

Forwarding Email from Gmail to Office 365

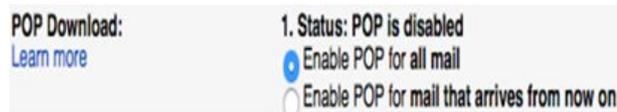
This guide explains the step it takes to transfer your emails from Gmail to Office 365.

How to get Started

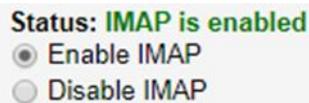
1. Log in to your Gmail account.
2. Select the Settings icon in the top-right corner.



3. Select Settings from the drop-down.
4. Select the Forwarding and POP/IMAP tab.
5. In the Pop Download section select option to Enable Pop for all mail.



6. In the IMAP access section select option Enable IMAP.



7. Once you select Save Changes you will likely have to follow steps 2-4 to get back to the Pop/IMAP tab.

8. Open up another browser window or tab and go to: webmail.pfw.edu.
9. Once here login into your Office365 account.
 - a. Note: Your account credentials to log into your Office365 account will be `username@pfw.edu` and your normal password.
10. Select the Settings icon at the top-right corner, in between the Notification icon and the Help icon.



11. Select Mail under Your app settings.
12. Select Connected accounts under Accounts section within the left navigation column.
13. Select the + icon and fill in your IPFW Gmail address (`username@students.ipfw.edu`) and password.



14. Select **OK**.

15. Select POP connection settings and then **OK**.

Choose your connection type

We couldn't connect to the server for your other account. Please click the Back button and make sure that you entered your email address and password correctly.
 If they're correct, make sure POP or IMAP access is turned on for your other account. [Learn more](#)
 If the problem continues, go to POP or IMAP settings to configure the settings for your connected account.

- POP connection settings
- IMAP connection settings



16. On the next screen, fill in your preferred display name, e-mail address and password again.

- a. Note: You must put in your full IPFW Gmail-e-mail address in the username field example: `username@students.ipfw.edu`.

17. Leave the select box blank for **Leave a copy of messages on the server** checkbox. Do not select the box will not work if you do.
18. Server Information should be filled in as illustrated in image.

Server information

Incoming server*

Authentication

Encryption

Port*

19. Select **OK**
20. You will get an email in your Gmail account saying that someone is trying to get into your account. Just follow the link (allowing access to less secure apps) and it will lead you to changing your account settings to allow the connection. (Use a different tab for Gmail and Outlook, otherwise you will need to repeat parts of the process.)
 - a. If you did not get this verification email after selecting OK the process will start downloading and send all emails from `username@students.ipfw.edu` to `username@pfw.edu`.
21. Click the “Back” button on “connect your email accounts”; no changes need to be made (if done in a different tab) just click the “Next” button.
22. You will likely get a message to the effect of “(We are importing your email. This can take a while.) You are importing you email this may take a while, please close browser”.
23. Another email (also in your Gmail account) will make you verify that it is your connected account. Just follow the link; sign into your account to finalize the connection.