

Google Apps :: Moving to Google Apps

Welcome to [Google Apps](#) [1]! We've already moved all of your mail and folders from your old Zimbra account, but to complete the process, you'll need to take care of a few other items. Use our printable checklists and the links on this page to complete your transition to the web-based world of Google Apps.

Depending on whether you use the Google Apps web interface or a local email client like Outlook or Mac Mail, your "to-do" list will be slightly different. Select your preferred email client from the list below to see the instructions for completing the transition.

1. [Webmail Users](#)
2. [Outlook Users](#)
3. [Other Mail Clients \(Mac Mail, ThunderBird, etc.\)](#)

[Webmail Users](#)

Follow these steps to complete your migration to Google Apps using either the printed or online instructions - they're both the same, so just select the approach that works best for you.

Print	Online
<ol style="list-style-type: none"> 1. All-in-one printable instructions [2] (pdf) 	<ol style="list-style-type: none"> 1. Review the Google Migration Checklist for Webmail users [3] 2. Follow the instructions in Getting Started [4] 3. Follow the instructions to move each of these Zimbra functions (if you used them): <ol style="list-style-type: none"> 1. Calendar [5] 2. Address Books (Contacts) [6] 3. Signature [7] 4. Mail Filter [8] 5. Tasks [9] 6. Documents [10] 7. Briefcase Items [11]

[Outlook Users](#)

I'm set up and ready to switch:	I'm an ITC moving someone start-to-finish:	I'm an ITC installing in advance:
<ol style="list-style-type: none"> 1. Follow the instructions in Getting Started [4] 2. Switch your Outlook Profile [12]. 3. Import your Calendars and Contacts [13]. 4. Share your calendars. [14] 	<ol style="list-style-type: none"> 1. Follow the instructions in Getting Started [4] 2. Install and configure Google Apps Sync for Outlook [15]. 	<ol style="list-style-type: none"> 1. Install Google Apps for Outlook and setup the Google profile. [16] 2. Provide instructions for switching the Outlook Profile [12] and importing your Calendars and Contacts [13].

[Other Mail Clients \(Mac Mail, ThunderBird, etc.\)](#)

- [Mac Mail](#) [17]
- [IMAP Settings](#) [18] (Unsupported Clients)
- [POP Settings](#) [19] (Unsupported Clients)

Learn More:

1. Sign up for a class at training.humboldt.edu [20]
2. Read the [Mail QuickStart Guide](#) [21]
3. Read the [Calendar QuickStart Guide](#) [22]
4. Learn about [Labels](#) [23] (folders)
5. Explore the [Mail Labs](#) [24] - add-ons to enhance your Google Apps

Related Topics

[Google Apps Migration](#) [25]

Source URL: <http://www2.humboldt.edu/its/google-move>

Links:

- [1] <http://www2.humboldt.edu/its/glossary/5#term40>
- [2] http://www2.humboldt.edu/its/sites/its/files/docs/google_migration_guide_webmail_print.pdf
- [3] http://www2.humboldt.edu/its/sites/its/files/docs/google_migration_checklist-webmail.docx
- [4] <http://www2.humboldt.edu/its/google-change>
- [5] <http://www2.humboldt.edu/its/google-move-zimbra#cal>
- [6] <http://www2.humboldt.edu/its/google-move-zimbra#contacts>
- [7] <http://www2.humboldt.edu/its/google-move-zimbra#signature>
- [8] <http://www2.humboldt.edu/its/google-move-zimbra#filters>
- [9] <http://www2.humboldt.edu/its/google-move-zimbra#tasks>
- [10] <http://www2.humboldt.edu/its/google-move-zimbra#docs>
- [11] <http://www2.humboldt.edu/its/google-move-zimbra#briefcase>
- [12] <http://www2.humboldt.edu/its/google-outlook-profiles>
- [13] <http://www2.humboldt.edu/its/google-outlook-import>
- [14] <http://www2.humboldt.edu/its/google-move-share-calendar>
- [15] <http://www2.humboldt.edu/its/google-outlook-install>
- [16] <http://www2.humboldt.edu/its/google-outlook-itc>
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- [25] <http://www2.humboldt.edu/its/category/quicklinks/google-apps-migration>

