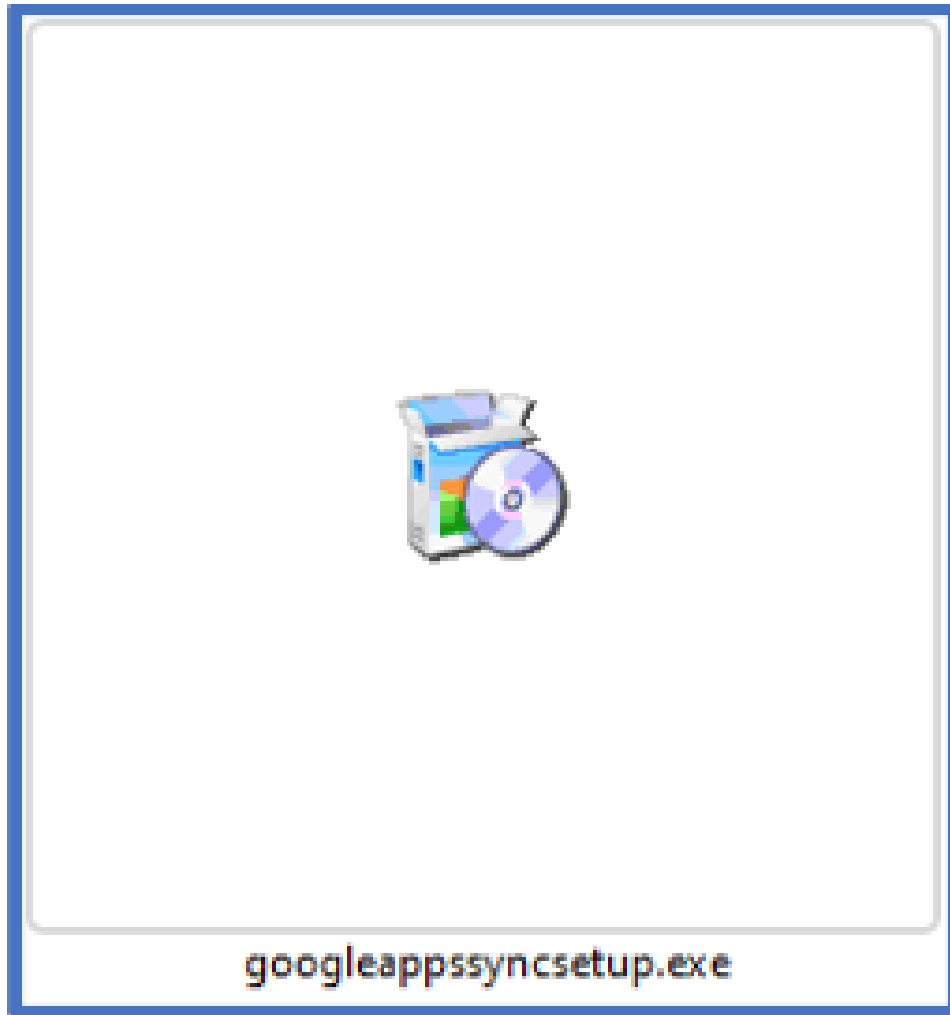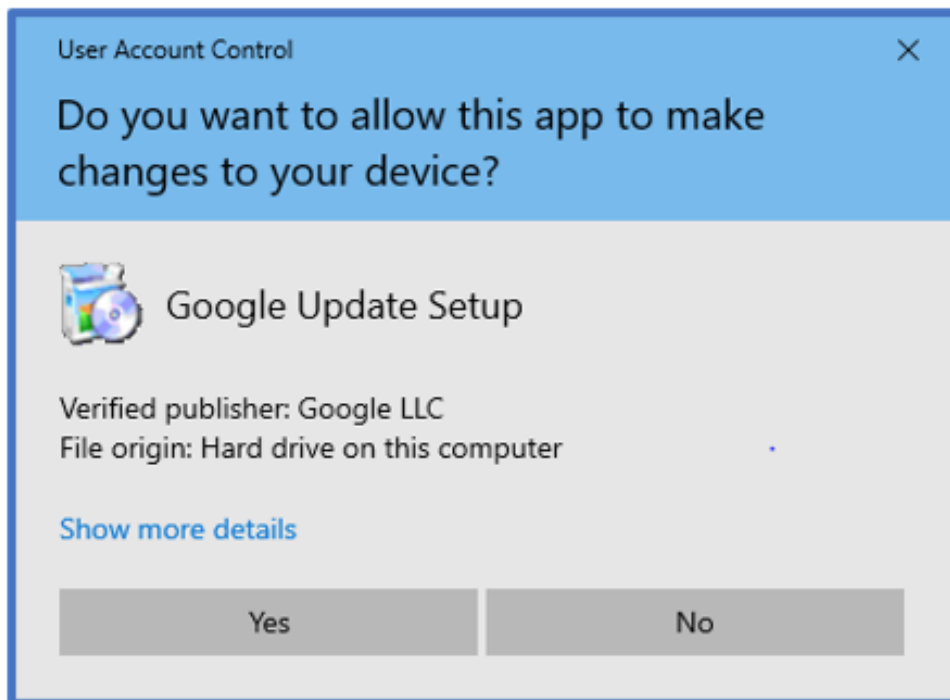# Importing .PST Outlook file into Gmail

Step-by-step guide
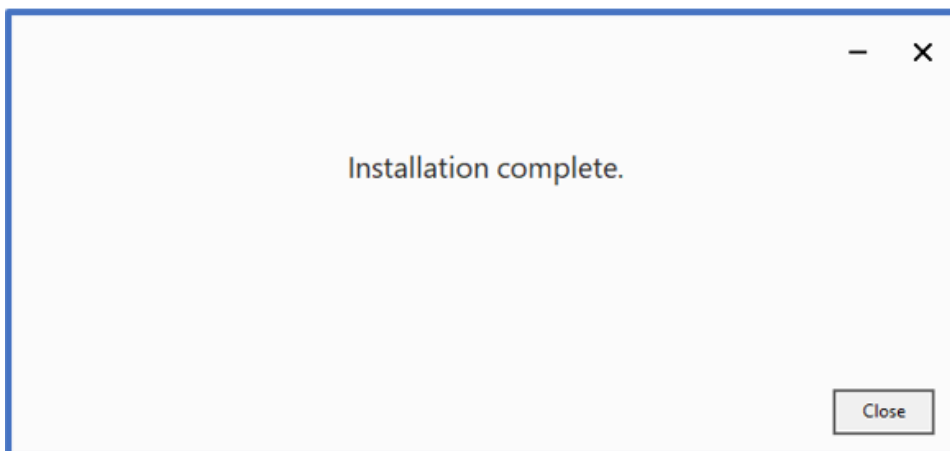
1. Importing .PST Outlook file into Gmail using Google Workspace Migration Tool
2. Click on this link to: Download Google Workspace Sync for Microsoft® Outlook® - Google
3. After download, please install the app from your Downloads folder:

googleappssyncsetup.exe

4. Click on "Yes" to start the installation.

User Account Control   ✕

Do you want to allow this app to make
changes to your device?

Google Update Setup

Verified publisher: Google LLC
File origin: Hard drive on this computer

Show more details

| Yes | No |

5. After installation has completed, click on "Close".

Installation complete.

Close

6. Enter the gmail email address you wish to use to important the backed-up Outlook data File (.pst) to and click "Continue". This will launch your default Internet browser.

Please sign-in to Google Workspace Sync

Google   Help

Sign in with your Google Account.

Email address:

[   ]@gmail.com

☑ Remember me

Continue   Cancel

7. Choose an account from the dialog box below to continue.

Choose an account

to continue to

Google Workspace Migration for Microsoft Outlook®

J ▓▓▓▓▓▓▓▓▓▓▓▓@gmail.com

⊚ Use another account

To continue, Google will share your name, email address, language preference, and profile picture with Google Workspace Migration for Microsoft Outlook®. Before using this app, you can review Google Workspace Migration for Microsoft Outlook®'s privacy policy and terms of service.

8. Click on "Allow" at the bottom to continue:

Google Workspace Sync for Microsoft Outlook®
wants to access your Google Account

Ⓙ ▓▓▓▓▓▓▓▓▓▓▓▓@gmail.com

This will allow
Google Workspace Sync for Microsoft Outlook®
to:

Ⓜ Read, compose, send, and permanently delete all ⓘ
your email from Gmail

● See and edit your email labels ⓘ

● Add emails into your Gmail mailbox ⓘ

△ See, edit, create, and delete all of your Google ⓘ
Drive files

● View groups on your domain ⓘ

● View and manage the provisioning of users on ⓘ
your domain

● Upload messages to any Google group in your ⓘ
domain

▣ See, edit, download, and permanently delete your ⓘ
contacts

▣ See and download any calendar you can access ⓘ
using your Google Calendar

▣ See, edit, share, and permanently delete all the ⓘ
calendars you can access using Google
Calendar

✓ Create, edit, organize, and delete all your tasks ⓘ

Make sure you trust Google Workspace Sync for Microsoft Outlook®

You may be sharing sensitive info with this site or app. You can always see or remove access in your Google Account.

Learn how Google helps you share data safely.

See Google Workspace Sync for Microsoft Outlook®'s Privacy Policy and Terms of Service.
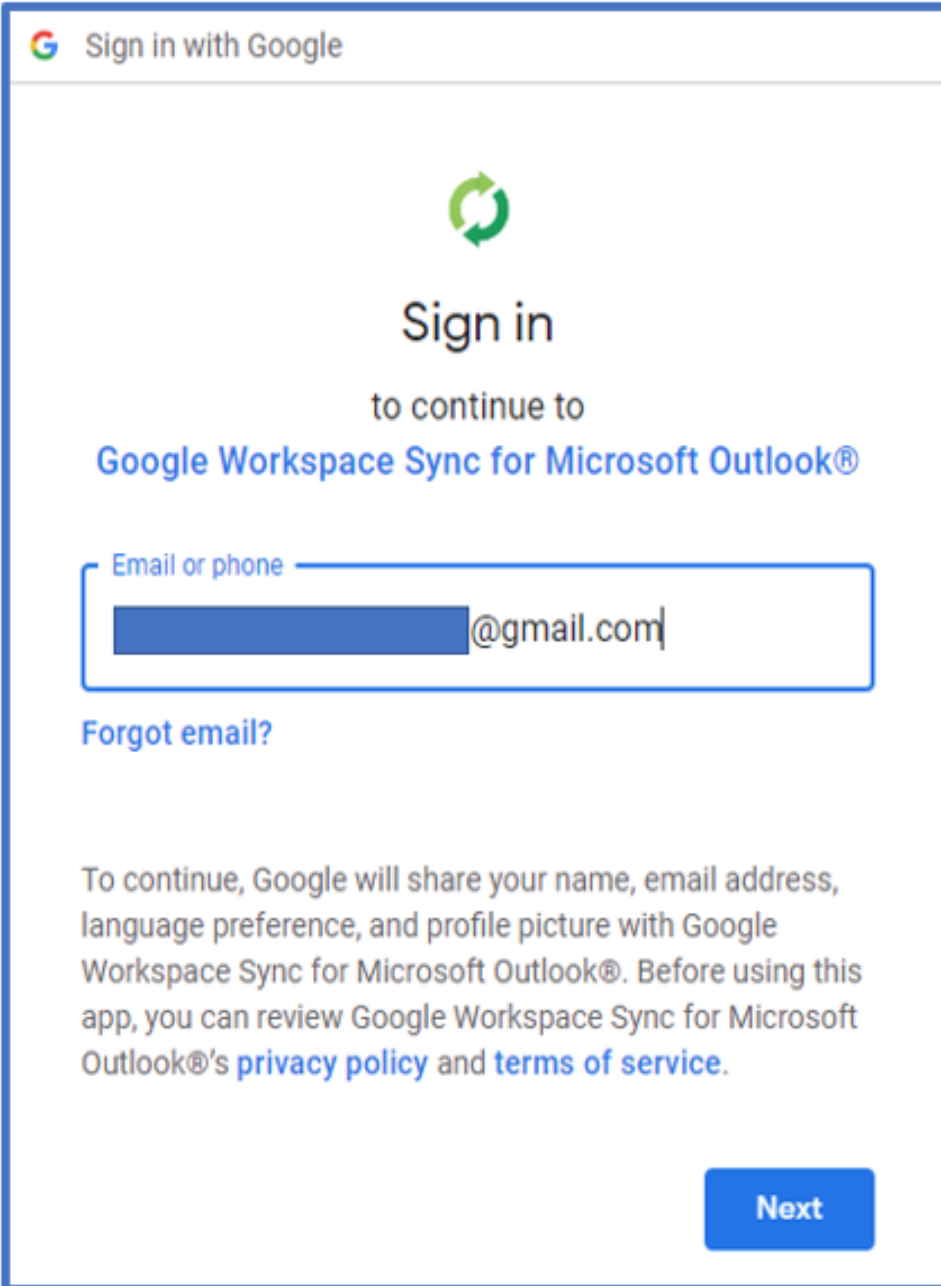
| Cancel | Allow |

9. Open the Google Workspace Migration Tool app.

Google

Authorization has been granted successfully. Please switch to your application. You can close this page.

10. This will open the below dialog box in your default internet browser. Click "Next".

11. Enter your Gmail account password and click "Next".

Sign in with Google

Hi John

[profile icon] ▊▊▊▊▊▊▊▊▊▊▊▊@gmail.com

Enter your password

•••••••••

☐ Show password

To continue, Google will share your name, email address, language preference, and profile picture with Google Workspace Sync for Microsoft Outlook®. Before using this app, you can review Google Workspace Sync for Microsoft Outlook®'s privacy policy and terms of service.

Forgot password?   Next

12. Open the Google Workspace Migration app and enter the Gmail app you wish to import your Outlook Data File (.pst) to. Click "Continue".

Please sign-in to Google Workspace Migration for Microsoft Outlook

Google

Help

Sign in with your Google Account.

Email address:

▐▬▬▬▬▬▬▬▬▬▬▬▬▐@gmail.com

☑ Remember me

Continue   Cancel

13. Select the dropdown and in the list, select "From PST File(s).."

Google Workspace Migration for Microsoft Outlook 4.3.14.0   ✕

Step 1 of 2: User Profile   Google

☐ Use my most recent migration settings

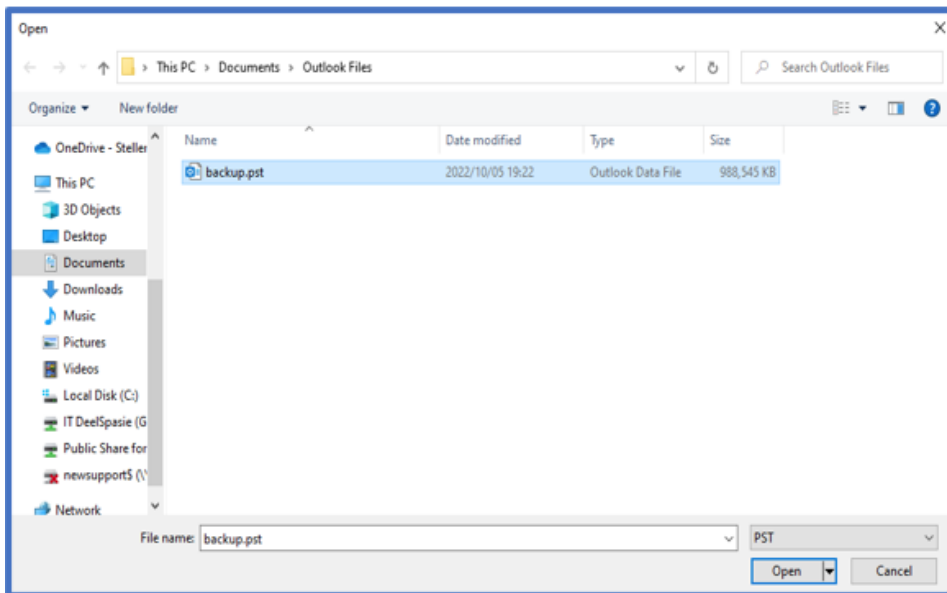**Select a Microsoft Outlook user profile or PST files to migrate**

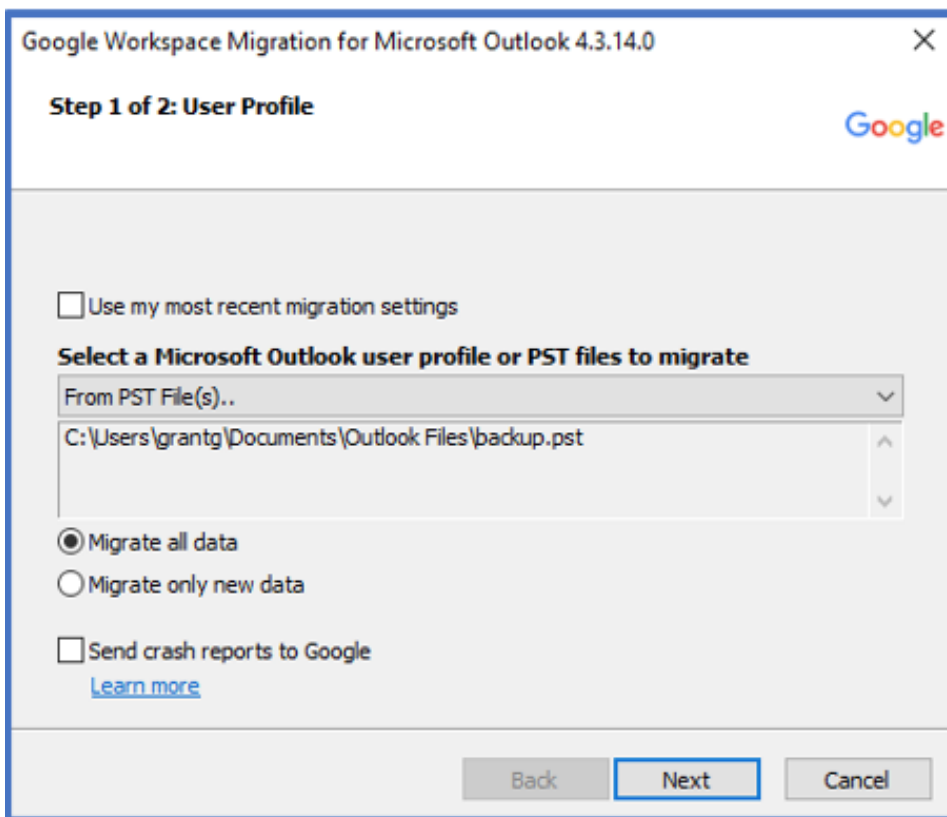From PST File(s)..   ⌄

○ Migrate all data
● Migrate only new data

☐ Send crash reports to Google
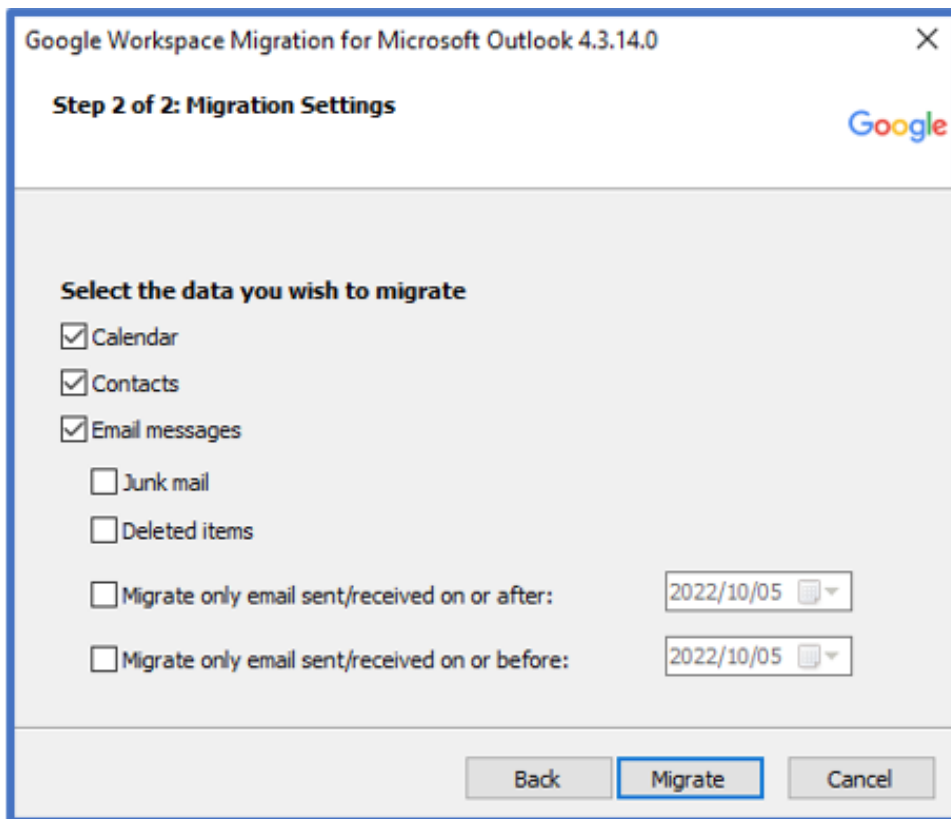   Learn more

Back   Next   Cancel

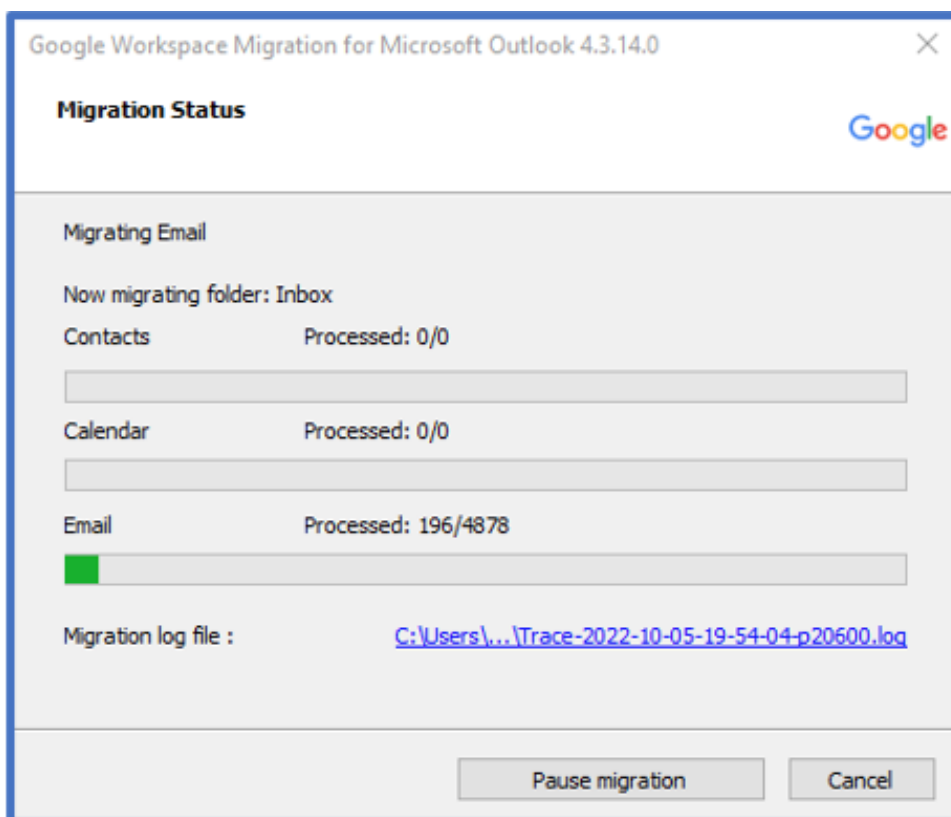14. Select "Migrate all data" and click "Next".

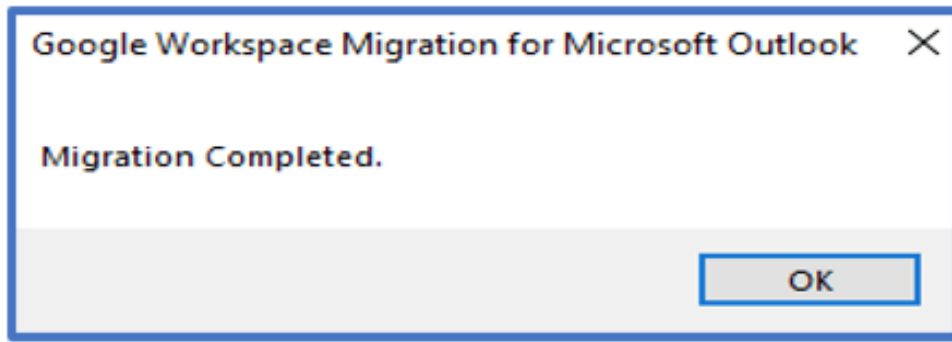15. Select the data you wish to migrate and click "Migrate".

16. Select the data you wish to migrate and click "Migrate".

17. The migration process will start and be indicated as per below dialog box.

18. When the process completes, please click "OK" on migration complete" dialog box. Your Gmail account should then be updated.

Note: You will find the newly created folder to your left in Gmail indicating that your email has been successfully migrated and imported into Gmail.

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