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 <u>https://takeout.google.com/transfer</u>. 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 <u>contacts.google.com</u> 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 <u>contacts.google.com</u> 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 <u>calendar.google.com</u> 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 <u>calendar.google.com</u> 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
 - 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 <u>takeout.google.com</u> 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
 - 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. <u>https://support.google.com/accounts/answer/6386856</u>

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

Example shown is transfer of <u>aggiemoms@aggienetwork.com</u> to <u>aggiemoms@aggiemoms.org</u>.

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

Google Account	2.2	
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	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	
	2. Verify your destination account	
	3. Select content to copy and transfer	
Privacy Terms Help A	About	

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

Transfer your content Copy and transfer your email and Google Drive files to another Google Account	<mark>∲</mark>
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	
VERIFY RESEND CODE	

Click the "Get confirmation code" in the email.

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

Google Account

Privacy Terms

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← 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	F
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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.

 - Transfer your content	
✓ 1. Code sent to aggiemoms@aggiemoms.org	
 2. Account verified 	
3. Select content to copy and transfer	4
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	N.
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Confirm the email for your aggienetwork.com account, enter the password, and click "Next".

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

Google Account

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You're all set
You're all set
Vou're set 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

Privacy Terms Help About ⑦ ::: (AF) 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. Transferred to Content Completed on 2 products aggiemoms@aggiemoms.org In progress ~ Products included 🛆 Drive My Drive files, Files you own, Shared with me files All mail M Gmail

← Transfer your content

You will receive an email that the transfer has started.

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

Your content is on its way	
You started a copy and transfer on May 9, 2023 from	
aggiemoms@aggiemoms.com to aggiemoms@aggiemoms.corg.	
It may take up to a week for the transfer to complete. You'll	🖻 🦳 M
get an email when it's finished. Restricted content will not be transferred. Learn more.	
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Once the transfer is complete, you will receive an email that your transfer is done.

Your content has arrived!	
The Google content transfer you started on May 9, 2023 is done.	
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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.

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In the Quick settings area, click "See all settings".

Click on "Forwarding and POP/IMAP"

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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 aggiemoms@aggiemoms.org to verify permission.



You will receive and 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.



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

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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.

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

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Click on "Change" to edit the email address.

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

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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".

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