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The Forge – Gmail to Office 365 migration help sheet

- **How do I log into Office 365?**

To log into Office 365, please browse to <https://login.microsoftonline.com>

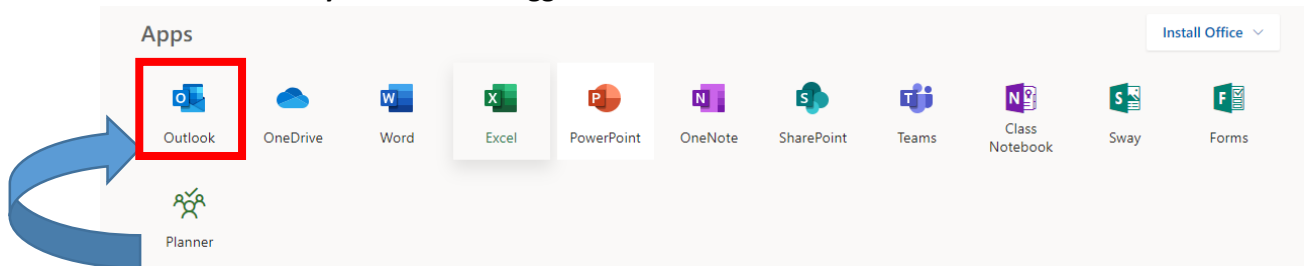
Your username will be your first name initial and surname@theforge.worcs.sch.uk, e.g. John Smith will be JSmith@theforge.worcs.sch.uk

Your password is the one you use to log into the computers in at school (not your old Gmail password, your password you use to log into the network)

People can email you on this email address, or your Gmail one e.g.

jsm85@theforge.worcs.sch.uk, they will both arrive in your new Office 365 inbox

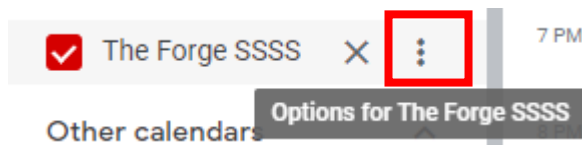
- **How do I access my emails when logged into Office 365?**



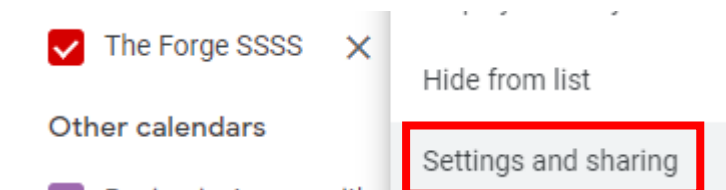
When you log in, the screenshot above is the first thing you will see, these are your Office 365 web apps, to access your emails, please click on **Outlook** – when you click this tile, you will be asked to choose a time zone, once you confirm this – your inbox will appear.

- **How do I transfer my Gmail calendar to Office 365?**

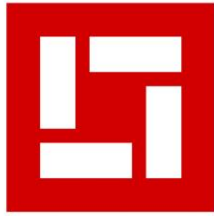
You will need to log into your Gmail account with the new password we provided – your Gmail username hasn't changed, once logged in, please browse to the Gmail calendar app.



Click the three dots next to the calendar you wish to export



Click on **Settings and sharing**



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Calendar settings

Name

The Forge SSSS

Description

Time zone

(GMT+01:00) United Kingdom Time

Organization

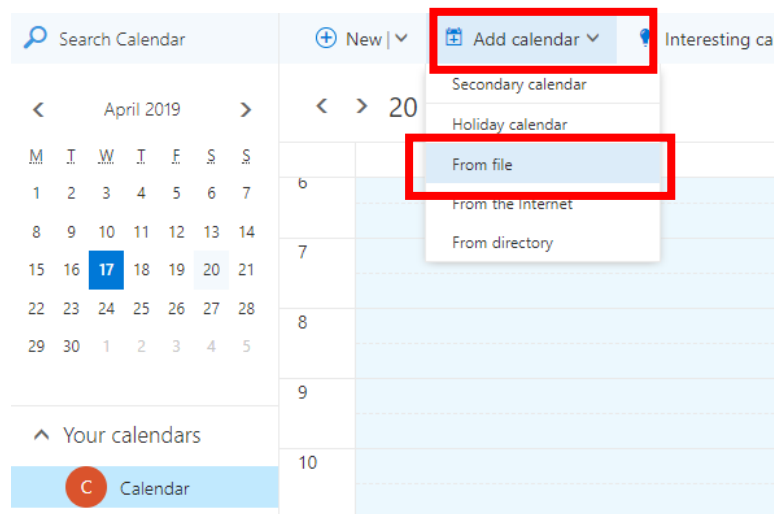
The Forge School

[Export calendar](#)

Learn more about [exporting your calendar](#)

Click on **Export calendar**, this will download a .zip file, extract the .zip file and you will see an .ics file inside.

We now need to go to your Office 365 calendar, when logged into your Office 365 inbox, at the bottom you will see the calendar icon, click on this and a blank calendar will appear.



Click on Add Calendar > From file > Browse to the .ics file you extracted from the .zip file.

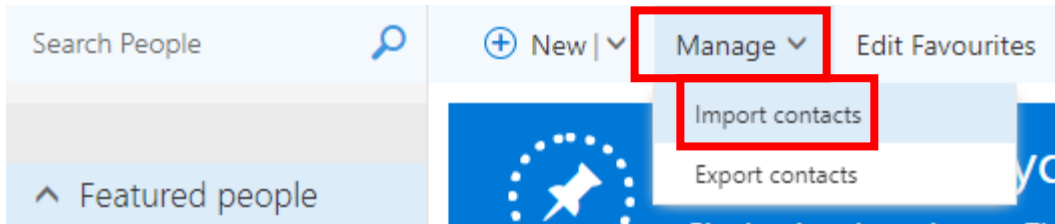


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- **How do I import my Gmail contacts?**

Whilst in your Office 365 inbox, click on the icon with two people in at the bottom next to your calendar icon.




Click on **Manage > Import contacts**

Office 365 now gives you step-by-step instructions:

Import contacts

Where would you like to import from?

 Gmail

Import contacts from Gmail

1. Sign in to Gmail.
2. Go to Google Contacts.
3. Select More > Export.
4. Choose which contact folder to import and choose Outlook CSV format.
5. Select Export.
6. Select Save to Disk > OK.
7. Select a location to save your file and select OK.
8. Check to make sure that the CSV file you've just downloaded isn't empty by opening the file.
9. On this page, browse to the location of the file you've just downloaded and select it.
10. Select Upload.

Browse



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- **How do I email all staff?**

We have set up an email group with the address: staff@theforge.worcs.sch.uk, sending an email to this address will send an email to all staff members, if you'd like different groups settings up e.g. SLT – please raise a ticket with the helpdesk (help@lourdesit.org.uk) with the details and we can set this up.