Migrating student Gmail to personal email account

Introduction

When a student leaves the University, their login account will be disabled, and as a result, their email is no longer available. If you are leaving the University and would like to keep a copy of your student email, there are three options available. All of these must be done while your account remains active.

Procedure

Importing Emails via a Personal Gmail Account

If you have a personal Gmail account you wish to import your emails in to, you can use this method.

Step 1

1. Login to UofA student Gmail account
2. Click on the profile icon in the top right corner and then click My Account
3. Click on Sign-in & Security
4. Click on Connected apps & sites
5. Turn on the switch for Allow less secure apps
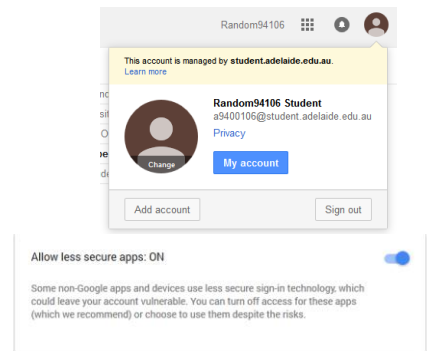
Step 2

1. Click on the settings icon and click Settings
2. Click on the Forwarding and POP/IMAP tab Across the top
3. Check 'Enable POP for all mail'

Step 3

1. Login to your personal Gmail account
2. Click on the settings icon and click Settings then 'Accounts and Import' across the top
3. Select 'Import mail and contacts' and Enter information as below:

   - Account you want to import from: a1234567@student.adelaide.edu.au and continue
   - Enter the password for a1234567@student.adelaide.edu.au: your UofA password
   - POP username: a1234567@student.adelaide.edu.au
   - POP Server: pop.gmail.com using Port 995 and continue

Import Emails to Personal Outlook.com account

Use this method if you have a personal Outlook.com account to import to.

- Click on the link below
- https://mail.live.com/?rru=inbox%3fimport%3dgmail%26iaep%3d9
- Sign in to your personal Outlook.com account
- Sign in to your Gmail account at the prompt and grant the migration tool access
- The import will proceed in the background allowing you to continue
- You will receive instructions to setup an forward to your Outlook.com account

Copying to another account in the Outlook application

Use this method if you do not have a personal Gmail account to import to. You will need to have your personal email account set up in Outlook for this method. Once both your student Gmail and your personal email account are set up, you can copy messages between the two accounts.

- Open Microsoft Outlook on your computer
- Choose 'File' then 'Account Settings'
- Under the email tab select 'New'
- Choose 'Email Account' and press next
- Tick 'Manually configure server settings or additional server types' and press next
- Select 'POP or IMAP' and press next

At the 'Internet E-mail Settings' screen, enter information as below:

- Your Name: Firstname Lastname
- Email address: a1234567@student.adelaide.edu.au
- Account Type: IMAP
- Incoming Mail server: imap.gmail.com
- Outgoing Mail server (SMTP): smtp.gmail.com
- Username: a1234567@student.adelaide.edu.au
- Password: University password
- Tick 'Remember Password'

Select More Settings Button

- Select the 'Outgoing Server' tab
- Tick 'My outgoing server (SMTP) requires authentication'
- Select the 'Advanced' tab
- Change Incoming server (IMAP) to 993 using SSL
- Change Outgoing server (SMTP) to 587 using TLS

User Information	
Your Name:	Firstname Lastname
Email Address:	a1234567@student.adelaide
Server Information	
Account Type:	IMAP
Incoming mail server:	imap.gmail.com
Outgoing mail server (SMTP):	smtp.gmail.com
Logon Information	
User Name:	a1234567@student.adelaide
Password:	***********
	☑ Remember password

Server Port Numbers
Incoming server (IMAP): 993   Use Defaults
Use the following type of encrypted connection: SSL
Outgoing server (SMTP): 25
Use the following type of encrypted connection: TLS

Contact Us

For further support or questions, please contact the Service Desk on +61 8 8313 3000 or servicedesk@adelaide.edu.au