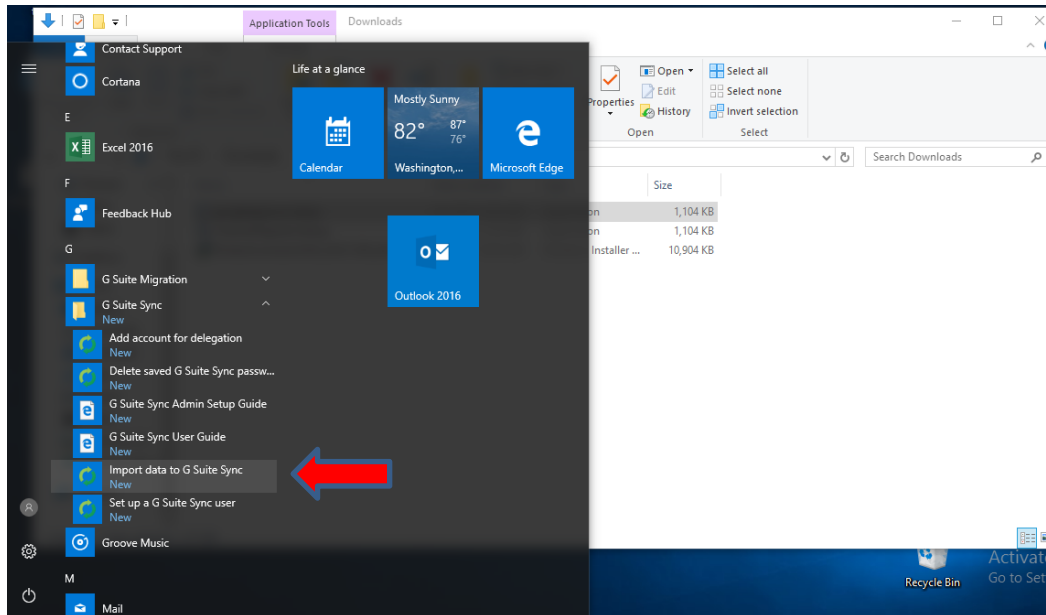


If you have local (archived) folders within your Microsoft Outlook, you will need to import those local files to your Gmail account. After doing so, you will be able to see those emails in your Outlook inbox and in the inbox using Gmail web access from any location. Important: This step is to be done after the initial Outlook sync using the G Suite tool and **only** if you have archived files.

1. **Note: Please close Outlook.** Since you have already downloaded the G Suite Sync Tool, click on the start button and under the G Suite Sync program, select “Import data to G Suite Sync”.



2. You will be asked to sign in using your Loyola Gmail account. ([username@loyno.edu](mailto:username@loyno.edu)).

Please sign-in to G Suite Sync

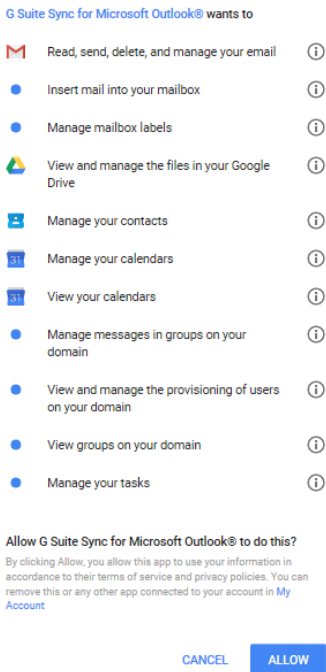
Google [Help](#)

Sign in with your Google Account.

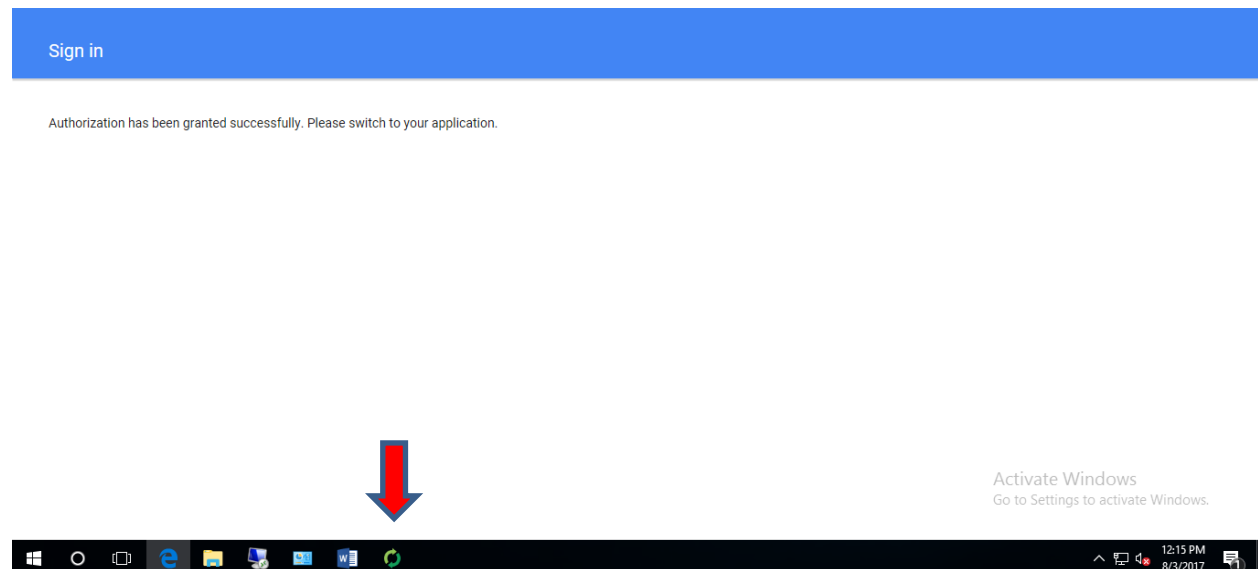
Email address:

☐ Remember me

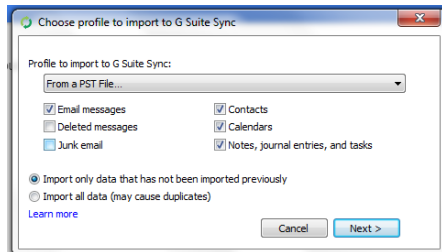
3. Gmail may ask you to select an account or sign in again. Make sure you are signing in to your Loyola Gmail account. ([username@loyno.edu](mailto:username@loyno.edu)) Once you are completely signed in, you will see the following screen. Click “Allow”.



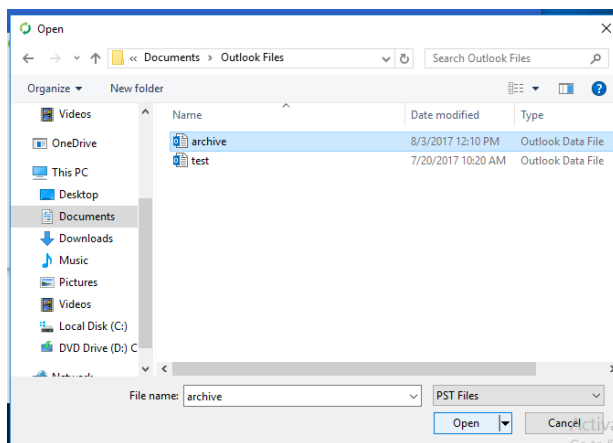
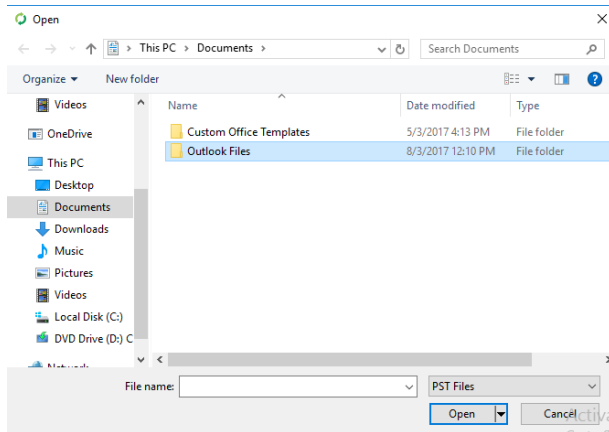
4. Gmail will authenticate and ask you to open your application. Click on the Gmail Sync icon in our task bar.



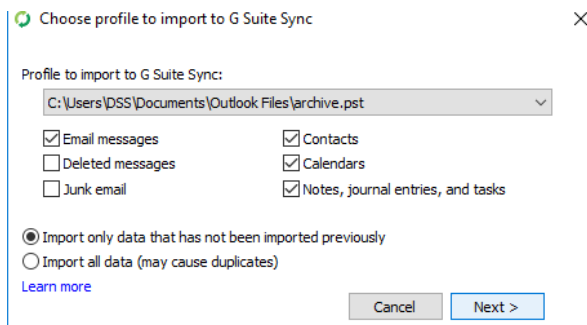
5. Choose a profile to import to G Suite Sync, by selecting “From a PST file..” Make sure that you select the “Import only data that has not been imported previously” and that deleted messages and junk email are unchecked. Once all of the settings match the example below, Click “Next”.



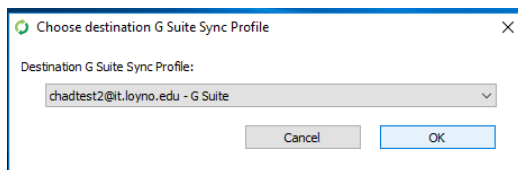
6. You will then be asked to locate the .pst file. A window will automatically open to help you locate the .pst file. In the example below, the archive file is kept in Documents>Outlook files>Archive. If you have trouble locating your file, go to [https://support.office.com/en-us/article/Locating-the-Outlook-data-files-0996ece3-57c6-49bc-977b-0d1892e2aacc#ID0EAABAAA=2016,\\_2013](https://support.office.com/en-us/article/Locating-the-Outlook-data-files-0996ece3-57c6-49bc-977b-0d1892e2aacc#ID0EAABAAA=2016,_2013) to learn more.



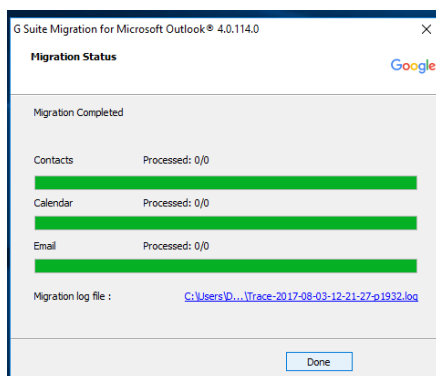
7. Once the .pst file is opened, the location will be auto filled in the drop down menu.



8. You will then be asked to choose the destination G Suite Sync Profile. Use the pull down menu to select your Loyola Gmail address and click "OK".



9. The migration will start. If your archive files are large, this may take a long time. Please let it run. You will be able to continue working while the files are being transferred.



10. Once this process is complete, your archived emails will be synced with your Outlook inbox for your Gmail account. Additionally, you will be able to see these emails when you access your Gmail account via the web from any location.