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SIMPLE GOOGLE CALENDAR, GOOGLE DRIVE, AND EMAIL MIGRATION INTO OUTLOOK ON MAC COMPUTER.

You will want to migrate your google calendar and drive into Office 365 BEFORE worrying about your emails. This will make things much more simple.

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How to import your google calendar into Outlook on Office 365. (This process is also known as a Google Takeout)

Log into your Gmail account that you want to export your calendar and google drive out of. You will then go to your account settings. (For my screenshot purposes, I am going to use my business account with Orion Global).



You will then open the Data & Personalization tab, scroll down to the bottom of the page to the "Download or delete your data" tab > select "Download your data"

	٢	Home	0% used	d – 0.15 GB of 30 GB		
	1	Personal info	Manage	storage		
\subseteq		Data & personalization				
	⋳	Security	Down	load or delete your data		
	8	People & sharing				
	⊟	Payments & subscriptions	•	Download your data	Make a copy of your data to use it with another ac- count or service	>
				Delete a service	You can do this if you no longer use a service $\hfill >$	



Press "Deselect All" and ONLY check the "Calendar" and "Drive" boxes.

	Export a copy of content in your Google Account to back it or use it with a service outside of Google.	it up
	CREATE A NEW EXPORT	
	1 Select data to include	
	Products	tall
	Arts & Culture Favorites and galleries you've created on Google Arts & Culture. Multiple formats	
	Bookmarks Your bookmarks stored at www.google.com/bookmarks More info HTML format	
	Calendar	_
ress Next Step		

The next page will automatically populate "Export Once." Press Create Report.

Google Account	 Google Takeout 	: ::: 🕉
	Choose file type, frequency & destination	
	Delivery method	
	Send download link via email ~ When your files are ready, you'll get an email with a download link. You'll have one week to download your files.	
	Frequency	
	Export once 1 export	
	O Export every 2 months for 1 year	
	6 exports File type & size	
	.zip 🔻	
	zip tries can be opened on almost any computer.	
	Exports larger than this size will be split into multiple files.	



Once the screen populates to the next window, you can close that screen. You will then receive an email stating that your data archive is ready. Open that email.

🔲 🚖 Google Download You	. Your Google data archive is ready - Y	our account, your data. The Go	ogle data archive y	12:06 PM
Select "Download arc	hive"			
Ye	our Google data archive is ready Interx		ē 2	
Gotto	iogle Download Your Data <noreply@google.com> me ≠</noreply@google.com>	12:06 PM (1 minute ago) 📩	≪ :	
	Your account, your data.			
	is ready. It contains your Mail, Calendar, and Drive data. It will be available for you to download until February 24, 2020.			
	Manage archives	*		

Google

The download will then download to your mac.

K Reply

Download archive

ssage was sent to you because you recently used Google's ad your data service. Privacy Policy | Terms of Service

Forward



You can then open the file and see the two files we exported.





To import the calendar, open your office 365 Outlook account **on the WEB or application** > open calendar.



Select "Import calendar"





Select "From file"

	NFL	NFL
	8	NHL
	3	MLS
		Holidays
\langle	C ₁	From file
	\bigoplus	From web
	RR	From directory
	Pow	ered by 🕨 Bing

Select Browse and select the Calendar file from the takeout folder we just exported from google. Then, select Import.

Import from file		×
Import events from an .ICS file to your	existing calendar.	
Choose an .ICS file		
alyson@oriongl.com.ics		Browse
Import to		
Calendar	×	
Import		
		SC8



You should receive a notification stating it was imported.

Import from file	\times
⊘ Imported 'alyson@oriongl.com.ics' to Calendar.	
Import events from an .ICS file to your existing calendar.	
Choose an .ICS file	
Brow	se
Import to	
Calendar ~	
Import	



How to import your google drive into One Drive into Outlook.

Log into your outlook account **on the web** that you would like to import your google drive to. Open the Office 365 applications in the top left corner. Select **OneDrive**.



Make sure "files" is selected on the left column and select Upload from the top menu bar. Then select files and browse your computer for the "Drive" folder located in the "Takeout" folder we recently exported from google. Once you select **upload**, you will notice all of your files that were in your google drive will populate into your OneDrive.

::: OneDrive		0 🐵 ? 🗛
✓ Search everything	+ New \checkmark \uparrow Upload \checkmark \bigcirc Sync \mathbf{p}^a Flow \checkmark	$\downarrow = \text{Sort} \lor = \lor \textcircled{0}$
Alyson Schutte	Piles	
 🗅 Files	Files Folder	
C Recent		
g ^Q Shared	Name >> Modified >> Modified By >> File Size >>	Sharing
🗟 Recycle bin		
Shared libraries		
og Orion Global		
Create shared library		
	Drag files here	



How to import emails into outlook:

FIRST STEP: Make sure the newest **Office 365** (including Outlook) suite is downloaded to your computer.



Open the **application > top menu bar > preferences**.



Select "Accounts"





Select **"Add Email Account"** and add your **Business Gmail account** (For example, mine is alyson@oriongl.com). You will be prompted to provide your email and password.

• • •	Accounts
Show All	
+ - *	Welcome to Outlook Add Email Account

Press continue

000	Set Up Your Email
	0
	Please enter your email address
	Email
	alyson@oriongl.com
	Continue





Google will automatically populate on your browser > Select the account you are wanting to add to outlook





You will then need to select "allow" again to return back to outlook.

ι	ю ассезь уриг Google Account					
	👔 alyson@orlongl.com					
This	This will allow Microsoft apps & services to:					
Μ	Read, compose, send, and permanently delete al your email from Gmail	I (j)				
	See, edit, create, and delete all of your Google Drive files	í				
-	See, edit, download, and permanently delete you contacts	r (j)				
31	See, edit, share, and permanently delete all the calendars you can access using Google Calendar	(j				
•	View your email addresses	i				
Mak	e sure you trust Microsoft apps & service	s				
You r Learr your see c	may be sharing sensitive info with this site or app. n about how Microsoft apps & services will handle data by reviewing its privacy policies . You can alw r remove access in your Google Account .	vays				
Lear	n about the risks					
Cano	Allow					

Select allow again to return to Outlook

Do you want to allow this page to open "Microsoft Outlook"?

	\frown	
Cancel	Allow)
· · · · · · · · · · · · · · · · · · ·		



Once you have added your google account and returned back to outlook, select "Add another account."



This time you will need to enter your Office 365 business account. (This may be the same exact email address, ex: alyson@oriongl.com)





Once you have selected "Add Account" it is **very important you select "Not google"** on the top right corner.



Select "Office 365" to connect your outlook account.

000	Set Up Your Email
×	
	Choose the provider for alyson@oriongl.com
	Office365 Outlook.com
	Google iCloud Yahoo!
	ІМАР/РОР
	Need Help? Contact support



Once the account has been added, select "done" and close the accounts window.



You should now see both accounts on your outlook account.





Next, we are going to **export your gmail account information within outlook**. To do this, select the "file" option in the top menu bar. Then, select "Export."



You will then deselect all of the buttons except for "Mail," > continue

Export to Archive File (.olm)
What do you want to export?
 Items of these types:
 ✓ Mail Calendar Contacts
O Items in the category: Blue category
Cancel Continue



Then save the exported files to your computer.

Save archive file (.olm) as:	
Save As: Outlook for Mac Archive	
Tags:	
Where: 🛅 Documents 📀 🗸	
Cancel Save	\mathbf{D}

Once the file has been exported, select "finish."

Export to Archive File (.olm)
Your data has been exported.
Export More Finish

Now that we have exported a .olm file, we need to delete the current google account that is connected to your outlook so we can re-upload it. We want to do this so everything can be on your outlook instead of connected to Google. Therefore, we are now going to go back to the **Outlook preferences > accounts** in the top bar menu. Select the **google account** you added and delete it from your outlook. You can then close out of the accounts window.



		Acco	ounts	
	Show All			
\langle	Default Account alyson@oriongl.com alyson@oriongl.com) G	alyson@oriongl.com Google Account	
	alyson@oriongl.com 1 alyson@oriongl.com	Account description:	alyson@oriongl.com	
		Personal information		
		Full name:	Alyson Schutte	
		E-mail address:	alyson@oriongl.com	
		User ID:	alyson@oriongl.com	
	\bigcirc			
	+ - *			
	Delete the selected account	it		
-	Delete Account?			
0	This account is also	connected on other	devices. Do you want to delete	e it from this device or
	from all your devices	s?		
	Cancel	Delete Fro	m All Devices	te From This Device
	Cancer	Deleterro	Dele	terrom mis bevice

Now, we will import the files you just deleted from outlook back onto your account. This way you will forever have your google account emails, even if your google account gets deleted. In order to complete this step, return to the **top menu bar > file > Import**

🗯 Outlook	File	Edit	View	Messa
	Ne Op Clo	w en ose		× ₩W
> alyson@oriong	Sav Sav	/e /e As		೫S ∂೫S
> Smart Folders	Sav	/e As T	emplate	e
> On My Compute	Fol	der		•
	Imp	oort		
	Exp	port		
	Pag Pri	ge Setu nt	ıp	ЖР



You will then select Outlook for Mac archive file (.olm)

Import
What do you want to import?
Outlook 2011 data on this computer
Outlook for Windows archive file (.pst)
 Outlook for Mac archive file (.olm)
Cancel Continue

Search for the document we just exported, select it, then press "import."

	Choose the Outlook fo	r Mac archive file (.olm) to ir	nport:
	Docume	ents 🗘	Q. Search
Favorites	Outlook forc Archive.olm	Outlook for Mac A Document - 236.1 MB	archive.olm
Red		Information	Vectorday, 4:07-DM
Oranαe	11	Created	Cancel Import



Once your data has been imported, select finish.

Import
Your data has been imported.
Import More Finish

Now, all of your data is on your outlook! In order to view your files, select **"on my computer"** in the left column on your screen. Then open the file we just imported. You should see both accounts that we exported, however, since your office 365 account is already connected to your outlook, we do not need to keep these files. Therefore, you can right click on your office 365 account under "On my computer" and delete it. You can then view all of your emails on your google account under the other drop down. It may take a few moments for emails to begin populating depending on how many files you imported over. Another awesome hack to make things more simple is if you open your google account that is now on your outlook in a separate window, you can drag your folders over to your Outlook account and BAM! You have all your information in one location just as you would if you had completed IMAP migration.

✓ On My Computer	On My Computer	
🖂 Inbox	🖂 Inbox	
🚽 Drafts	Drafts	
➢ Sent	⊳ Sent	
) IIII Trash	> 🔟 Trash	
□ Junk Email	S Junk Email	
> alyson@oriongl.c	Orga V 🖓 Outlook for Mac Arc	
> alvson@orion	✓ ☐ alyson@oriongl.c	
> 🗋 c Open in New V	Vindow 🗋 Harvest	
New Folder	С Кеер	
Rename Folder	🗋 Logins	
Copy Folder	Lowell Survey	
Add to Favorite	P Sent Mail	
Delete Mark All as Rea	ad	
Delete All Apply Rule	On My Computer	