Outlook Migration Checklist

If you run into any problems, contact your ITC or the Help Desk (707.826.4357)

# Preparation

[ ] Decide if you want to keep your Personal Folders (local mail) on your computer or move it up to Google.

[ ] You must have administrative privileges on your computer to install Google Apps Sync for Outlook – OR – contact your ITC to have them do it for you.

[ ] Plan to spend about **30 minutes** installing Google Apps Sync for Outlook.

[ ] Plan for **3 hours or more** for the actual syncing of your mail to finish. You can still use Outlook during this time, but it may take up to 24 hours for all of your old mail to show up in Outlook.

[ ] Plan some time for the Post-Installation steps. The time for this will vary depending on what you use.

[ ] Make note of your rules. See…

[ ] Make note of your calendar shares (which calendars are shared with whom). See…

[ ] Make note of your distribution lists (names & members). See…

# Installation/Migration

[ ] Download & Install Google Apps Sync for Outlook – [www.humboldt.edu/its/google-outlook-install](http://www.humboldt.edu/its/google-outlook-install)

[ ] Import your Calendar, Contacts, and Notes, Tasks, and Journals from your Zimbra Profile.

[ ] (Optional) Import your local mail (Personal Folders) if you want it available from webmail – OR – attach the data file (need steps)

# Post-Installation

[ ] Re-create your distribution lists

[ ] Re-share all of your calendars

[ ] Re-create all of your rules

[ ] Re-create reminders/follow-ups you have attached to emails