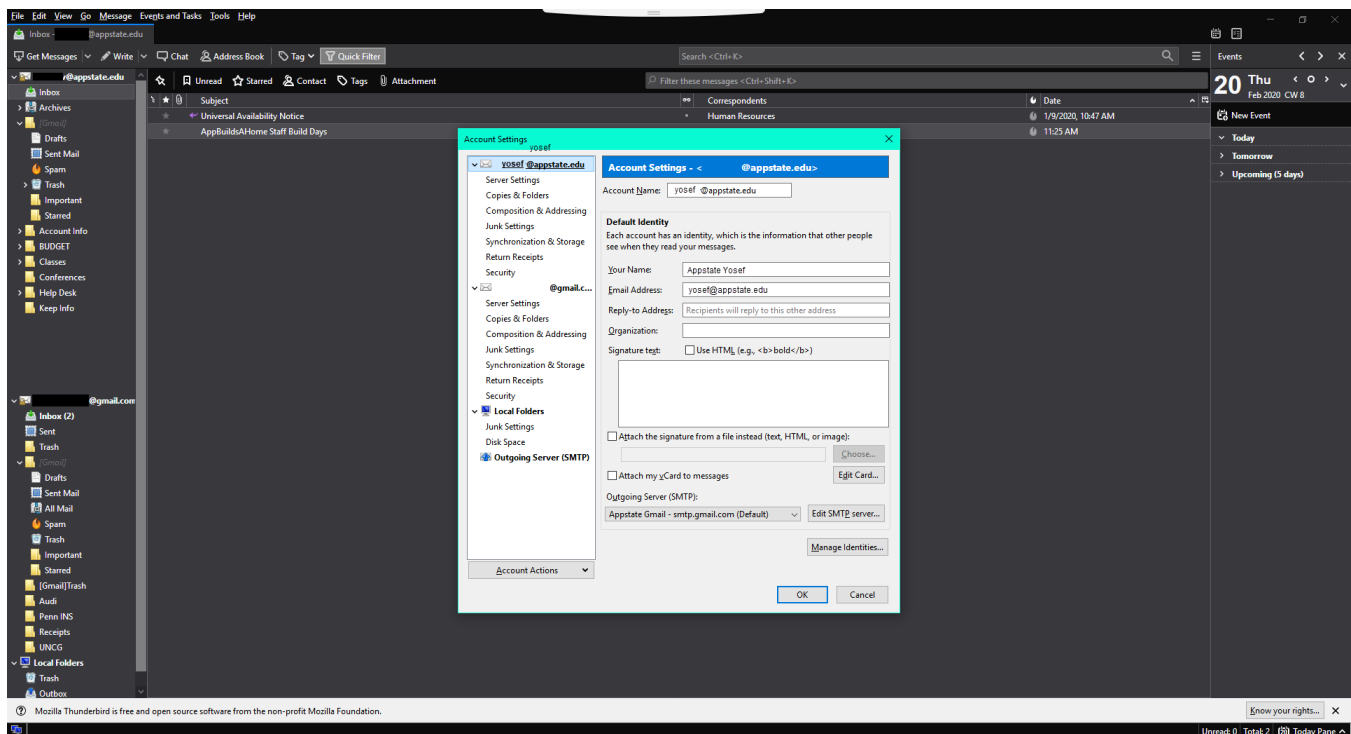
You can now drag the personal folder you created from your App State email account and drop them in your personal email account
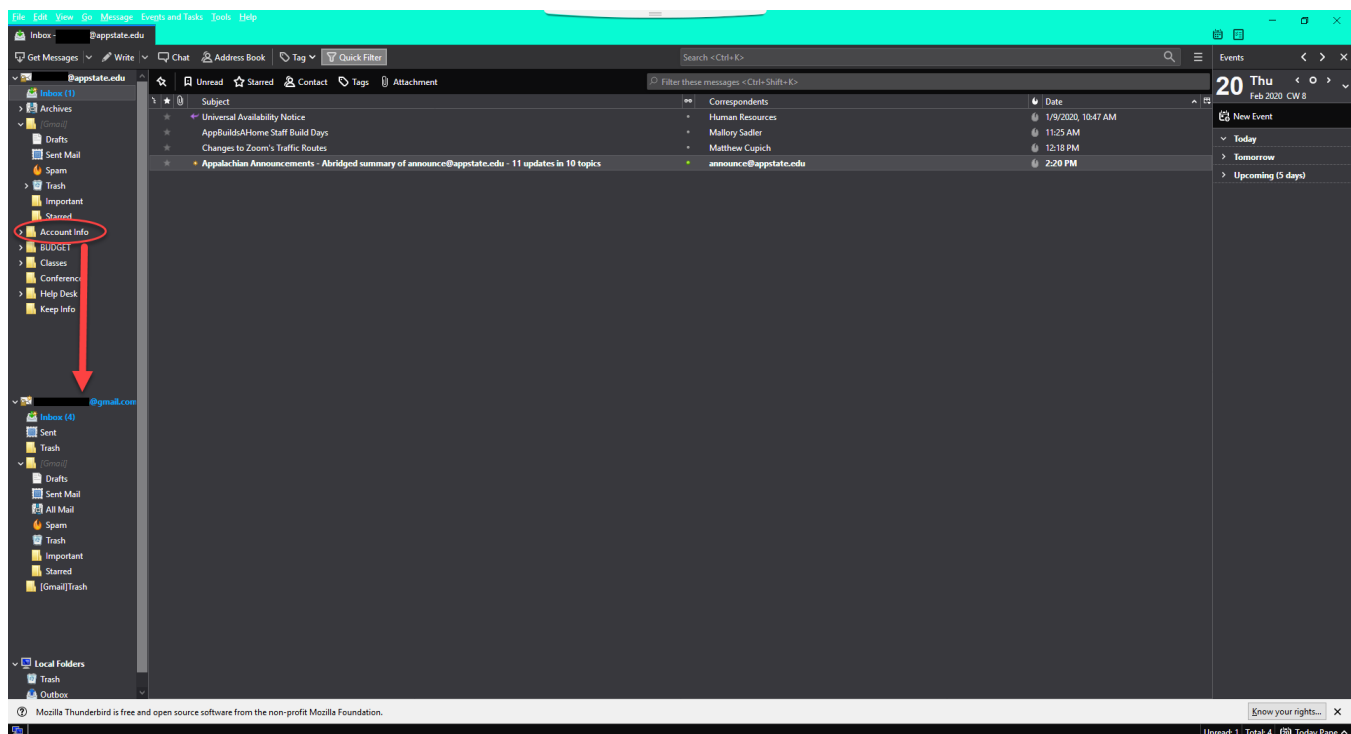
*NOTE: If you have a large number of emails, the process could take a while for all emails in the folder to migrate
1. Navigate to thunderbird.net.

2. Select "**Free Download**".
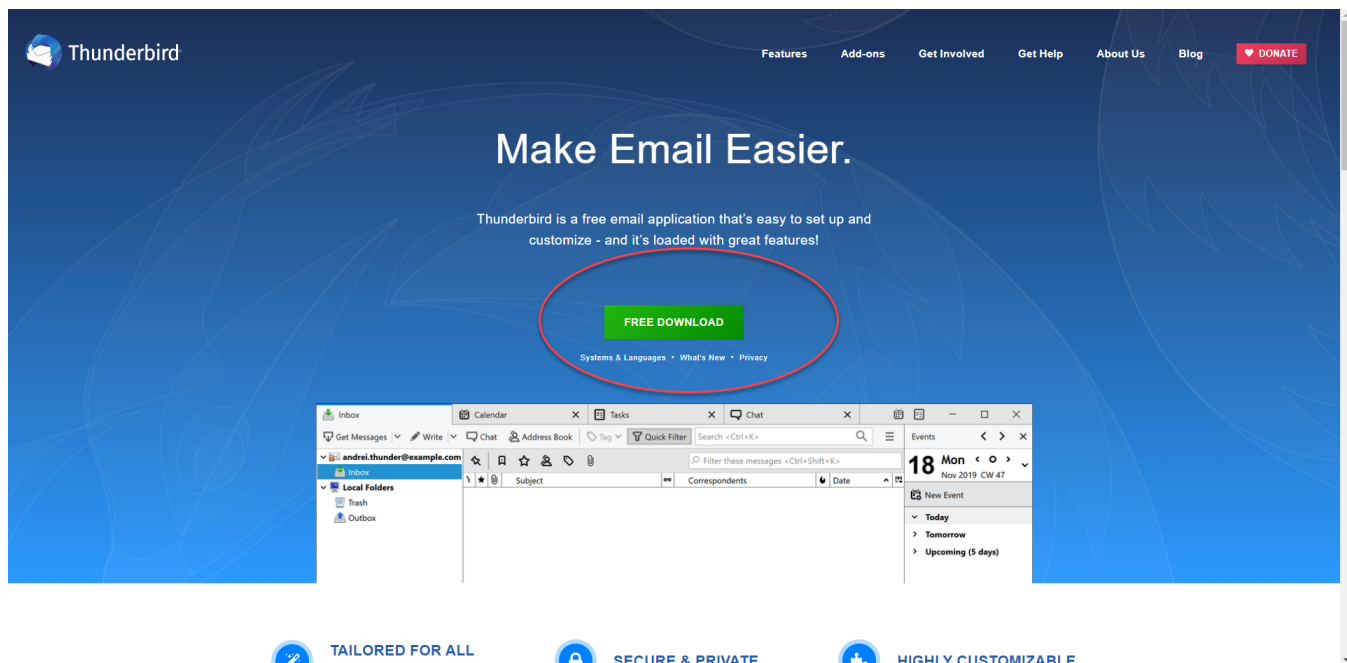
3. Look in the lower-left corner for the .dmg file that is downloaded. Click it to start the installation (If you do not see the .dmg file there, open your "**Downloads**" folders and click on the .dmg file to start the installation.
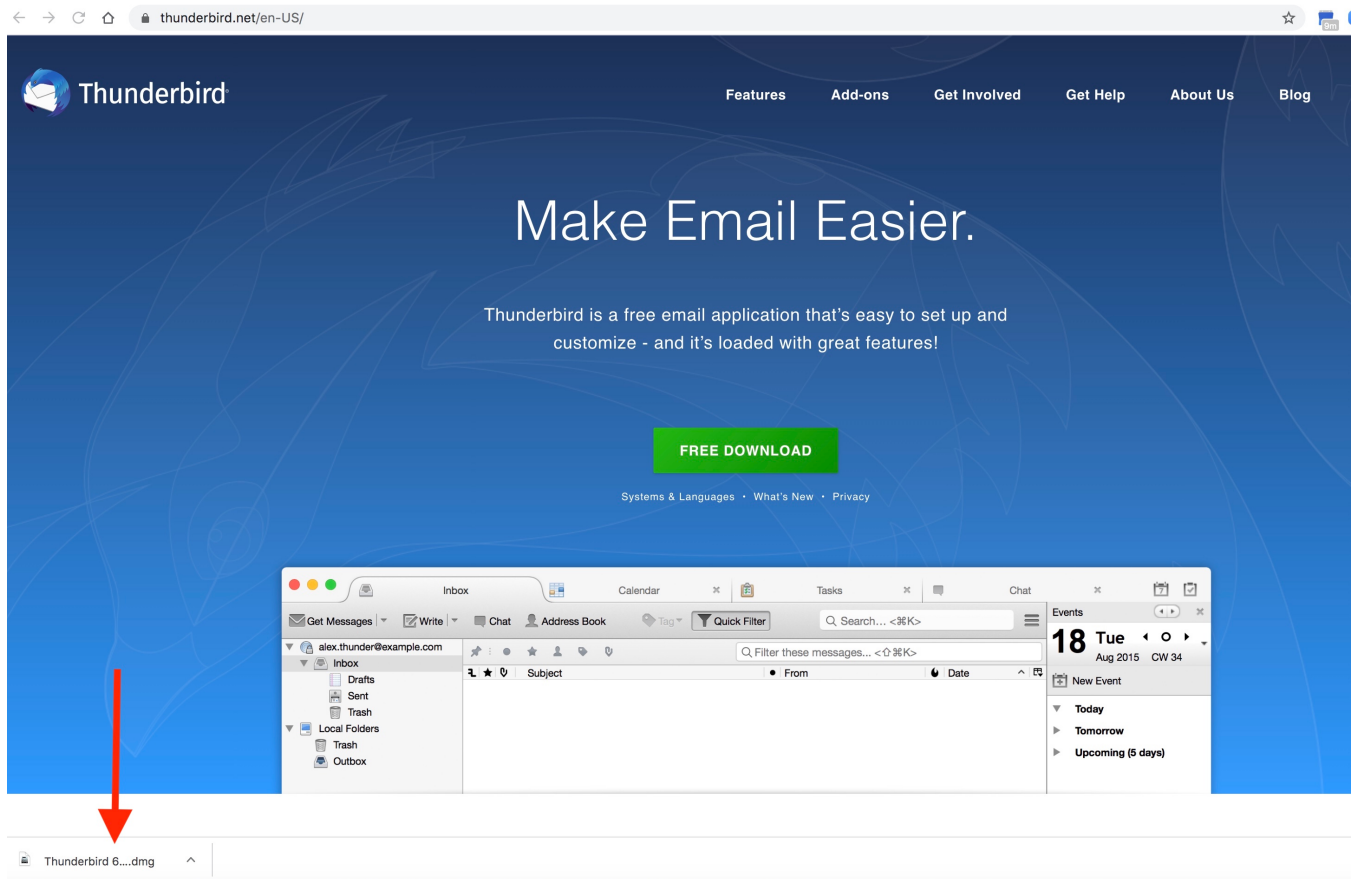
4. Drag the Thunderbird icon to the Applications folder icon.

5. Go to your Applications folder and launch Thunderbird. Select "**Open**" when prompted.

"Thunderbird" is an application downloaded from the Internet. Are you sure you want to open it?

Chrome downloaded this file today at 8:38 AM from **www.thunderbird.net**.

Cancel   Show Web Page   Open
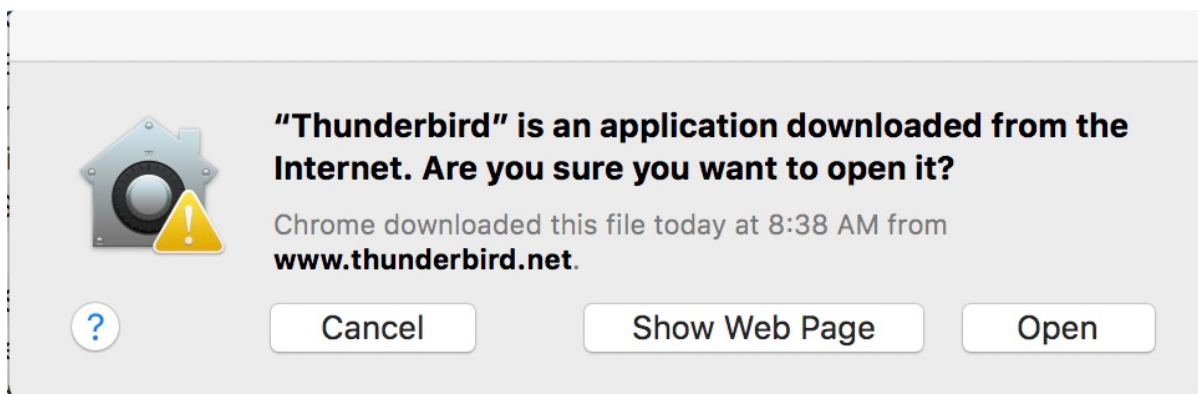
1. When Thunderbird opens, select **File**>**New**>**Existing Mail Account**.
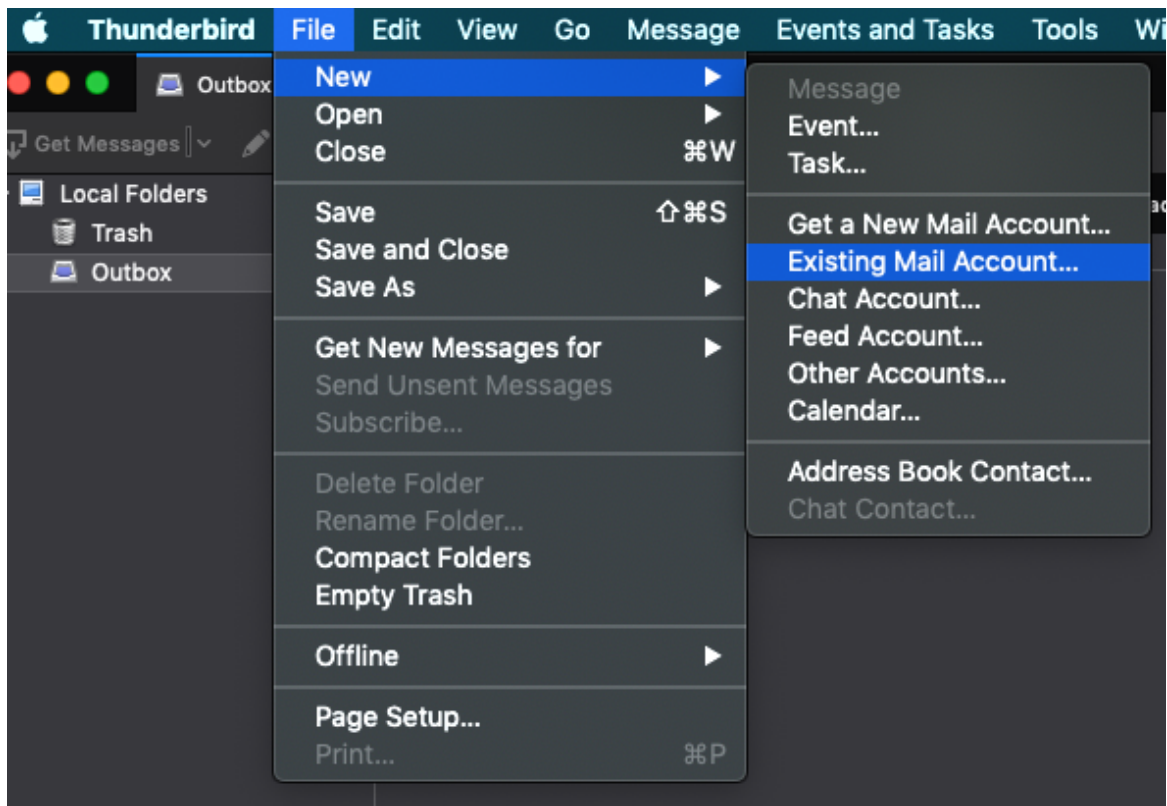
2. Enter your App State email account information in the "Set Up Your Existing Email Address" box and then click "Continue."

Set Up Your Existing Email Address

Set Up Your Existing Email Address
Use your current email address

Your name: Yosef   ⓘ

Email address: yosef@appstate.edu   ⓘ

Password: ●●●●●●●●●●●●●   🗢

                    ✓ Remember password

Configure manually...   Cancel   Continue

3. Click "**Configure Manually**".

Set Up Your Existing Email Address   ✕

Set Up Your Existing Email Address
Use your current email address

Your name: [   ] ⓘ

Email address: [@appstate.edu   ] ⓘ

Password: [••••••••••••   ] ⌀

                              ☑ Remember password

                           ✓ Configuration found at email provider

Protocol:
Incoming: **IMAP** imap.**gmail.com** SSL
Outgoing: **SMTP** smtp.**gmail.com** STARTTLS
Username: ▮▮▮▮▮@appstate.edu

[Configure manually...]   [Cancel]   [**Done**]

4. Change "Authentication" on the Incoming and Outgoing servers to "OAuth2". Click Done.

Set Up Your Existing Email Address   ✕

Set Up Your Existing Email Address

Use your current email address

Your name:	[ ] ⓘ	
Email address:	:@appstate.edu ⓘ	
Password:	••••••••••• 🚫	

☑ Remember password

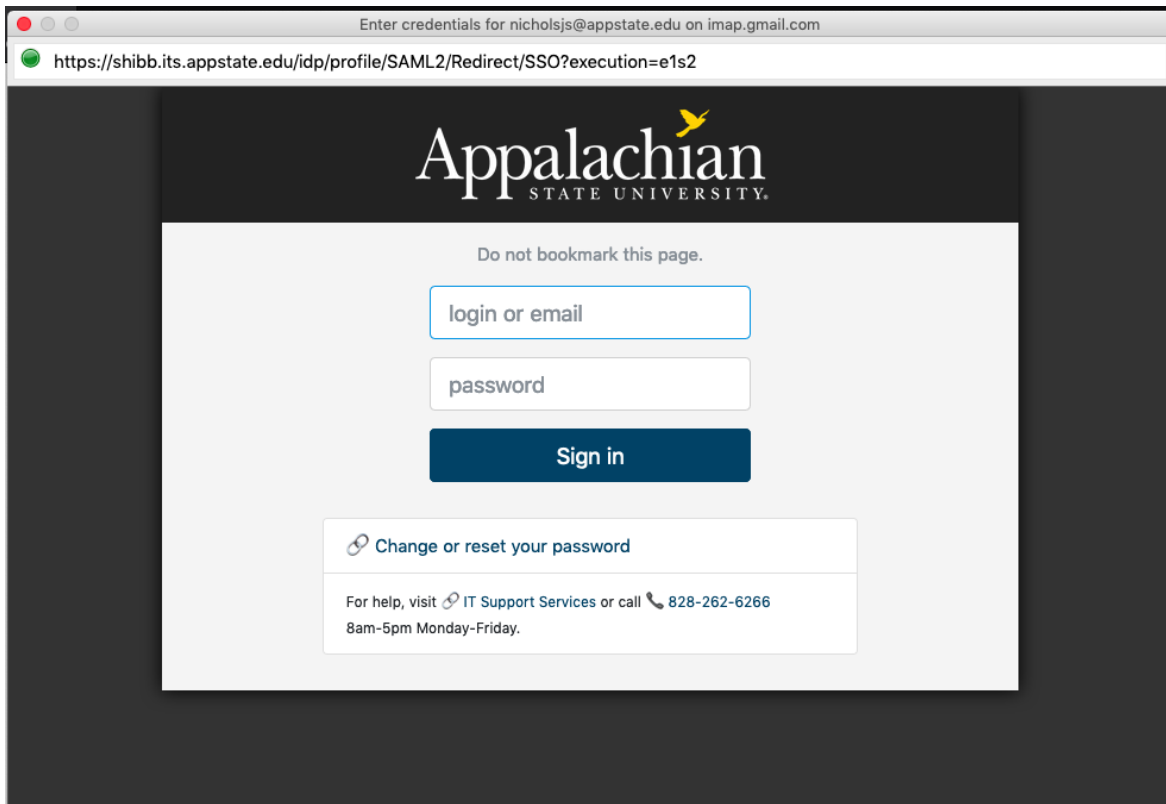|	INCOMING	OUTGOING
Protocol:	IMAP ⌄	SMTP
Server:	imap.gmail.com	smtp.gmail.com ⌄
Port:	993 ⌄	587 ⌄
SSL:	SSL/TLS ⌄	STARTTLS ⌄
Authentication:	OAuth2 ⌄	OAuth2 ⌄
Username:	@appstate.edu	:@appstate.edu

Advanced config

Cancel   Re-test   **Done**

5. Sign in to your App State account.

https://shibb.its.appstate.edu/idp/profile/SAML2/Redirect/SSO?execution=e1s2

Appalachian
STATE UNIVERSITY.

Do not bookmark this page.

login or email

password

Sign in

🔗 Change or reset your password

For help, visit 🔗 IT Support Services or call 📞 828-262-6266
8am-5pm Monday-Friday.

6. Enable Thunderbird to access your App State Google account.

https://accounts.google.com/signin/oauth/legacy/consent?authuser=0&part=AJi8hANC-hFcDvyqgVhWG8UsAg7CJbZGPzWHXiUJjhKBN

Google

Mozilla Thunderbird Email wants to access
your Google Account

👤 nicholsjs@appstate.edu

This will allow **Mozilla Thunderbird Email** to:

Ⓜ️ Read, compose, send, and permanently delete all your email
from Gmail   ⓘ

By clicking Allow, you allow this app and Google to use your information in accordance with their
respective privacy policies. You can change this and other Account Permissions at any time.

Deny   **Allow**

1. Select "**Tools**" from the Menu Bar and then select "**Account Settings**".

2. Select "**Account Actions**" and then select "**Add Mail Account**…"
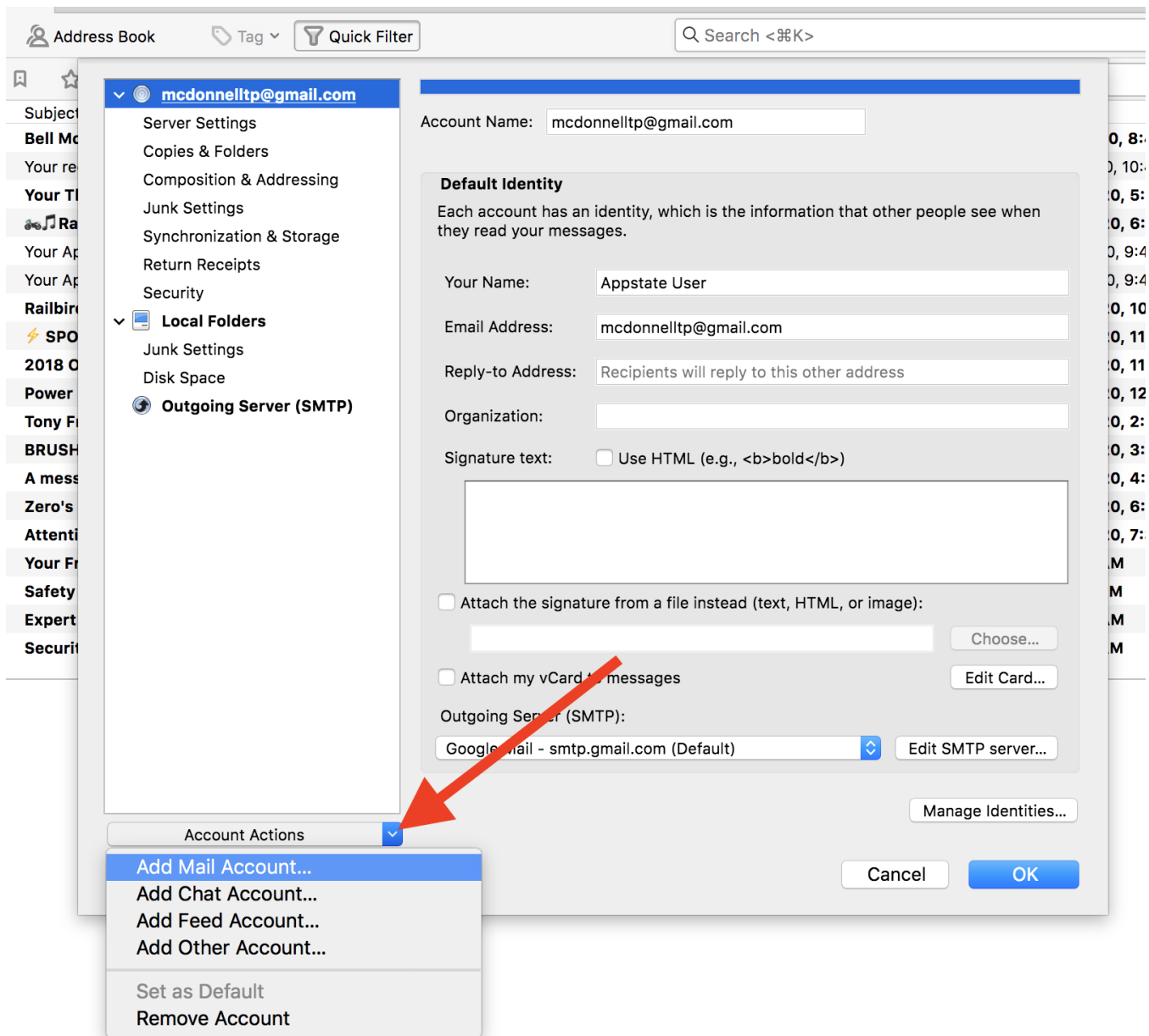
3. Enter your personal email information and click "**Continue**".

4. If your personal email account is a Google account, you will see the screen below and be prompted to sign in again. Enter your personal Gmail address and password and sign in. Click "**Allow**" when prompted let Thunderbird access your email.
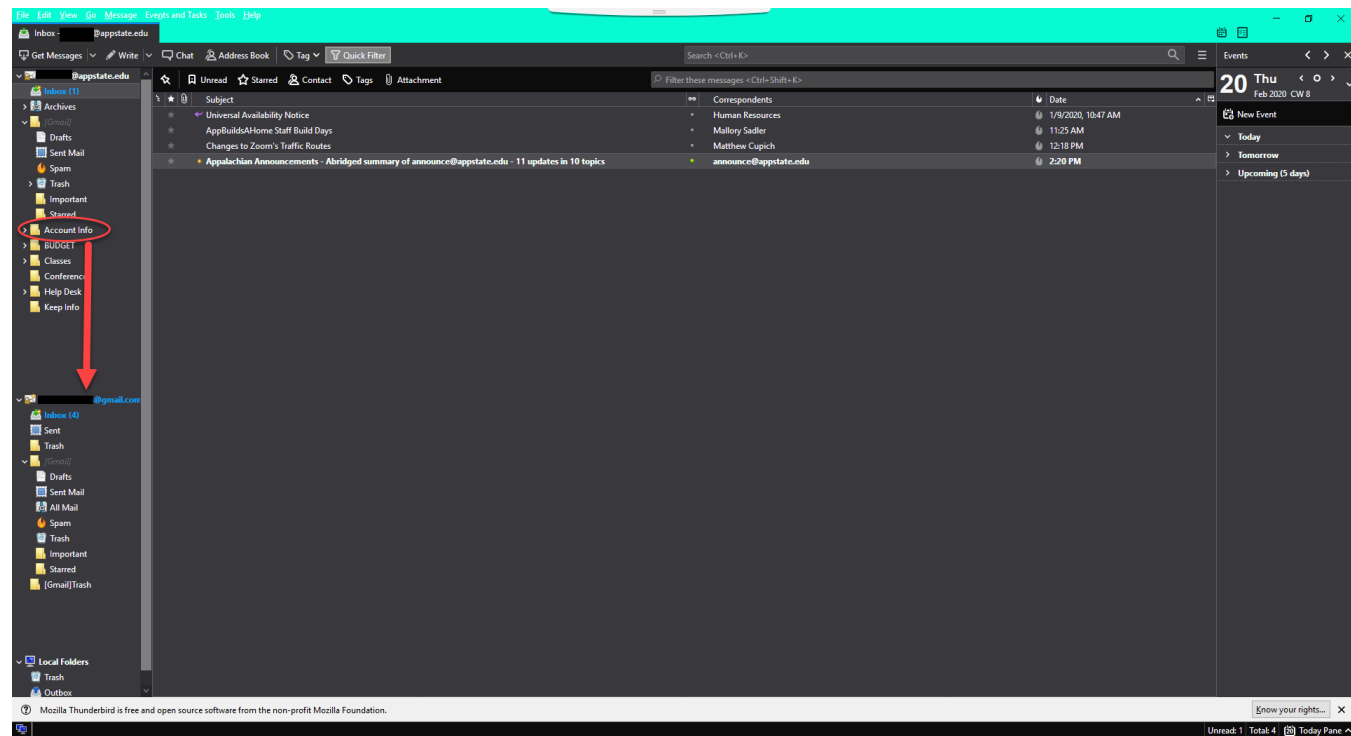
5. You should now see both your App State email account and your personal email account listed under the "**Account Settings**". Select "**OK**".
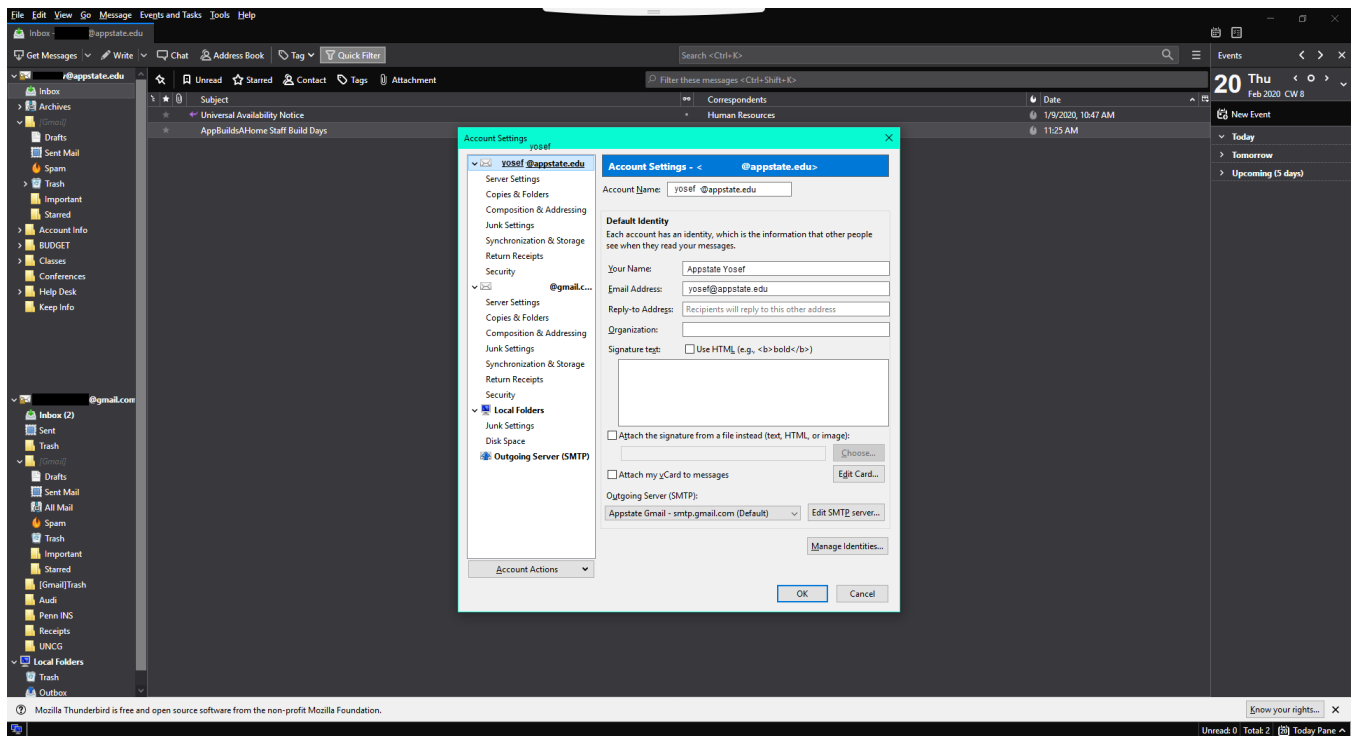
You can now drag folders from your App State email account and drop them in your personal email account.

*NOTE: If you have a large number of emails, the process could take a while for all emails in the folder to migrate.

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