

Google Workspace Migration Instructions

Texas A&M Gmail Account: <address>@aggienetwork.com

Aggie Moms Gmail Account: <address>@aggiemoms.org

Transfer Emails and Google Drive Files

(Walkthrough instructions with screenshots attached)

1. Log into your *Texas A&M Gmail account (aggienetwork.com)*
2. Go to this <https://takeout.google.com/transfer>. You should see your Texas A&M Gmail account profile picture in the top right.
3. Enter the *email address of your Aggie Moms (aggiemoms.org) Gmail account*
4. You will be sent a verification code to your Aggie Moms Gmail account. Check your inbox in a new browser or from another device and retrieve the verification code.
 1. Note: You can run into issues if you go to your Aggie Moms Gmail account in the same browser. Commonly, you will see an error stating: *Transfer Your Content is only available to authorized Google Workspace for Nonprofit Accounts. Please contact your administrator, or sign in with another Google Account.* To fix this, please sign out of your personal and Aggie Moms Gmail, and open a different browser (if you were using Google Chrome, using Firefox, or Safari/Edge) and that should resolve the issue.
5. Go back to the **Transfer your content** screen and enter the *verification code*.
6. Select the *content you would like to transfer* and click **Start Transfer**

Transfer Contacts

1. Navigate to contacts.google.com and ensure you are logged into your *Texas A&M Gmail account*
2. Click **Export** from the menu on the left
3. Choose Export as **Google CSV** and click **Export**
4. Save the *contacts.csv* file in an accessible location of your preference
5. Navigate back to contacts.google.com and ensure you are now logged into your *Aggie Moms Gmail account*
6. Click **Import** from the menu on the left
7. Click **Select File**
8. Find the *contacts.csv* file and click **Import**

Transfer Calendar Events

1. Navigate to calendar.google.com and ensure you are logged into your *Texas A&M Gmail Account*
2. At the top right, click the **gear icon**, then click **Settings**

3. Click **Import & Export**, then save the *.zip file*
4. Open the *.zip file* and choose the *.ics file(s)* you want to import. Move these files to an accessible location of your preference
5. Navigate back to calendar.google.com and ensure you are logged into your *Aggie Moms Gmail account*
6. At the top right, click the **gear icon**, then click **Settings**
7. Click **Import & Export**
8. Click **Select file from your computer**, then chose a desired *.ics file*
9. Choose which calendar to add the imported events to
 - o By default, events will be imported into your primary calendar
10. Click **Import**

Backup All Desired Data

(Not required - option to download everything to your computer as a backup)

These steps will allow you to download every single piece of data from your Texas A&M Gmail account that you desire, including all the above data and more. This method can take up to a few days. Additionally, certain file formats will require a 3rd party to view the data later.

1. Navigate to takeout.google.com and ensure you are logged in with your *Texas A&M Gmail account*
2. Toggle/select all of the boxes that you would like to download. If all boxes are checked, all data associated with your account will be downloaded
 1. In certain cases, you can specify what format you want. Additionally, you can specify which data you want. For the Google Calendar section, it tells you it will export as an iCal and a JSON, while also giving you an option to choose which calendars you want to export
3. Click **Next Step** at the bottom of the page
4. For **Delivery Method**, select **Send download link via email**
5. For **frequency**, select **Export once**
6. For **File type & size**, select a file type that fits your system(a .zip is best for Windows PC) and the desired file size
 - o A larger size will mean fewer files to download
7. Click **Create export**
8. After a while (potentially a few days), you will receive an email to your Texas A&M Gmail inbox with the files which you can download to your device
9. You now have a full backup of all Google data from your Texas A&M Gmail account, and you can upload the data to your Aggie Moms Gmail account as desired

NOTE: If you get an error when trying to transfer data, please try using an incognito window and/or another browser.

If some files were shared with your Google Drive but not owned by it, there's a chance they won't transfer. In other words, files you don't own that are in your drive won't be copied. <https://support.google.com/accounts/answer/6386856>

Transfer Google Workspace Emails and Drive files from AggieNetwork.com to AggieMoms.org

Example shown is transfer of aggiemoms@aggienetwork.com to aggiemoms@aggiemoms.org.

Go to <https://takeout.google.com/transfer>. Enter the email address to transfer your data to in the aggiemoms.org domain and press "send code".

Google Account

← Transfer your content

Transfer your content

Copy and transfer your email and Google Drive files to another Google Account

1. Enter a destination account

Enter the Google Account that will receive your transferred content. [Learn more](#)

Enter an email address

aggiemoms@aggiemoms.org

Don't have a Google Account? [Create account](#)

SEND CODE

2. Verify your destination account

3. Select content to copy and transfer

Privacy Terms Help About


You will need to check your aggiemoms.org email to find the confirmation code. See notes in yellow box below.

Google Account ? ☰ 2FA


← Transfer your content

Transfer your content

Copy and transfer your email and Google Drive files to another Google Account



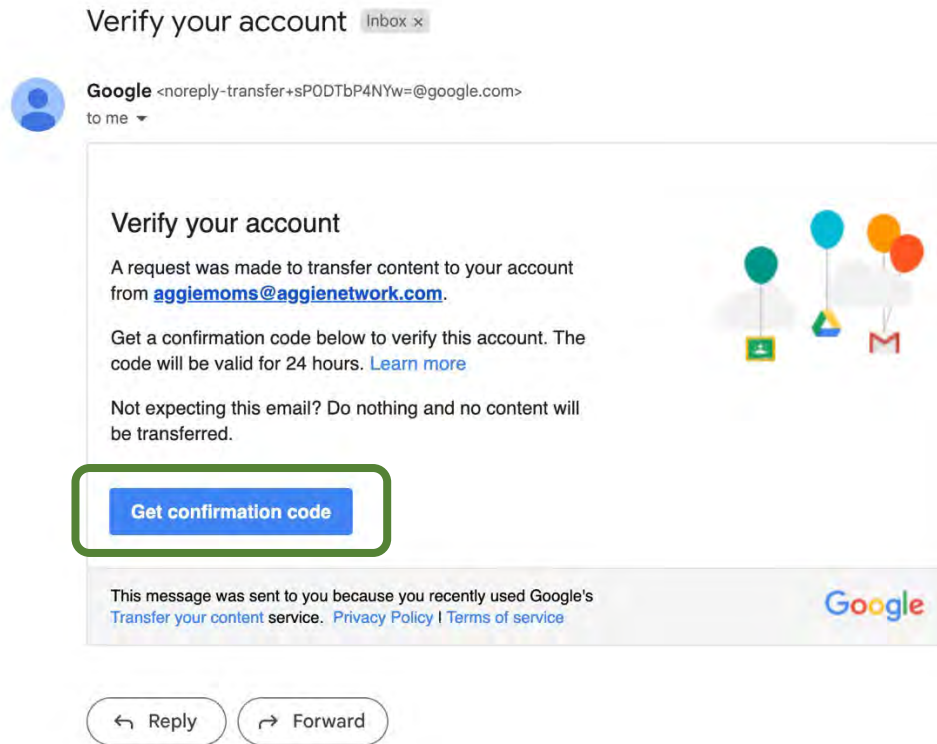
- ✓ 1. Code sent to **aggiemoms@aggiemoms.org**
- 2. Verify your destination account**

Check your **aggiemoms@aggiemoms.org** email for a confirmation code and enter it here. It may take a few minutes for the email to appear in your inbox. [Learn more](#) 

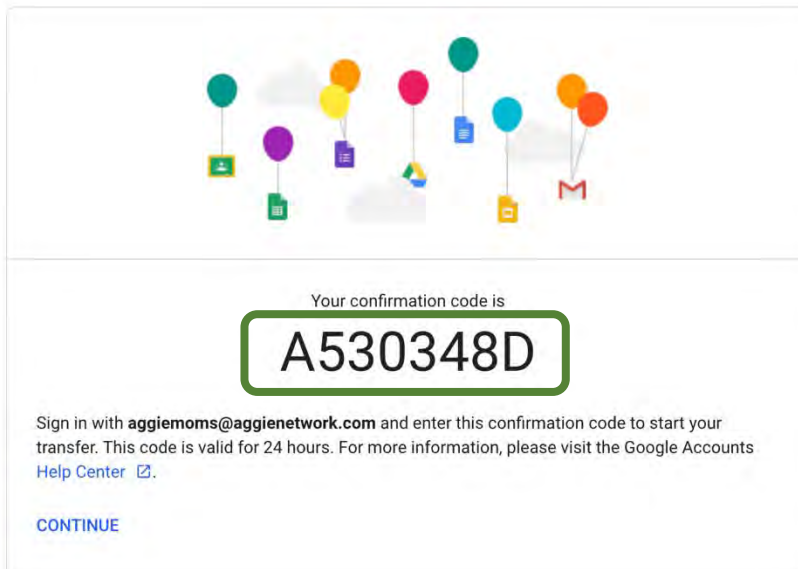
Enter code
3. Select content to copy and transfer

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Click the "Get confirmation code" in the email.



Copy the confirmation code to be input into the Transfer your content screen.



Enter the confirmation code and click the "Verify" button.

← Transfer your content

Transfer your content

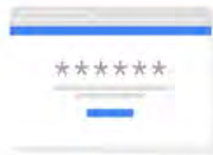
Copy and transfer your email and Google Drive files to another Google Account



✓ 1. Code sent to **aggiemoms@aggiemoms.org**

2. Verify your destination account

Check your **aggiemoms@aggiemoms.org** email for a confirmation code and enter it here. It may take a few minutes for the email to appear in your inbox. [Learn more](#)



Enter code
A530348D

VERIFY RESEND CODE

3. Select content to copy and transfer


Confirm both Drive and Gmail content are selected to be transferred, and then click the "Start Transfer" button.


Google Account ? ☰ 123



← Transfer your content



✓ 1. Code sent to **aggiemoms@aggiemoms.org**

✓ 2. Account verified

3. Select content to copy and transfer 

Choose the content you'd like to copy and transfer to the other account. People you've shared files with will still have access to the originals. [Learn more](#) 

 **Aggie Moms**
aggiemoms@aggienetwork.com →  **aggiemoms@aggiemoms.org**

Product	Details	
 Drive	My Drive files, Files you own, Shared with me files	<input checked="" type="checkbox"/>
 Gmail	All mail	<input checked="" type="checkbox"/>

Copy and transfer to **aggiemoms@aggiemoms.org** [Change](#)

START TRANSFER

Privacy Terms Help About

Confirm the email for your aggienetwork.com account, enter the password, and click "Next".

The image shows a Google account verification page. At the top is the Google logo, followed by the text "Hi Aggie". Below this is a dropdown menu showing the email address "aggiemoms@aggienetwork.com" with a downward arrow. The instruction "To continue, first verify it's you" is displayed. A large text input field is labeled "Enter your password" and contains a single vertical line cursor. Below the input field is a checkbox labeled "Show password". To the left of the "Next" button is a link that says "Forgot password?". The "Next" button is a blue rectangle with white text. The entire form is enclosed in a light gray border.

English (United States) ▼


[Help](#)

[Privacy](#)

[Terms](#)

Once signed in, you should receive the following message that the transfer is in progress.

← Transfer your content



✓ You're all set

Your copy and transfer to **aggiemoms@aggiemoms.org** is in progress. It may take up to a week for the transfer to complete. You'll receive an email when it's finished.

[VIEW HISTORY](#)

[BACK TO YOUR GOOGLE ACCOUNT](#)

← Transfer history

This page provides a record of content transfer events for the last 30 days. Dates and times are shown in your local time zone.

Content	Transferred to	Completed on	
2 products	aggiemoms@aggiemoms.org	In progress	⌵
Products included			
Drive	My Drive files, Files you own, Shared with me files		
Gmail	All mail		

You will receive an email that the transfer has started.

Google content transfer from aggiemoms@aggienetwork.com to aggiemoms@aggiemoms.org Inbox x




Google <noreply-account-migration@google.com>
to [aggiemoms](#), me ▾


Your content is on its way

You started a copy and transfer on May 9, 2023 from aggiemoms@aggienetwork.com to aggiemoms@aggiemoms.org.

It may take up to a week for the transfer to complete. You'll get an email when it's finished. Restricted content will not be transferred. [Learn more](#).



This message was sent to you because you recently used Google's [Transfer your content service](#). [Privacy Policy](#) | [Terms of Service](#)



[↩ Reply](#) [↶ Reply all](#) [↷ Forward](#)

Once the transfer is complete, you will receive an email that your transfer is done.

Google content transfer from aggiemoms@aggienetwork.com to aggiemoms@aggiemoms.org Inbox x




Google <noreply-account-migration@google.com>
to me ▾


Your content has arrived!

The Google content transfer you started on May 9, 2023 is done.

[f](#) [t](#) Spread the word

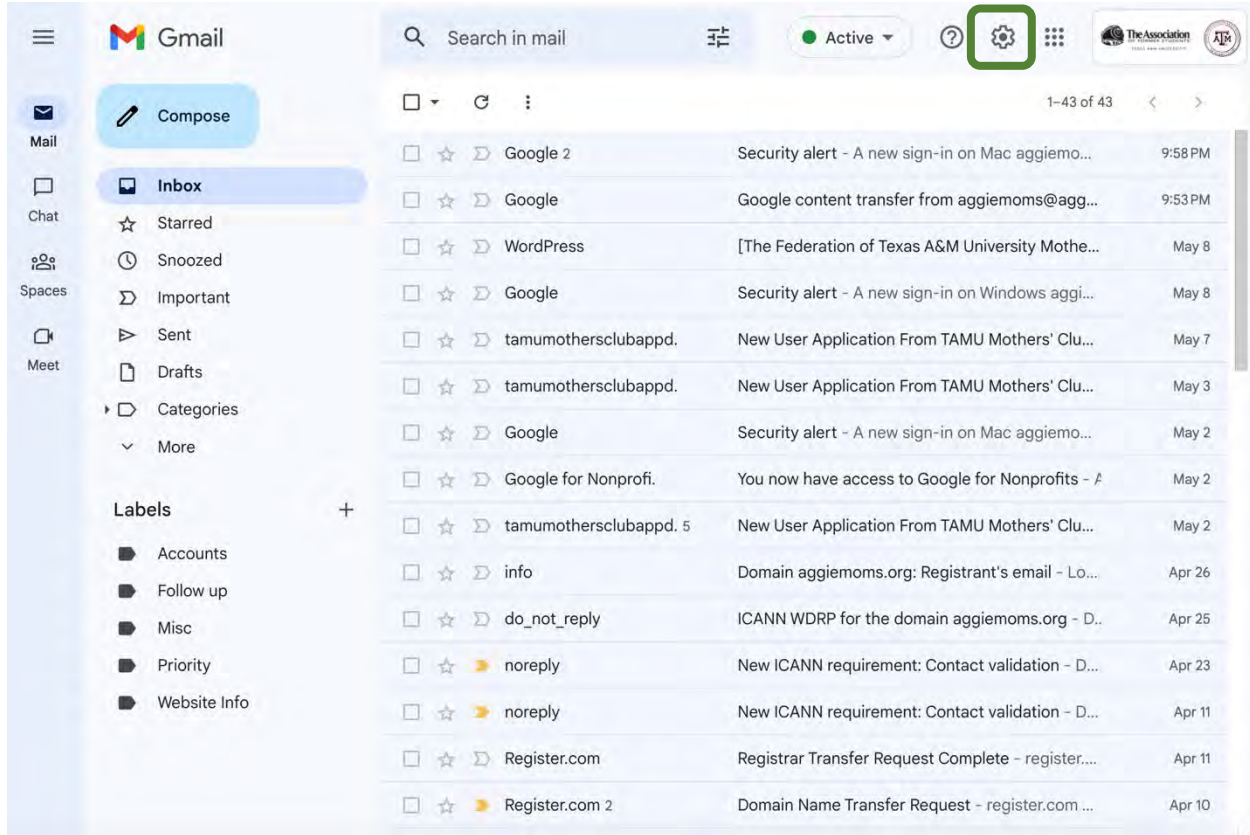


This message was sent to you because you recently used Google's [Transfer your content service](#). [Privacy Policy](#) | [Terms of Service](#)

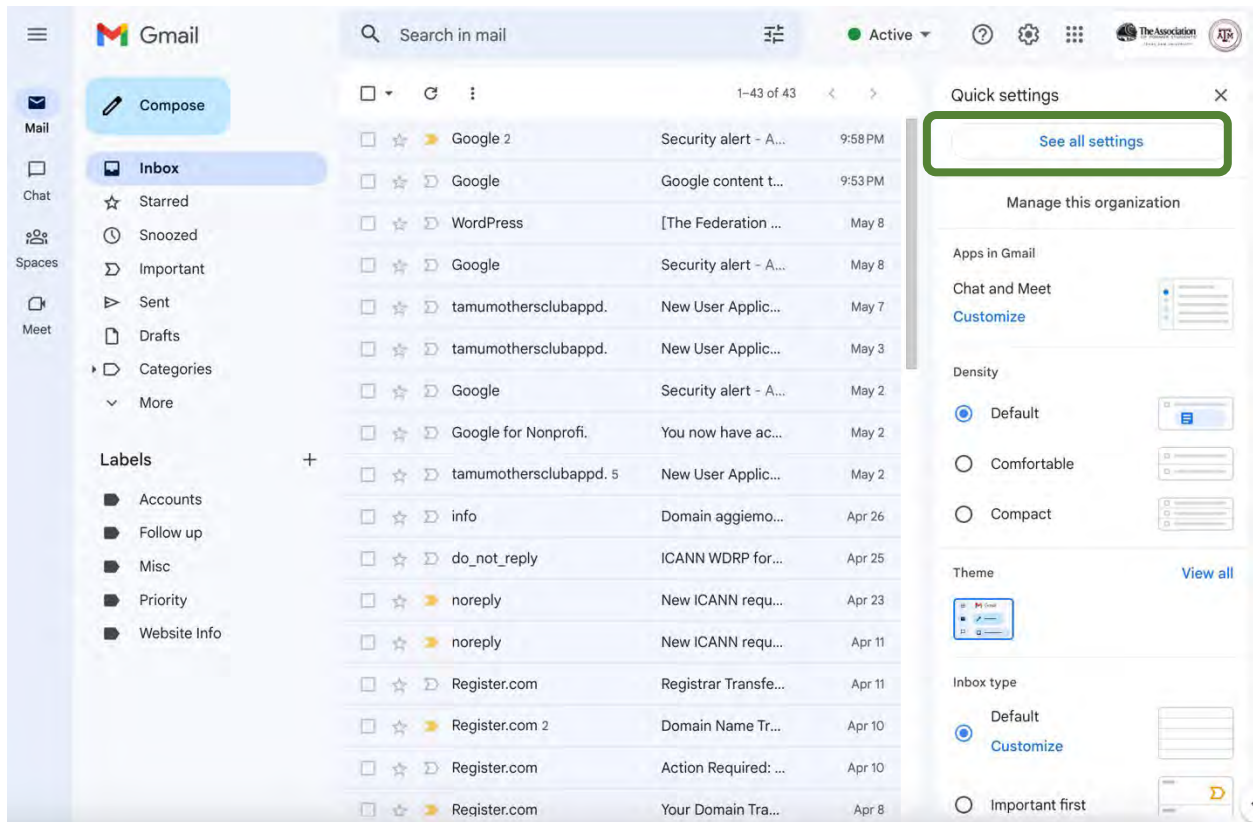


[↩ Reply](#) [↷ Forward](#)

In order to make sure you receive all emails sent to your aggienetwork.com email address as you transition, you need to set up mail forwarding in your aggienetwork.com account. Login to your aggienetwork.com email and click the settings icon.



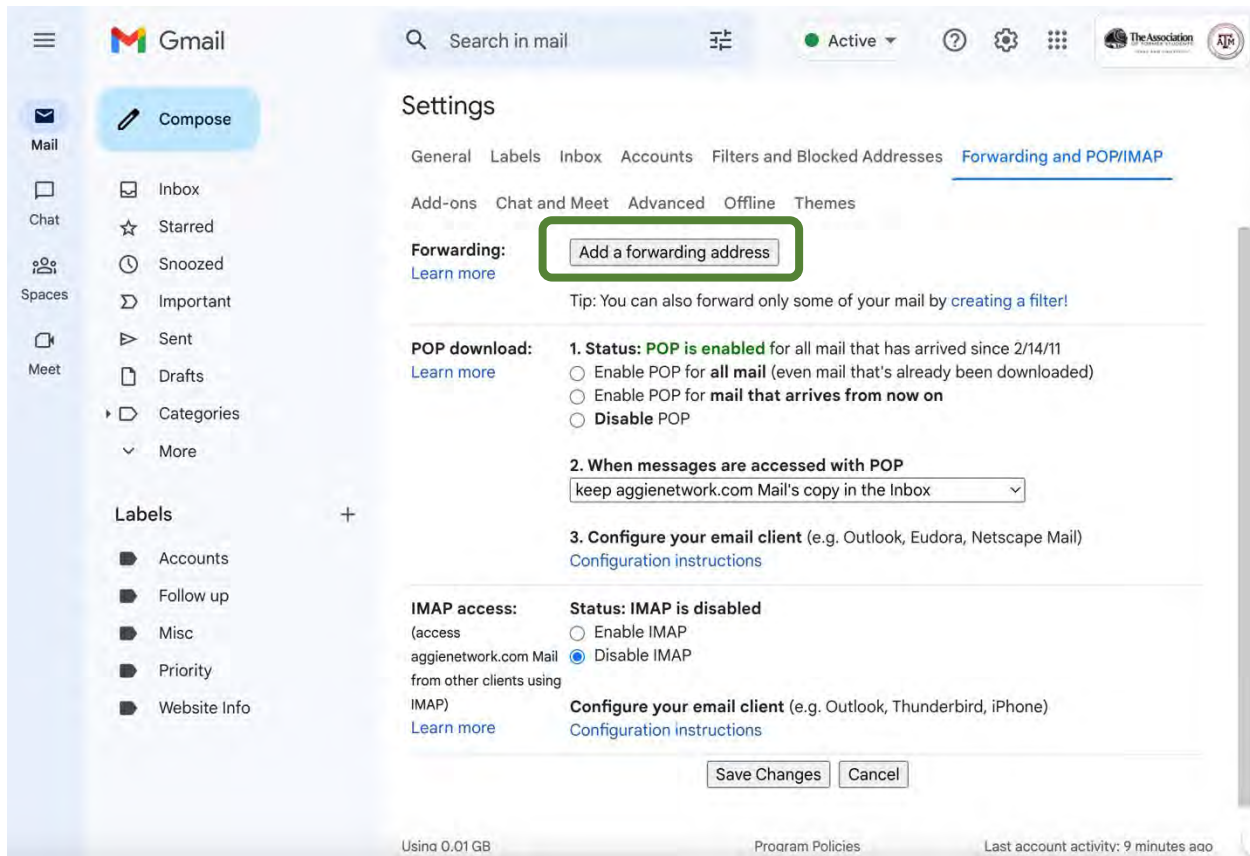
In the Quick settings area, click “See all settings”.



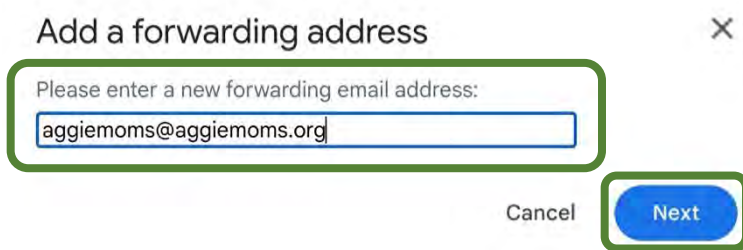
Click on "Forwarding and POP/IMAP"

The image shows the Gmail Settings interface. The left sidebar contains navigation options: Mail, Compose, Chat, Spaces, Meet, Categories, and More. The main content area is titled 'Settings' and has several tabs: General, Labels, Inbox, Accounts, Filters and Blocked Addresses, Forwarding and POP/IMAP (highlighted with a green box), Add-ons, Chat and Meet, Advanced, Offline, and Themes. The 'Forwarding and POP/IMAP' tab is active, showing settings for 'aggienetwork.com'. The 'Mail display language' is set to 'English (US)'. The 'Default country code' is 'United States'. The 'Maximum page size' is set to '50 conversations per page size'. The 'Undo Send' setting is 'Send cancellation period: 5 seconds'. The 'Default reply behavior' is 'Reply'. The 'Hover actions' are 'Enable hover actions'. The 'Send and Archive' setting is 'Hide "Send & Archive" button in reply'. The 'Default text style' is 'Sans Serif'.

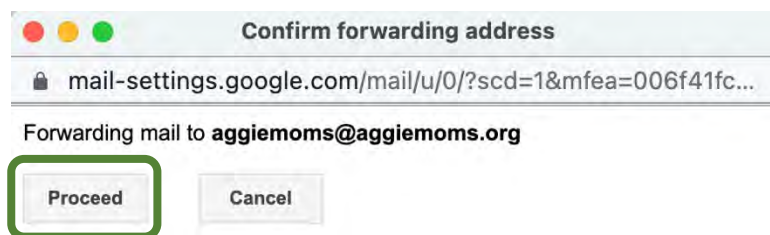
Click the “Add a forwarding address” button.



Enter your new aggiemoms.org email address and click “Next”.



Confirm the forwarding address and click “Proceed”.



Add a forwarding address



A confirmation code has been sent to aggieadmins@aggienetwork.com to verify permission.

OK

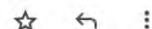
You will receive an email in your aggienetwork.com inbox with a confirmation code to be entered on the forwarding set up screen. Copy the confirmation code to enter.

(#892469421) aggienetwork.com Forwarding Confirmation -
Receive Mail from aggieadmins@aggienetwork.com Inbox x



aggienetwork.com Team <forwarding-noreply@google.com>
to me ▾

10:16 PM (25 minutes ago)



aggieadmins@aggienetwork.com has requested to automatically forward mail to your email address aggieadmins@aggienetwork.com.

Confirmation code: 892469421

To allow aggieadmins@aggienetwork.com to automatically forward mail to your address, please click the link below to confirm the request:

<https://mail-settings.google.com/mail/vf-%5BANGjdJ-6ZSfPhhNRAcPfcWclVH2ab4LsAJLBJwCbnfQ7Yv9zDSHK0TZLgp8shORKiz2mWDICTDhVAqCYMMYdMKFGK6SoLZ1OzK065eGwg%5D-RVO8CdUllqUUhUrf2enMD1YUA24>

If you click the link and it appears to be broken, please copy and paste it into a new browser window. If you aren't able to access the link, you can send the confirmation code 892469421 to aggieadmins@aggienetwork.com.

Thanks for using aggienetwork.com!

Sincerely,

The aggienetwork.com Team

If you do not approve of this request, no further action is required. aggieadmins@aggienetwork.com cannot automatically forward messages to your email address

Enter the confirmation code received in the email and click "Verify".

The screenshot shows the Gmail Settings page for the account 'aggienetwork.com Mail'. The 'Forwarding and POP/IMAP' tab is selected. Under the 'Forwarding' section, there is a 'Verify' button next to the email address 'aggieomoms@aggieomoms.org'. A confirmation code '892469421' is entered in a text box next to it, and a 'Verify' button is also present. Below this, the 'POP download' section shows that POP is enabled for all mail. The 'IMAP access' section shows that IMAP is disabled. At the bottom, there are 'Save Changes' and 'Cancel' buttons.

Settings

General Labels Inbox Accounts Filters and Blocked Addresses **Forwarding and POP/IMAP**

Add-ons Chat and Meet Advanced Offline Themes

Forwarding: Add a forwarding address
[Learn more](#)

Verify
aggieomoms@aggieomoms.org 892469421 Verify [Resend email](#) [Remove address](#)

POP download: [Learn more](#)

1. Status: POP is enabled for all mail that has arrived since 2/14/11

- Enable POP for **all mail** (even mail that's already been downloaded)
- Enable POP for **mail that arrives from now on**
- Disable POP**

2. When messages are accessed with POP
keep aggienetwork.com Mail's copy in the Inbox

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

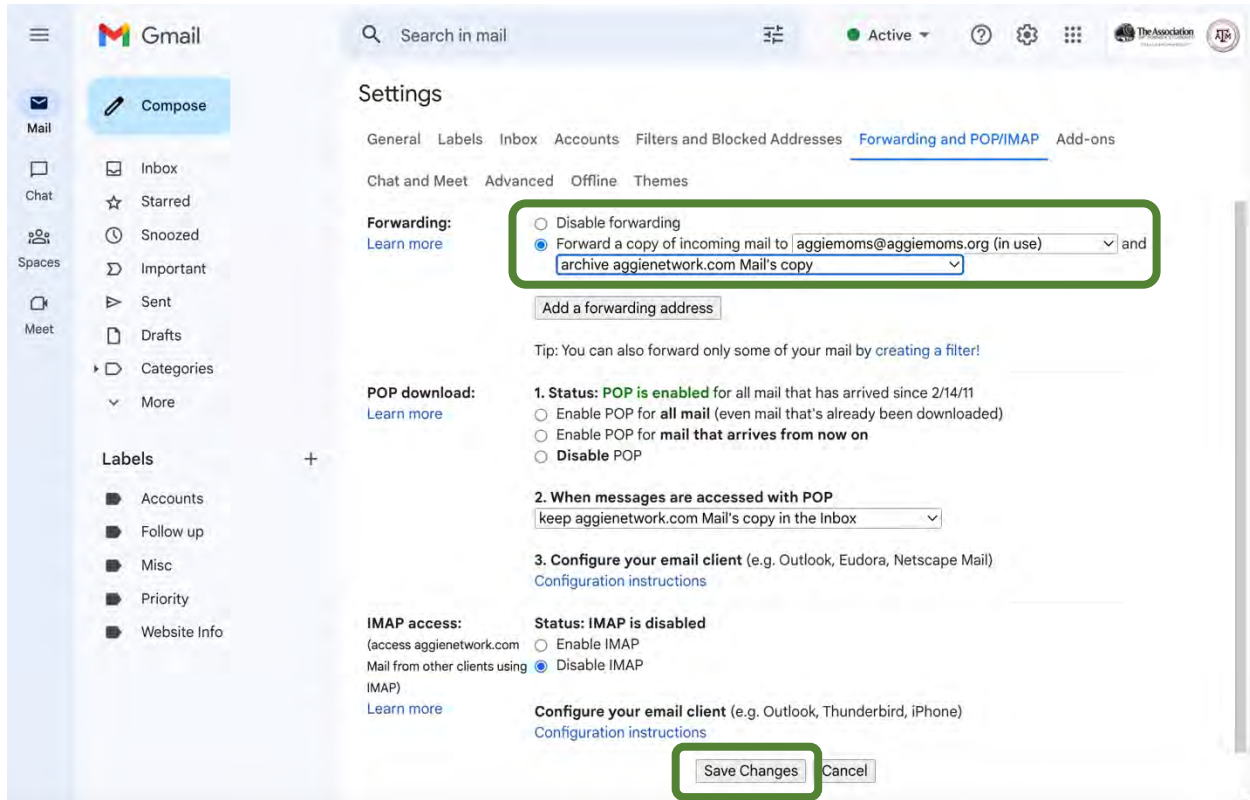
IMAP access: **Status: IMAP is disabled**

- Enable IMAP
- Disable IMAP**

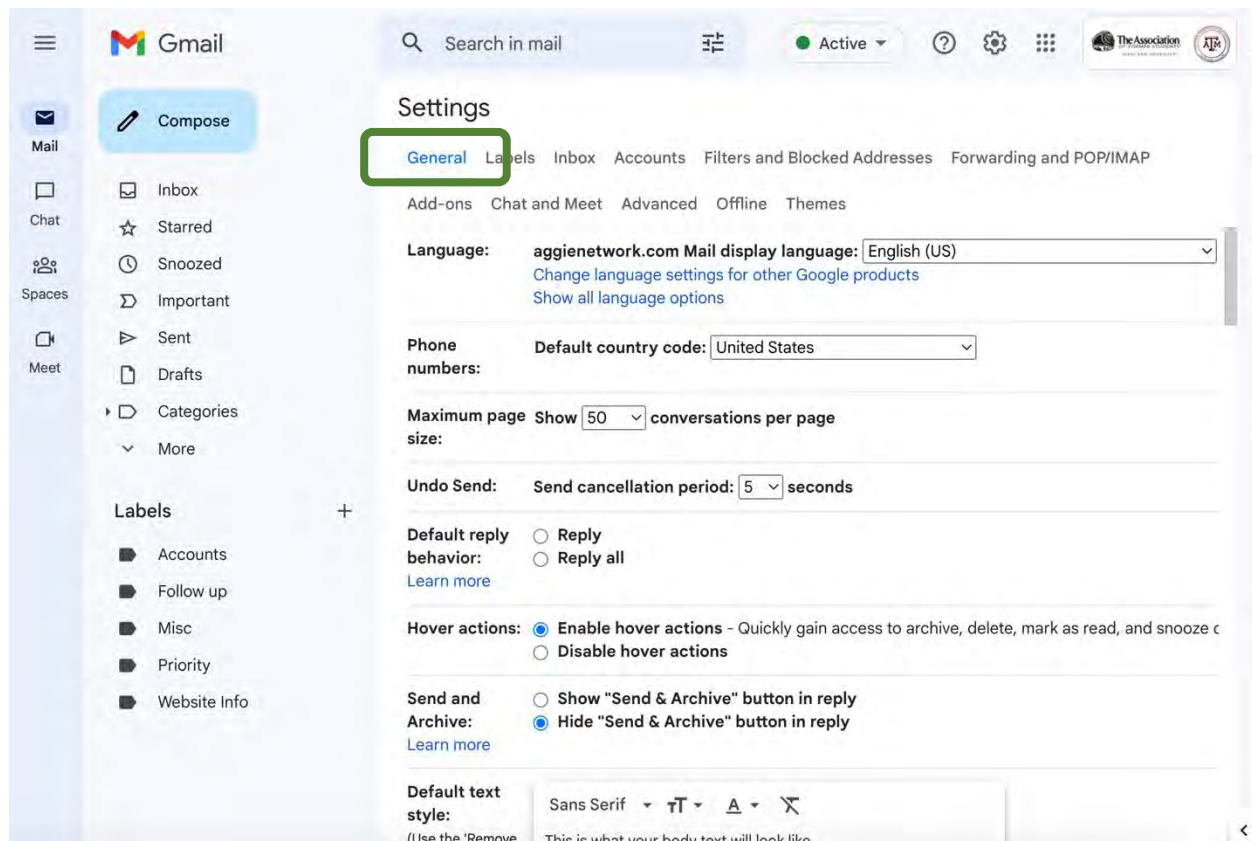
(access aggienetwork.com Mail from other clients using IMAP) [Learn more](#) **Configure your email client** (e.g. Outlook, Thunderbird, iPhone) [Configuration instructions](#)

Save Changes Cancel

Select the radio button to “Forward a copy of incoming mail to your aggiemoms.org email address, choose to “archive aggienetworks.com Mail’s copy”, and click “Save Changes”.

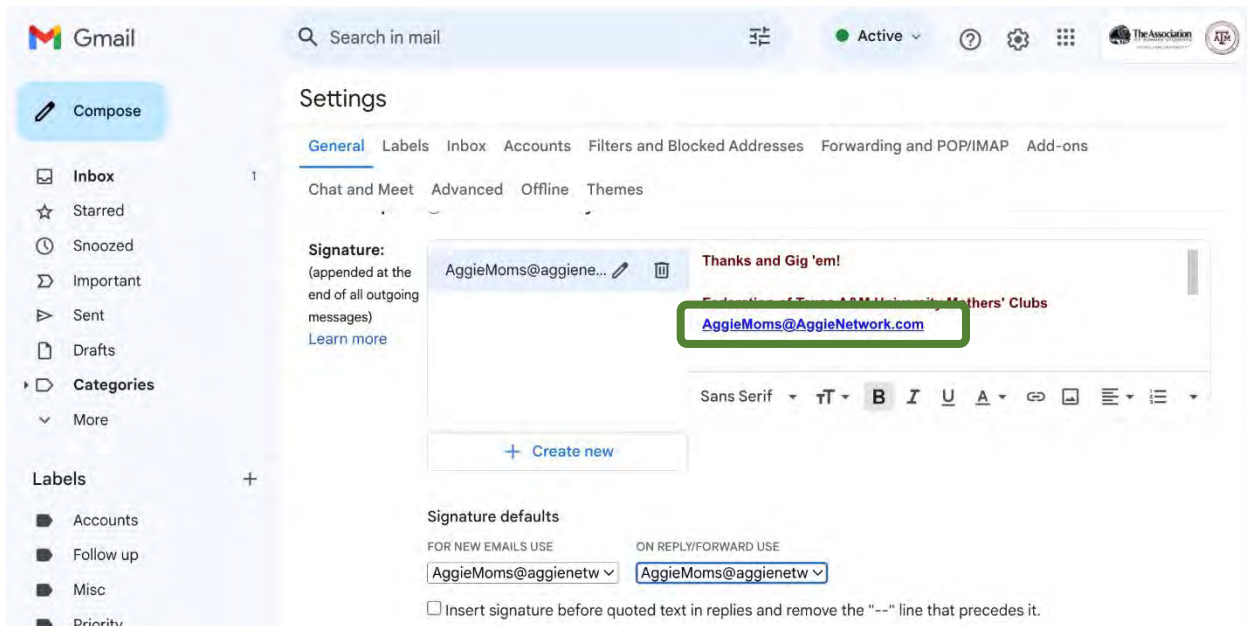


Click on the General tab to update your signature and add an autoreply notifying sender of our email address change.

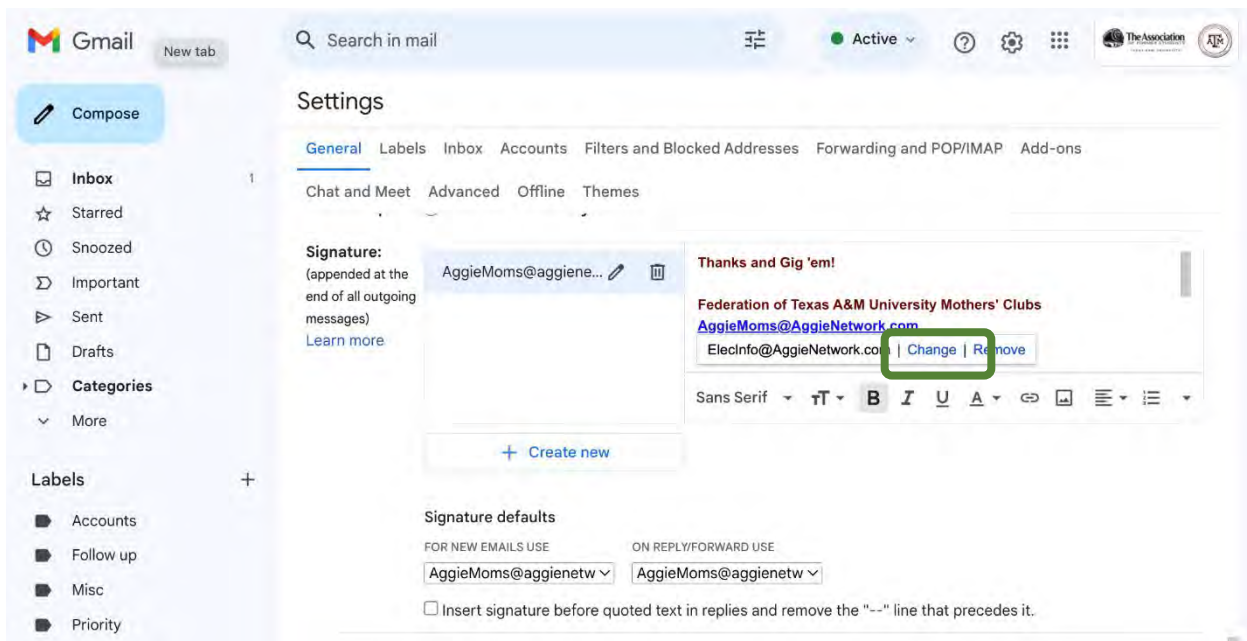


The image shows the Gmail Settings interface. The 'Settings' title is at the top, with a green box highlighting the 'General' tab. Below the title are several sub-tabs: 'General', 'Labels', 'Inbox', 'Accounts', 'Filters and Blocked Addresses', 'Forwarding and POP/IMAP', 'Add-ons', 'Chat and Meet', 'Advanced', 'Offline', and 'Themes'. The 'General' tab is active, showing various settings. The 'Language' section has a dropdown menu set to 'English (US)'. The 'Phone numbers' section has a dropdown menu set to 'United States'. The 'Maximum page size' is set to '50 conversations per page'. The 'Undo Send' section has a dropdown menu set to '5 seconds'. The 'Default reply behavior' section has radio buttons for 'Reply' and 'Reply all'. The 'Hover actions' section has radio buttons for 'Enable hover actions' and 'Disable hover actions'. The 'Send and Archive' section has radio buttons for 'Show "Send & Archive" button in reply' and 'Hide "Send & Archive" button in reply'. The 'Default text style' section shows a font dropdown set to 'Sans Serif' and a preview of the text style.

Scroll down the page to find the "Signature" section. Click on the email address in your signature.



Click on "Change" to edit the email address.



Change the "Text to display" and the "Web Addresses" from aggienetwork.com to aggiemoms.org and click OK.

Edit Link ✕

Text to display:

Link to:

[Web address](#)

Email address

Cancel

Edit Link ✕

Text to display:

Link to:

[Web address](#)

Email address

Cancel

Scroll down the page to find the “Vacation responder” section. Select “Vacation responder on”. Enter a Subject and a Message to go to each sender, and then click “Save Changes”.

The screenshot shows the Gmail Settings page for the 'Vacation responder' section. The 'Vacation responder on' option is selected and highlighted with a green box. The 'Subject' field contains '-- New Email Address --' and is also highlighted with a green box. The 'Message' field contains the following text: 'Howdy, Please note that our email address has changed to agglemoms@agglemoms.org. Your message has been forwarded, so please use the new address for future communications.' The 'Save Changes' button is highlighted with a green box. The 'First day' is set to 'May 19, 2023' and the 'Last day' is optional. The 'Only send a response to people in my Contacts' and 'Only send a response to people in aggienetwork.com' checkboxes are unchecked.

Vacation responder: Vacation responder off Vacation responder on

First day: May 19, 2023 Last day: (optional)

Subject: -- New Email Address --

Message:

Sans Serif **B** *I* U **A**

« Plain Text

Howdy,

Please note that our email address has changed to agglemoms@agglemoms.org. Your message has been forwarded, so please use the new address for future communications.

Only send a response to people in my Contacts

Only send a response to people in aggienetwork.com

Save Changes Cancel