**Google Apps**

**How to move your Gmail emails to your Google Apps Email**

### Step by Step

1. Go to [www.gmail.com](http://www.gmail.com)
2. Login with your personal [Gmail username and password](https://accounts.google.com/signin/v2/identifier?continue=https%3A%2F%2Fmail.google.com%2Fmail%2F&service=mail&passive=false&input_ru=false). See F1
3. Click on Settings.
4. Click on Forwarding and Pop/IMAP
5. Select Enable POP for all mail (even mail that's already been downloaded). See F2
6. Click Save Changes.
7. Log Out of your personal Gmail Account
8. Go to [https://mail.google.com/a/slu.edu](https://mail.google.com/a/slu.edu)
9. Log-in with your SLU Net ID and Google Apps password. See F3
10. Click on Settings.
11. Click on Accounts.
12. Under the Get mail from other accounts section, click on Add account.
13. Enter your Gmail email address, click Next Step. See F4
14. Type in your [Gmail password](https://accounts.google.com/nextAuth?service=mail&passive=false&input_ru=false&input前所未見) in the password field, select if you would like the email coming in from this different account to be labeled differently, and then click Add Account.
15. Click Finish.

### Screens

**F1: Gmail Login**

**F2: Forwarding and Pop/Imap Window**

**F3: Google Apps Login**

**F4: Accounts Window**

### Notes:

You will notice that SLU Google Apps will start downloading all your mail. Depending on the amount of mail you have, this may take a few minutes to a few days to import all your mail.

Google Apps is able to transfer 200 messages every 6 minutes.

Only your mail will transfer over, your calendar, chats, and docs will not move over in the transfer.