

# LCmail Account Conversion - Auto Migration

**Software:** LCmail

**Platform:** Mac/PC

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## Overview

Lewis & Clark College is transitioning to an email system powered by Google. With this change comes a host of additional services and benefits including increased email storage (up to 25 GB). Existing email will need to be migrated to the new system. This helpsheet covers how to automatically move your email to the new system. This process is recommended for those who have under 2GB of email to migrate.

## Pre-Transfer Checklist

- **Take stock** - Before you transfer your email, take stock. What should you move? What can you move?
  - Don't transfer messages and folders you no longer need.
  - Consider simplifying existing folder schemes.
  - Export your contact list from either webmail or your desktop client (or both) if you will be switching to the web interface as your primary method of accessing email.
  - Export or recreate filters.
  - Recreate signature and other preferences (forward as attachment, quoted reply location, etc.)
- **Folders vs labels** - Google organizes email with labels instead of folders. When you move existing folders to **LCmail**, the folder name becomes a label. You'll also see some new folders in your desktop client that correspond to default **LCmail** labels such as important and starred messages. Before you simply replicate your existing filing scheme in **LCmail**, consider how this may change your current email filing and folder system.

## Migrate Email Using Auto-Migrate

1. Go to [go.lclark.edu/google](http://go.lclark.edu/google)
2. Click on **Account Creation**
3. Read through the first page and click on the Go to step 1 link at the bottom of the page
4. Choose the first option on the next page.
5. Read through the information and then click the button at the bottom of the page
6. Fill out the form with your email and password, making sure the checkbox is checked
7. Click **Submit**
8. Your account will be converted and your email and folders/labels will appear throughout the day as they are processed by the migration tool
9. Once you have verified that all mail and folders have migrated, delete mail and folders in your old account

You have until May 7, 2012 to complete your email migration. If you have questions or need further assistance, please contact the IT Help Desk at 503-768-7225 or [consult@lclark.edu](mailto:consult@lclark.edu).

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