

PST File or Outlook Profile Migration to Gsuite



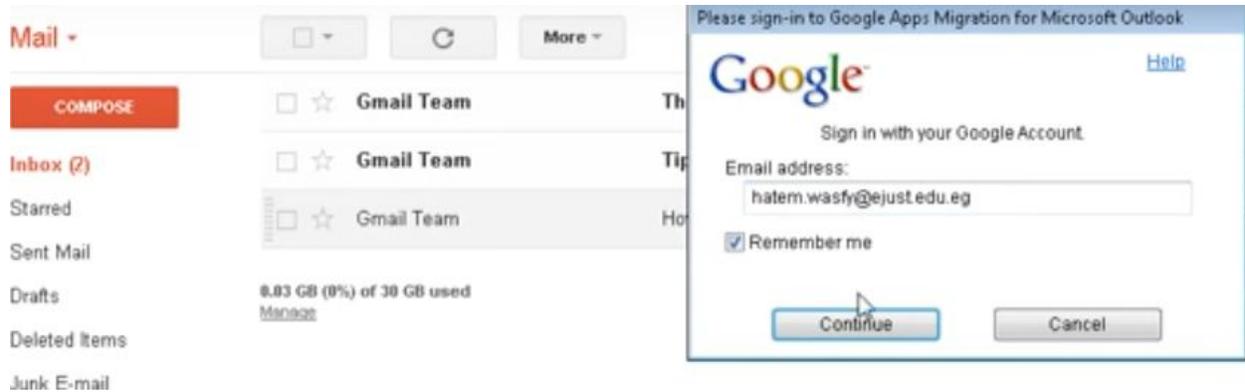
- You can either start pst migration or outlook
- Use Pst migration if you have exported pst file in the local machine or you can use outlook migration which is direct migration from outlook profile to GSuite

Chapter 1: PST MIGRATION

G Suite Migration for Microsoft® Outlook (GSMMO) is a desktop utility that lets Microsoft Outlook users import existing mail, contacts, and calendar events from a Microsoft Exchange account or a PST file into a G Suite account.

You can use **G Suite Migration for Microsoft® Outlook** (GSMMO) to import data from a Microsoft PST file, by stepping through a simple migration wizard. You can import your mail, personal contacts, and calendar events, either all at once, or one application at a time.

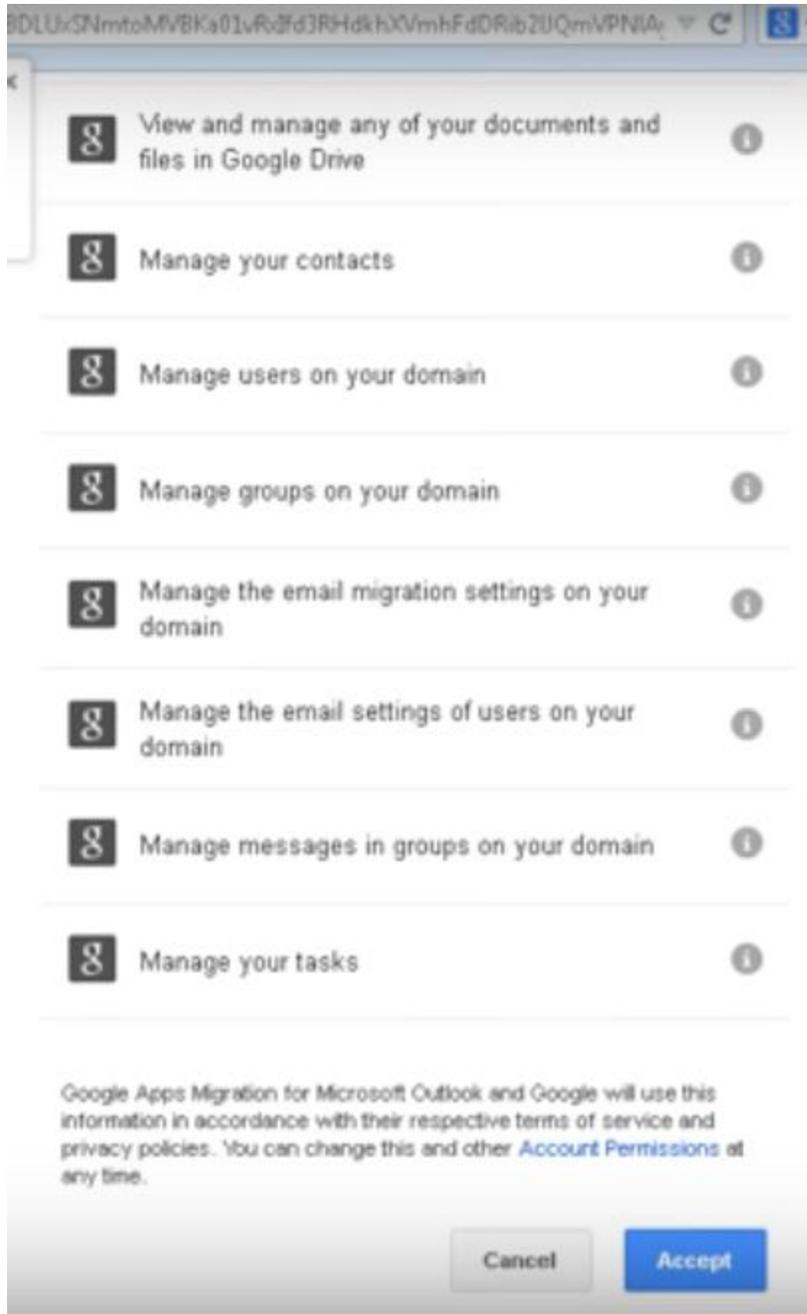
1. If you haven't already, sign in to your G Suite account at least once, to accept Google's Terms and Conditions.
2. Install G Suite Migration for Microsoft Outlook on the computer where you run Microsoft Outlook, which should *not* be running. Use one of the methods below to install (whichever one applies for you).
3. [Click here to navigate to GSMMO download page](#)
4. Open GSMMO after downloading it.
5. Following pop up appears in the screen



6. Enter the Gsuite Email address and click Continue.

Note: Make sure you're already signed in with your Gsuite account in your default browser. If this is not done it won't go to the next step.

7. After entering your GSuite address in GSMMO you will be taken to your default browser and ask to sign into Gsuite if you're not signed in already and following page opens to request permission click allow to start migration.



8. In this step you have to select which migration you want since this is pst migration select Pst as migration and click next.

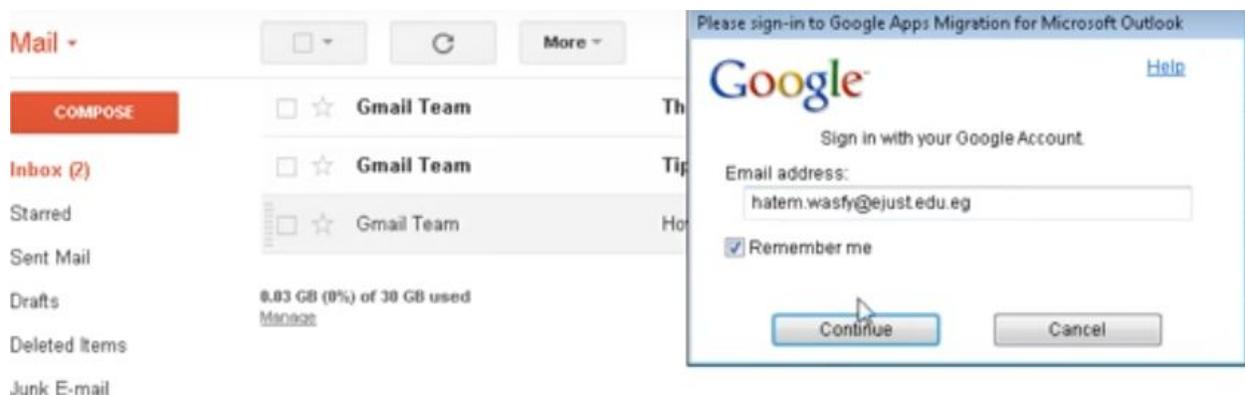
9. In this step you need to upload pst file by navigation to the file location and selecting it in GSMMO. By now your pst file migration would have started.

CHAPTER 2: OUTLOOK MIGRATION

G Suite Migration for Microsoft® Outlook (GSMMO) is a desktop utility that lets Microsoft Outlook users import existing mail, contacts, and calendar events from a Microsoft Exchange account or a PST file into a G Suite account.

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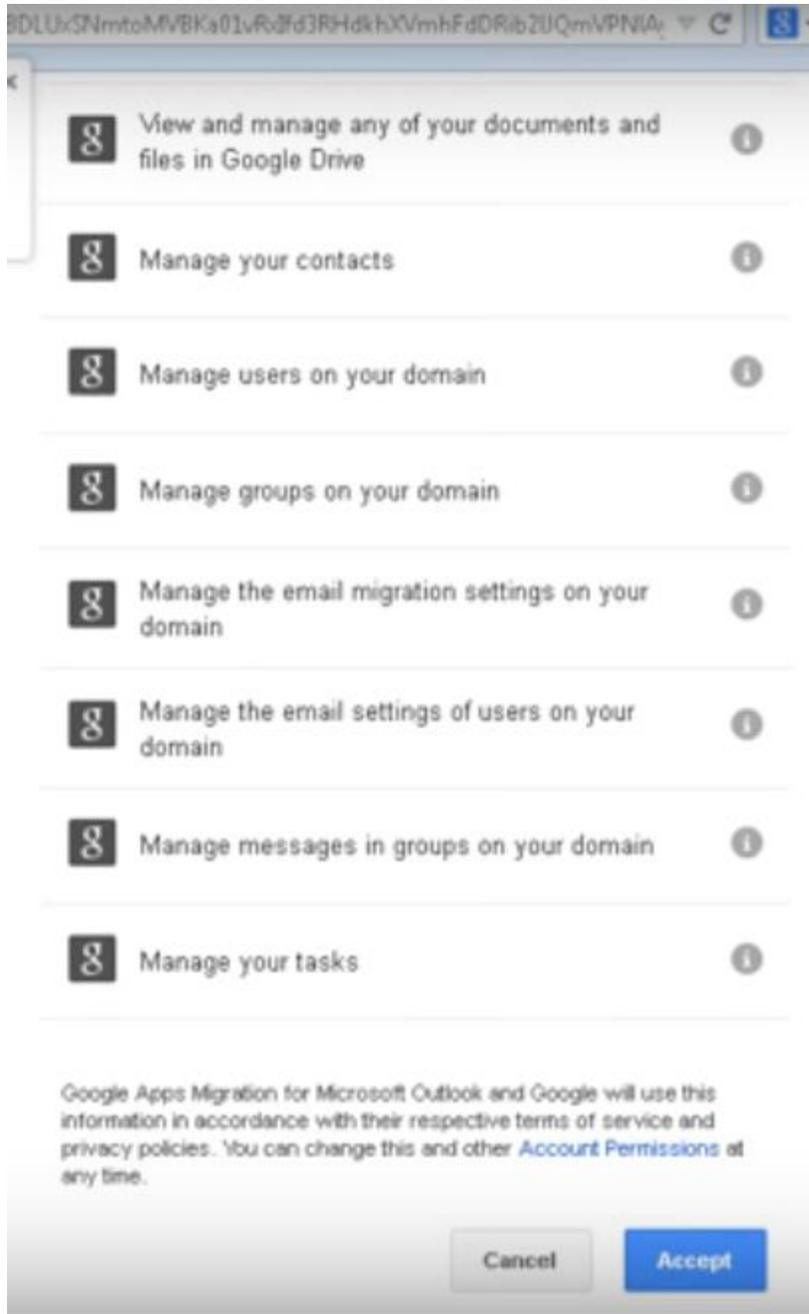
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7. After entering your GSuite address in GSMMO you will be taken to your default browser and asked to sign into Gsuite if you're not signed in already and following page opens to request permission click allow to start migration.



8. Select Migration type as Outlook. And click next and select options such as EMAILS, CONTACT,Calendar and click next.

9. Ignore the next prompt if you do not want to migrate deleted or junk mails by clicking next directly.

10. By now migration would have been started by estimating the size then migrating them.

Note: You can pause the migration if you so desire for little time.

Please refer Following links for better clarity

Video:[Google Apps Migration Tool for Outlook](#)

Best Practices: https://support.google.com/a/users/answer/181242?hl=en&ref_topic=28836