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.



University accounts and data contained within are property of Appalachian State University and every effort should be made to adhere to the <u>Acceptable</u> <u>Use of Computing and Electronic Resources Policy</u> 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".

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☆ ^ Everything else	1-10 of	f 656 🚦	Try out the new	
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2. Select "Labels" and scroll down to select "Create new label".

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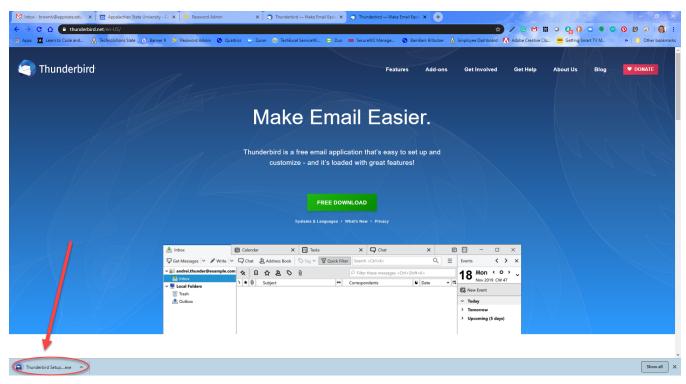
3. Create a new label - we recommend calling the label "Personal" - and keep the "Next label under:" box unselected. Select "Create".

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 <u>thunderbird.net</u>.

2. Select "Free Download".

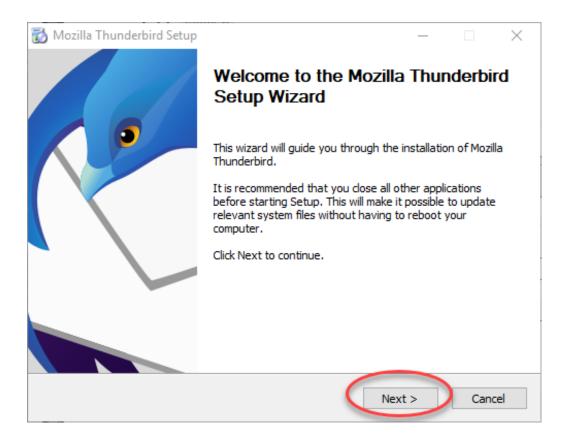
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	Make Email Easier.
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3. Run the .exe file that is downloaded.



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.



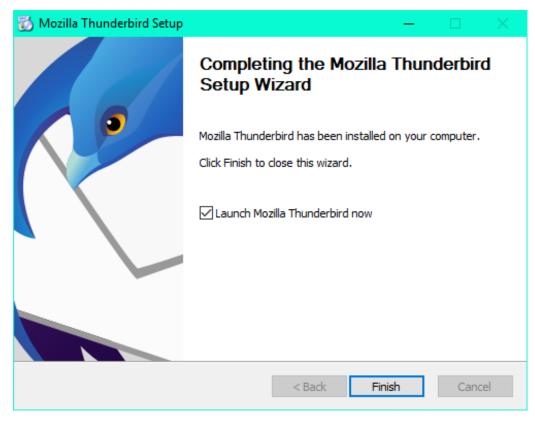
2. Select "Next" on the Setup Type screen.

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Setup Type Choose setup options		\bigcirc
Choose the type of setup you prefer, then click Next.		
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Thunderbird will be installed with the most common options.		
 Custom You may choose individual options to be installed. Recommended 	d for experienced	users.
Use Thunderbird as my default mail application		
< Back 1	lext > 0	Cancel

3. Select "Install" on the Summary screen.

🔂 Mozilla Thunderbird Setup	—	
Summary Ready to start installing Thunderbird		()
Thunderbird will be installed to the following location:		
C:\Program Files (x86)\Mozilla Thunderbird		
Thunderbird will be set as your default mail application.		
< Back	Install	Cancel

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".

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6. Select "Configure manually"

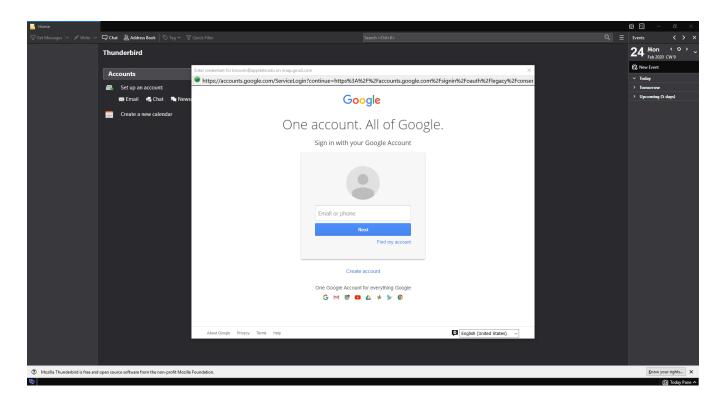
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7. Change the Authentication Method from "Normal Password" to "OAuth2" on both Incoming and Outgoing servers.

Set Up Your Existing Email Address × Set Up Your Existing Email Address Use your current email address 0 Your name: Email address: 0 @appstate.edu Password: Ø Remember password INCOMING OUTGOING SMTP Protocol: IMAP Server: imap.gmail.com smtp.gmail.com ~ Port: 993 × 587 × SSL: SSL/TLS STARTTLS × × OAuth2 Authentication: OAuth2 × ~ @appstate.edu Username: @appstate.edu Advanced config C<u>a</u>ncel Re-<u>t</u>est <u>D</u>one

8. Then select "Done"

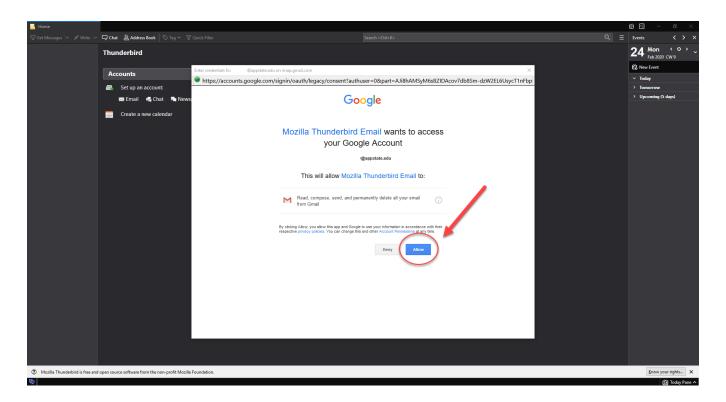
9. You will see a pop-up asking you to sign in with your Google Account. Enter your App State email address.



10. Enter your App State credentials.

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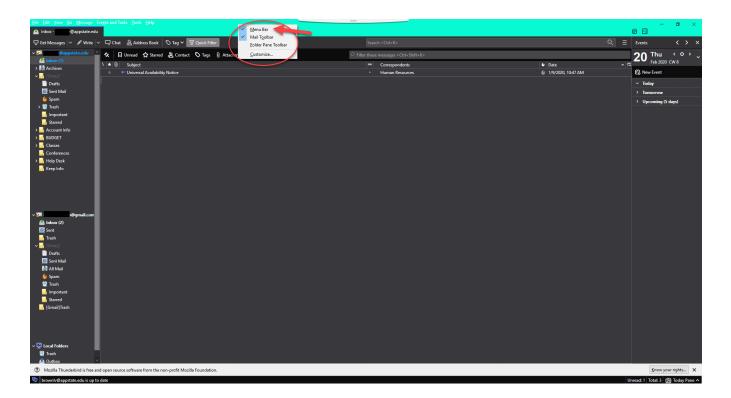
11. You will need to allow Mozilla Thunderbird Email access to your App State Google Account.



12. Under the System Integration pop-up, we recommend selecting "Skip Integration".

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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".

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15. Select "Account Actions" and then select "Add Mail Account..."

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> Help Desk		Composition & Addressing			
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⑦ Mozilla Thunderbird is free an	id open source software from the non-profit Mozilla Foundation.				Know your rights X

16. Enter your new retiree Gmail information and click "Continue".

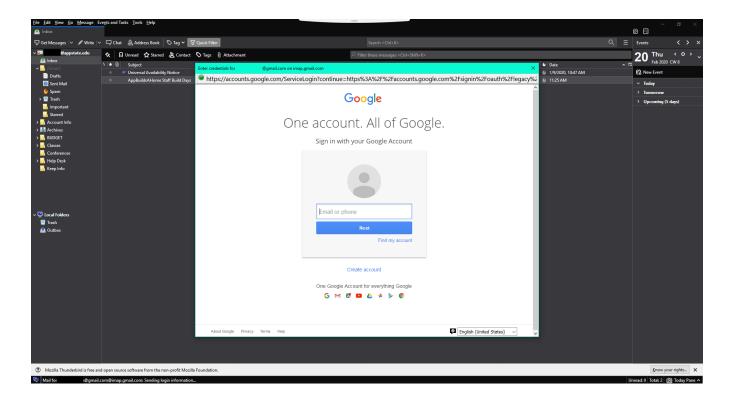
Your Name: First Last

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

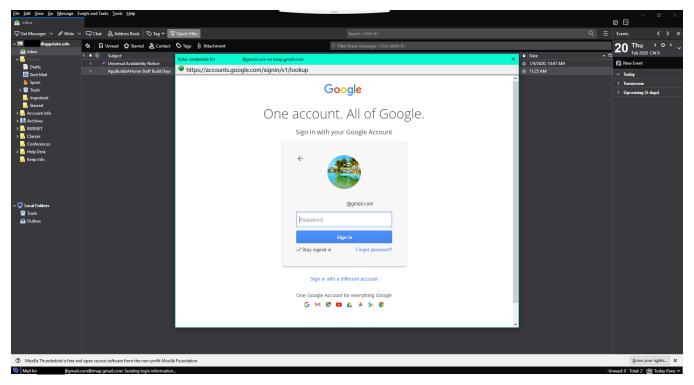
Password: New password established on your first sign-in to the web interface.

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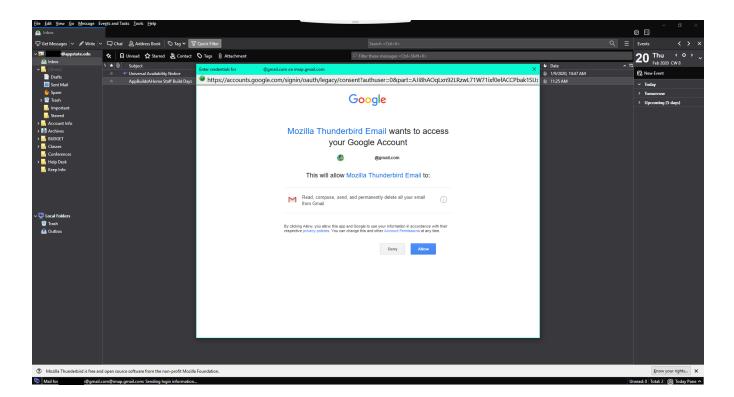
17. You will see the screen below and be prompted to sign in again. Enter your full retiree address, username@retired.appstate.edu.



18. Enter your password.



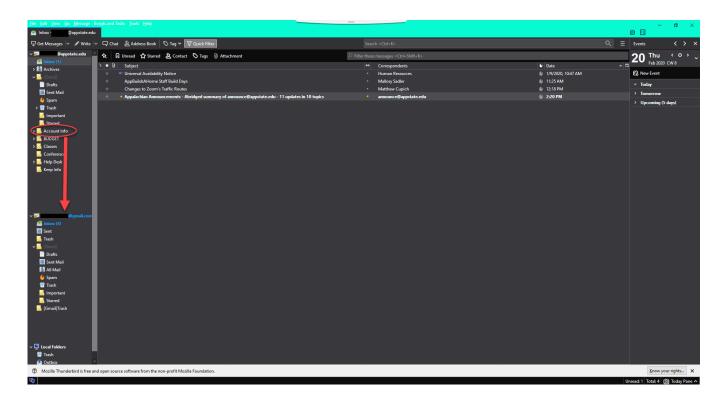
19. You will need to select "Allow" so that Mozilla Thunderbird Email will have access to your account.



You should now see both your old App State email account and your new retiree email account listed under the "Account Settings". Select "OK".

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You can now drag the personal folder you created from your App State email account and drop them in your personal email account

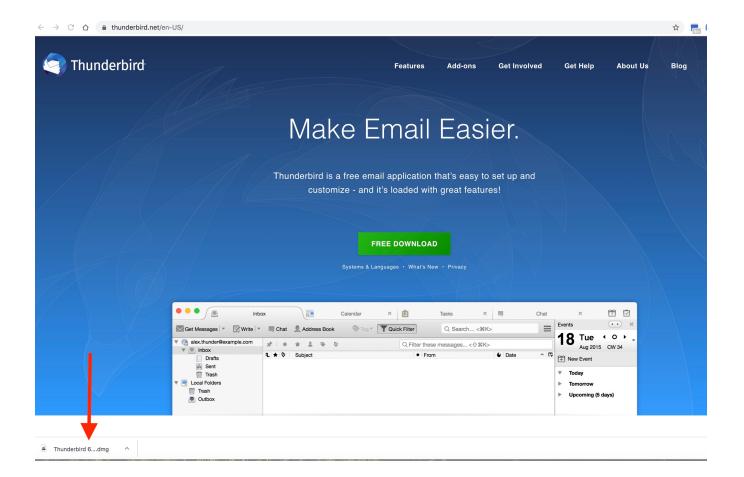


***NOTE:** If you have a large number of emails, the process could take a while for all emails in the folder to migrate 1. Navigate to <u>thunderbird.net</u>.

2. Select "Free Download".

Thunderbird	Features Add-ons Get Involved Get Help About Us Blog VDONATE
	Make Email Easier.
	Thunderbird is a free email application that's easy to set up and customize - and it's loaded with great features! FREE DOWNLOAD Systems & Languages - What's New - Privacy
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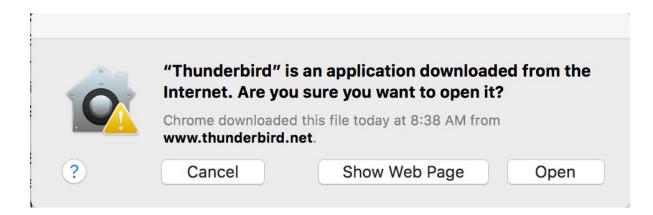
3. Look in the lower-left corner for the .dmg file that is downloaded. Click it to start the installation (If you do not see the .dmg file there, open your "Downlo ads" folders and click on the .dmg file to start the installation.



4. Drag the Thunderbird icon to the Applications folder icon.



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



1. When Thunderbird opens, select File>New>Existing Mail Account.

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2. Enter your App State email account information in the "Set Up Your Existing Email Address" box and then click "Continue."

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3. Click "Configure Manually".

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

 \times Set Up Your Existing Email Address Set Up Your Existing Email Address Use your current email address 0 Your name: () Email address: @appstate.edu Password: Ø Remember password OUTGOING INCOMING IMAP SMTP Protocol: Server: imap.gmail.com smtp.gmail.com ~ Port: 993 × 587 × SSL: SSL/TLS × STARTTLS × OAuth2 Authentication: OAuth2 × ~ Username: @appstate.edu @appstate.edu Advanced config C<u>a</u>ncel Re-<u>t</u>est <u>D</u>one

5. Sign in to your App State account.

	Enter credentials for nicholsjs@appstate.edu on imap.gmail.com					
https://shibb.its.appstate.edu/idp/profile/SAML2/Redirect/SSO?execution=e1s2						
	Appalachian					
	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.					

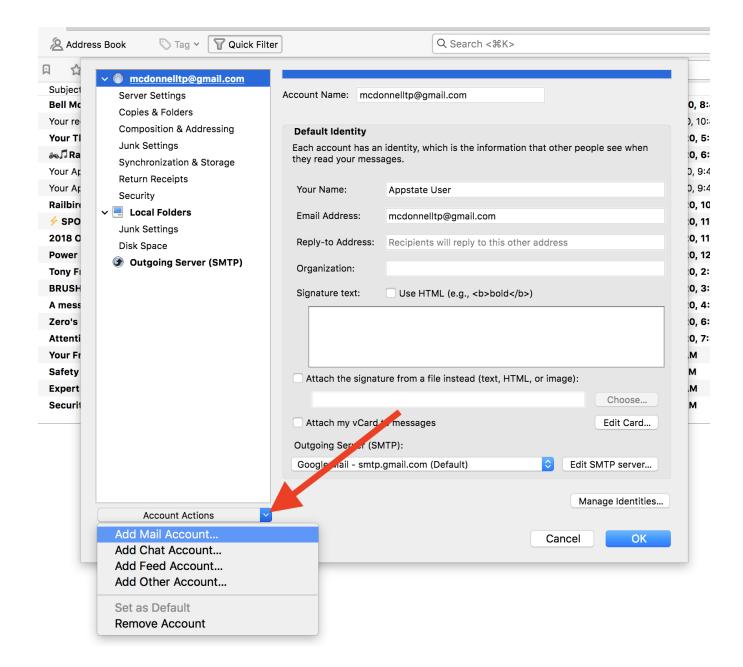
6. Enable Thunderbird to access your App State Google account.

	Enter credentials for nicholsjs@appstate.edu on imap.gmail.com
https://accounts.google.com	m/signin/oauth/legacy/consent?authuser=0∂=AJi8hANC-hFcDvyqgVhWG8UsAg7CJbZGPzWHXiUJjhKBvarterererererererererererererererererere
	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.
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1. Select "Tools" from the Menu Bar and then select "Account Settings".

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🔠 Spam	•	Your Apple ID information has been updated.	Dun Juni Mail Cantrala an Faldar		
Trash	•	Your Apple ID information has been updated.	Run Junk Mail Controls on Folder Delete Mail Marked as Junk in Folder		
Important (78)	•	Railbird Lineup Inside feat. Jason Isbell and the			
Starred	•	🐓 SPOTLIGHT: The Daily Flash	Import		
Notes	•	2018 Off-Road Bikes—Robby Schott's TM MX 2	Developer Tools		
Personal	•	Power Pack - Back in Stock + Free Hat & Shippi	Clear Recent History 企業区		
Receipts	•	Tony Franklin. Jim Adkins. JMJ.	Account Sattings		
TEST for import	•	BRUSHY WILL BE OPEN THIS SAT. AND SUNDA.	Account Settings		
Work	•	A message for youthere's something great hap	opening on eBay. 🛛 🌞 eBay		
🗸 📃 Local Folders	•	Zero's SR/S IS More Than A SR/F With a Fairing.	🗰 Cycle World		
Trash	•	Attention! New Graphics to Freshen up you Bike!	🗰 🛛 BTO Sports		
Outbox	•	Your Friday Briefing	🌞 🛛 The New York Times		
	•	Safety First Always Wear Protection	🌞 MotoSport		
	• 🛛	Expert tips to take your cooking up a notch.	🌞 NYT Cooking		
	•	Security alert	🌞 Google		

2. Select "Account Actions" and then select "Add Mail Account..."



3. Enter your personal email information and click "Continue".

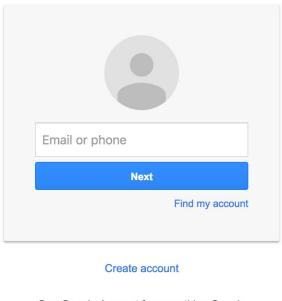
Your name:	First Last	👃 Please enter your name.
Email address:	you@gmail.com	Your existing email address
	Get a new email address	
Password:	Password	
	🗸 Remember password	
Manual config		Cancel Continue

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.

Google

One account. All of Google.

Sign in with your Google Account



One Google Account for everything Google



5. You should now see both your App State email account and your personal email account listed under the "Account Settings". Select "OK".

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♦ Spam > 20 Trash		Server Settings			> Upcoming (5 days)
important		Copies & Folders	Account Name: yosef @appstate.edu		
Starred		Composition & Addressing			
> Account Info		Junk Settings	Default Identity Each account has an identity, which is the information that other people		
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> 🔤 Classes		Return Receipts	Your Name: Appstate Yosef		
Conferences		Security	Email Address: yosef@appstate.edu		
> 📑 Help Desk		Server Settings			i i i i i i i i i i i i i i i i i i i
Keep Into		Copies & Folders	Reply-to Address: Recipients will reply to this other address		
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		Junk Settings	Signature text: Use HTML (e.g., bold)		
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🚔 Inbox (2) 🎹 Sent		Junk Settings			
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🕚 Spam					
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You can now drag folders from your App State email account and drop them in your personal email account.

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*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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