

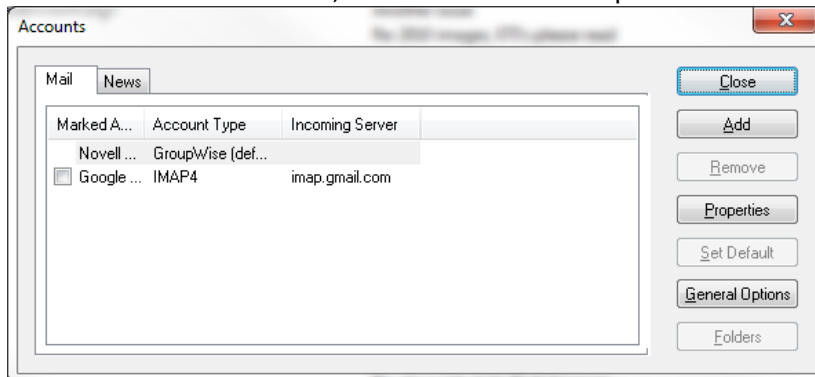
## Moving email from GroupWise to Google Apps:

In order for you to move email from GroupWise to your new Google Apps account, there are a few steps that need to be completed first. The first thing is to add your Google account to the GroupWise client.

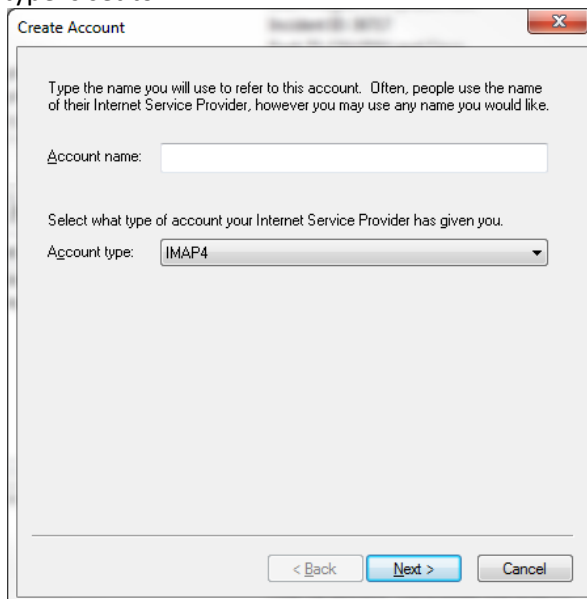
**Important:** While you are able to move your current email over to Google, please only move what you need. When moving email to Google, please only transfer a handful of emails at one time. Too many emails being moved can bog the system down.

If you are uncomfortable doing this, please contact Helpdesk and we can give you a hand. GroupWise is going to be up for the next 6 months, so there is no rush to move email.

1. Click on the Accounts menu, and choose Account Options.

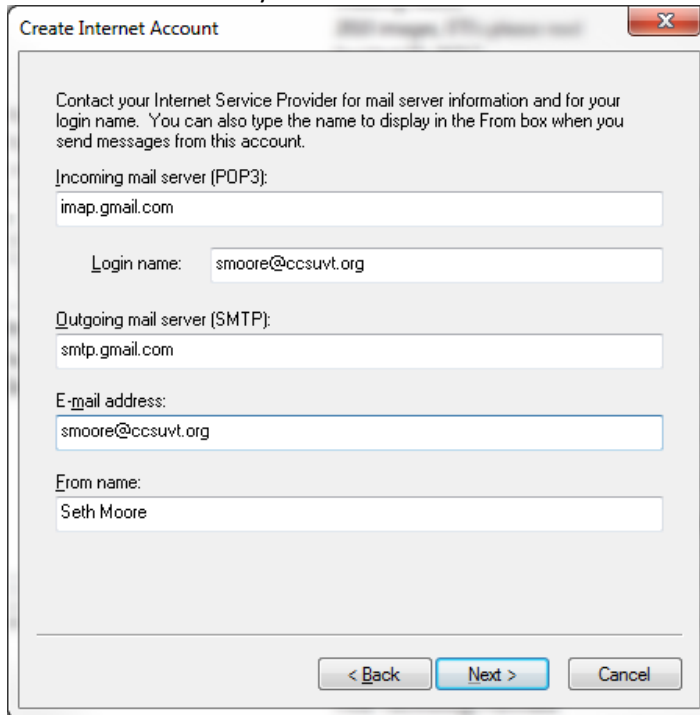


2. Click on the Add button.
3. On this page enter a name for the account, such as Google Apps, and make sure the Account type is set to IMAP4.



4. Click Next.
5. Enter the following information on this page:
  - Incoming mail server (POP3): [imap.gmail.com](mailto:imap.gmail.com)
  - Login name: your [username@ccsuvt.org](mailto:username@ccsuvt.org)

- Outgoing mail server (SMTP): smtp.gmail.com
- E-mail address: your [username@ccsuvt.org](#)
- From name: your name.



**Create Internet Account**

Contact your Internet Service Provider for mail server information and for your login name. You can also type the name to display in the From box when you send messages from this account.

Incoming mail server (POP3):  
imap.gmail.com

Login name: smoore@ccsuvt.org

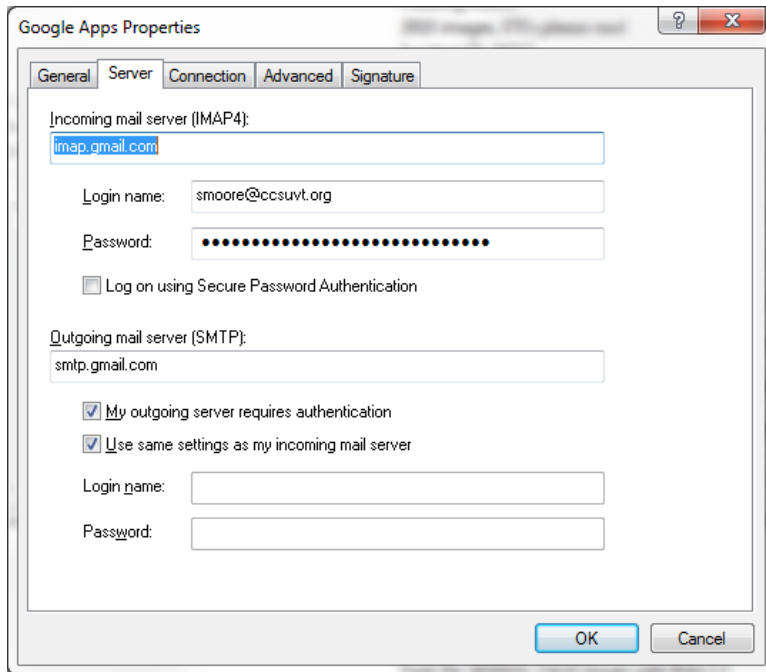
Otgoing mail server (SMTP):  
smtp.gmail.com

E-mail address:  
smoore@ccsuvt.org

From name:  
Seth Moore

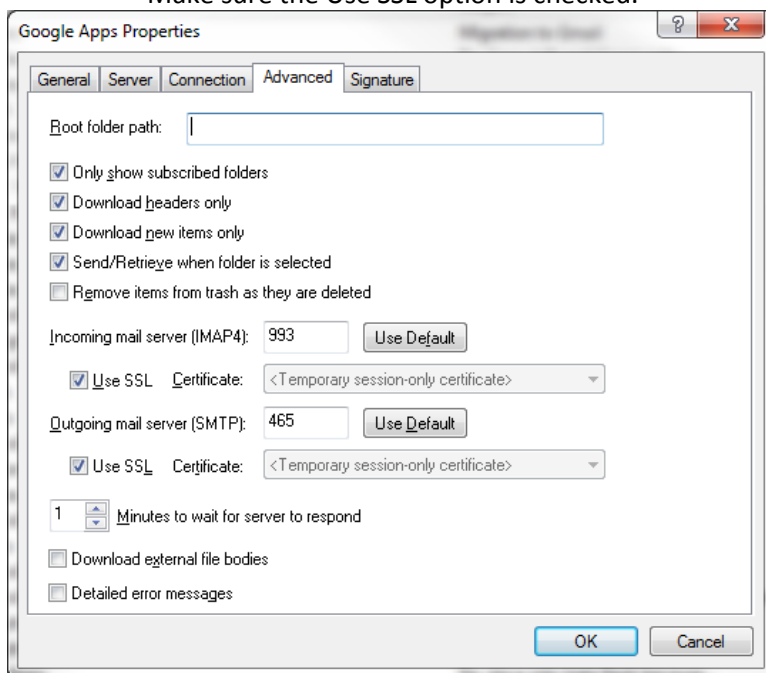
< Back   Next >   Cancel

6. Click Next when finished.
7. On the next page make sure Connect through my local area network (LAN) is checked. Then click Next.
8. On the Create IMAP Folder screen click Finish.
9. You should now be back at the Accounts screen. Highlight your Google Apps account and click Properties.
10. On the Server tab, make sure the information is correct and that the My outgoing server requires authentication and Use same settings as my incoming mail server boxes are checked.



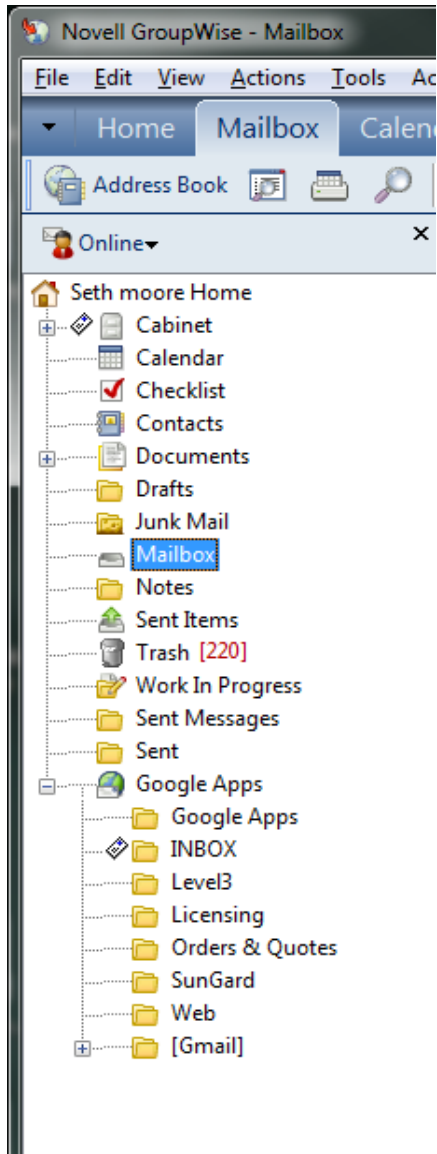
11. On the Advanced tab the following settings need to be made:

- Incoming mail server (IMAP4): 993
- Make sure the Use SSL option is checked.
- Outgoing mail server (SMTP): 465
- Make sure the Use SSL option is checked.



12. You are now all set to start moving your mail from GroupWise to Google Apps.

13. Your Google Apps account should now be at the bottom of your GroupWise navigation panel.



14. There are two things to keep in mind when moving email to Google.
  - You must move the mail to the INBOX folder of your Google Apps account. Moving it to any other folder will not work.
  - You can only move messages, not folders or cabinets.
15. Choose one or two message and try to move them. Make sure this move works before attempting any more moves.
16. Email that you move will not immediately be available in your Google account. Please allow some time for the transfer to happen.