Google Migration Checklist (Webmail Users)

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

# Preparation

[ ] Set aside 1-2 hours to complete these tasks

# Migration

[ ] Login to Google Apps (webmail.humboldt.edu)

[ ] Follow the steps in “Getting Started” – [www.humboldt.edu/its/google-change](http://www.humboldt.edu/its/google-change)

 [ ] Unhide your Spam, Trash, & All Mail labels

 [ ] Enable the Nested Labels Lab

 [ ] Turn off Conversation View (if you want to)

[ ] Follow the steps in “What to Move” for each of these – [www.humboldt.edu/its/google-move-zimbra](http://www.humboldt.edu/its/google-move-zimbra)

[ ] Export & Import your Calendar(s)

[ ] Export & Import your Contacts (Address Book(s))

[ ] Fix your distribution lists

[ ] Setup your signature

[ ] If you used them, re-create your Mail Filters

[ ] If you used them, migrate your Tasks

[ ] If you used them, migrate your Documents

[ ] If you used them, migrate your Briefcase items

# Learn More (optional)

[ ] Read our Mail and Calendar QuickStart Guides. See [www.humboldt.edu/its/quickstart](http://www.humboldt.edu/its/quickstart)

[ ] Learn about Labels (folders) – [www.humboldt.edu/its/google-labels](http://www.humboldt.edu/its/google-labels)

[ ] Find some Labs (add-ons) to enhance your google experience – [www.humboldt.edu/its/google-labs](http://www.humboldt.edu/its/google-labs)