

Data Migration to Google Apps

The following document will take you through the steps of migrating your email, contacts, calendar, and docs (if you have a previous gmail account). There are three areas that this document will focus on – migration for Mac users, Outlook users, and gmail users. If you have another account that you want to migrate please contact Brian Stephens at bstephens@josiahventure.com.

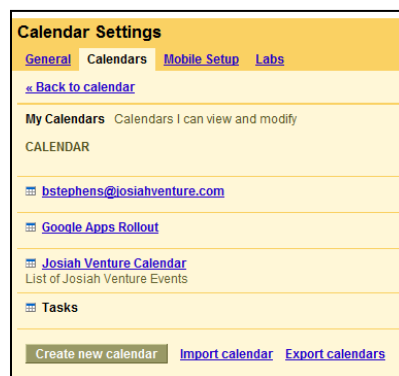
Gmail Users

The following steps will help you transfer email, contacts, calendar and docs to your new Google Apps account.

Gmail: The best method for transferring emails is to use [Gmail Backup](#) and backup your old account and upload it to your new account. This could take some time depending on the size of your Gmail account.

Contacts: To transfer your contacts you should export all your contacts from your old Gmail account and import them into your Google Apps account.

Calendar: In your old Gmail account you can go to your Google Calendar, go to Calendar Settings in the upper right corner, and under Calendars you can export all your calendars. In your Google Apps account you can then import those calendars.



Docs: Unfortunately there is no good way to transfer ownership in bulk of your Google Docs to your new Google Apps account. If you have certain docs that you are currently using, the best option is to share those files with your new Google Apps account. If you have older docs that you just want to move over, you can export those files and import them into your new Google Apps account. Unfortunately, none of the sharing or history will move over with this bulk export and upload.

We are currently looking for any other options, and Google is working on this issue. If we find a better solution we will share it with you immediately.

Migrate Data for Mac User

This section will focus on migrating data from Apple Mail, Address Book, and iCal.

Apple Mail: The best way to transfer your emails to Google Apps is to first setup your IMAP access to Google Apps and then drag emails (and folders) from your prior account into your newly created Google Apps account. This will immediately make them available online. See the Apple Mail setup guide for more information on setting up your IMAP access to Google Apps.

Address Book: To transfer your Address Book contacts to Google Apps you can either use [Spanning Sync](#) or create a backup and upload it to Google Contacts.

Create a backup

It would be a good idea to create a backup of your contacts. If you use a Mac then open your Address Book and go to File → Export → Address Book Archive. If you use a PC and have your contacts stored in Outlook then make sure to backup your Outlook profile.

Upload Contacts to Google Apps

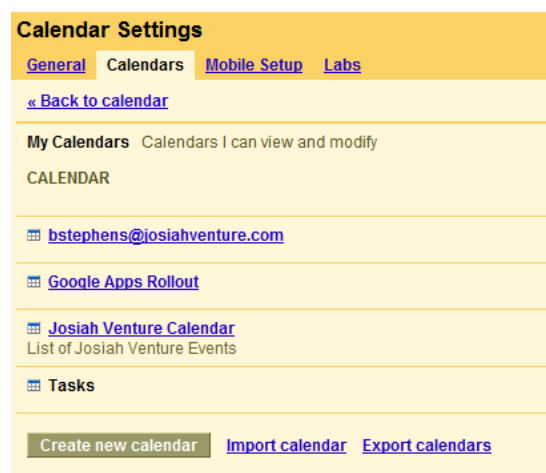
If you would like to keep the current contact information from you iPhone, you should first upload those contacts to Google Apps before setting up your account on the iPhone. You can use iTunes to upload existing Contacts from your Apple device to Google Apps.

Calendar: Use the following steps to transfer your iCal calendars to Google Calendar.

1. Open iCal
2. Click on the calendar you want to move to Google Apps and export this calendar – make sure you save it in a location you can easily find and you name it something that will identify it.
3. Repeat this step for all other calendars that you want to move (i.e. Personal, Bills, JV, etc)
4. Go to your Google Calendar online and click “Calendar settings” in the upper right corner of the screen.

[bstephens@josiahventure.com](#) | [Offline](#) | [Calendar settings](#) | [Help](#) | [Sign out](#)

5. Select the “Calendars” tab



6. Next you will create a new calendar for each calendar that you want to import (i.e. Personal, Bills, JV, etc)
 - Click “Create new calendar”

- Select a name for the calendar
- Determine whether you want to share this calendar with others. You can make it completely private, share only free/busy time, or share all details. You can also choose the people you want to see your calendar.

The screenshot shows a form for creating a new calendar. It includes the following fields and options:

- Calendar Name:** A text input field.
- Organization:** A text input field.
- Description:** A large text area for entering details about the calendar.
- Location:** A text input field with a placeholder "e.g. 'S'".
- Calendar Time Zone:** A dropdown menu with the instruction: "Please first select a country to select the right set of time zones. To see all time zones, check the box instead." Below the dropdown is a "Now s" link.
- Share this calendar with others:** A checked checkbox with a "Learn more" link.
- Make this calendar public:** An unchecked checkbox with a "See" link.
- Share this calendar with everyone in the organization:** An unchecked checkbox with a "See" link.

- Repeat this for all calendars that you will import (NOTE: you already have one calendar created with Google Apps which you can treat as you main/top level calendar if you would like)
7. After you have created all your calendars, click "Import Calendar" on the calendar settings page

The screenshot shows the "Import calendar" dialog box with the following elements:

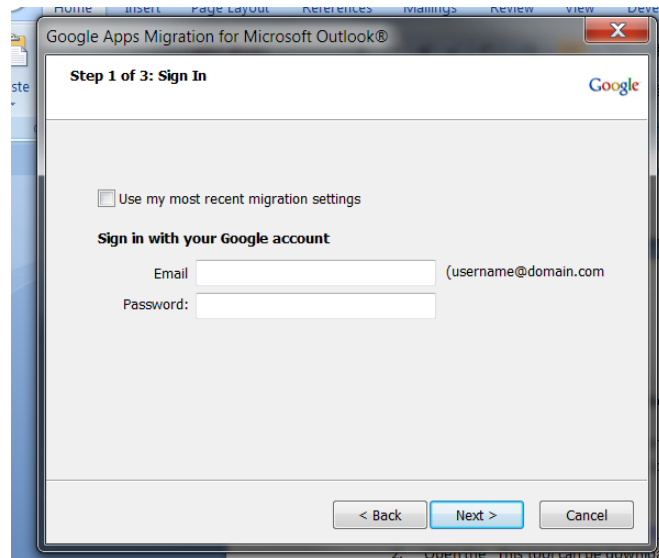
- Title:** "Import calendar" with a close button (X).
- File:** A text input field followed by a "Browse..." button.
- Instructions:** "Choose the file that contains your events. Google Calendar can import event information in iCal or CSV (MS Outlook) format. [Learn more](#)"
- Calendar:** A dropdown menu showing "bstephens@josiahventure.com".
- Instructions:** "Choose the calendar where these events should be saved."
- Buttons:** "Import" and "Cancel".

8. Locate the file you created from iCal and then select the calendar you want to import those events into. Click IMPORT (Repeat this for all calendars that you need to import)

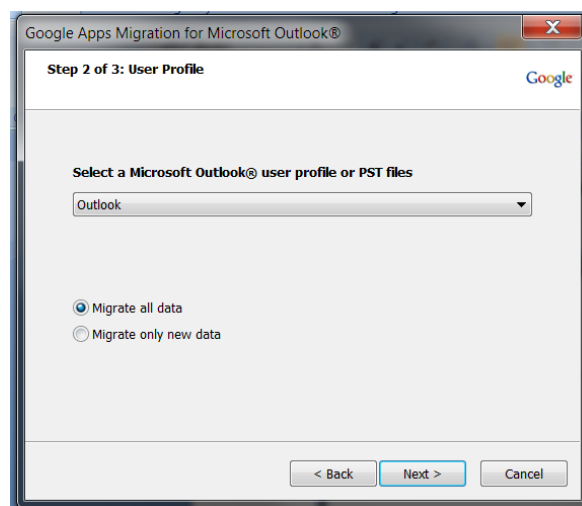
Microsoft Outlook

The best way to transfer your Outlook data is to use the Google Apps Migration for Microsoft Outlook. If you choose to do this it is recommended that you only transfer over a portion of your emails – 6 months or 1 year – to reduce the amount of time and space you use on the transfer.

1. Go to [Google Apps Migration for Microsoft Outlook](#) and download the software.
2. Open the application and click NEXT
3. Enter your Josiah Venture email address and password
 - Keep “Use my most recent migration settings” unchecked

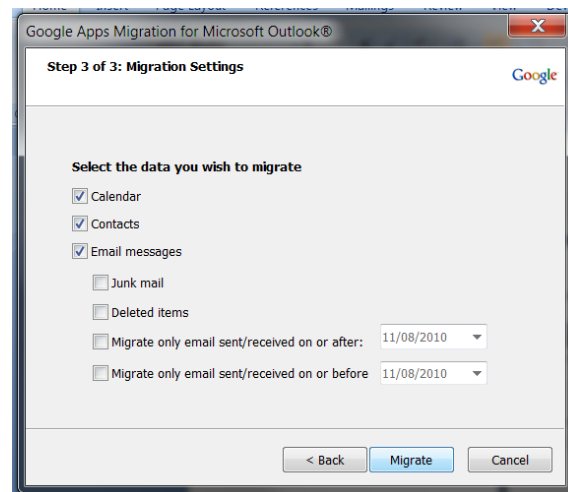


4. Click NEXT
5. Select your prior Outlook profile name and select “Migrate all data”



6. Click NEXT

7. At this point you can choose what to import. It is recommended that you import your Calendar, Contacts, and Mail. You can also decide to import only recent email by checking the box for “Migrate only mail sent/received on or after:” and select a date (i.e. 6 months or 1 year prior).



8. Click MIGRATE
9. Once you start the migration, **Google Apps Migration for Microsoft Outlook®** begins to import data to your Google Apps account. Contacts are imported first, followed by calendar data, and then email. If you're importing more than one PST file or email account, each file or account is imported in sequence (completing one before moving on to the next).
10. You can monitor your migration's process to see the number of items migrated and the number of items remaining.
11. When your migration has finished, you can click **Start new migration** to import more data (if you're migrating in stages). Otherwise, click **Cancel** to close the wizard.
12. **What to expect during migration**
 - **How long does it take?** Depending on how much mail and other data you have, it might take several hours for all of it to import (although you can begin to work in your Google Apps account right away).
 - **Pause a migration.** To temporarily halt importing, click **Pause Migration**. Click **Resume Migration** to continue importing from where you left off.
 - **Restart a migration.** If your import is interrupted and you need to run the migration again (say, if you click **Cancel** in the wizard or if you have to shut down your computer), simply rerun the wizard. To avoid importing duplicate contacts, select the option to **Migrate only new data**.
 - **My Internet connection went away.** If the migration is interrupted *without* closing the wizard—say, if your Internet connection goes away—it will resume where it left off if the connection comes back soon. Otherwise, you should start a new migration. To avoid importing duplicate contacts, select the option to **Migrate only new data**.