

Outlook Migrations

If you use Outlook, and it downloads and removes emails from our web server, GPLS will not be able to see or migrate your email during the migration. Those files reside on your machine and GPLS is unable to access them to move them (you can check this by logging into the webmail and seeing if there are messages there - if you have messages in Outlook, but they are not in the current webmail then these instructions are meant for you).

Don't worry though, there is an option for you!

Google has created a tool called the [G Suite Migration tool for Microsoft Outlook](#). You can follow [these instructions](#) when you run the program to export emails/contacts/calendar events from Outlook to G Suite.

It is fairly simple to do, essentially you will download the program, install it, run it, put in your G Suite credentials, select your Outlook profile/account and the data you want to migrate, then click migrate and sit back and relax!

I recommend running this after the migration to G Suite takes place, to make sure you get everything in one run and don't have to worry about duplicates. Even if you don't run the Outlook migrator your old emails will continue to reside in Outlook.