

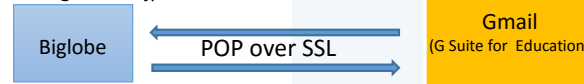
From(Biglobe)

Mail messages

First you need to delete the unnecessary messages.

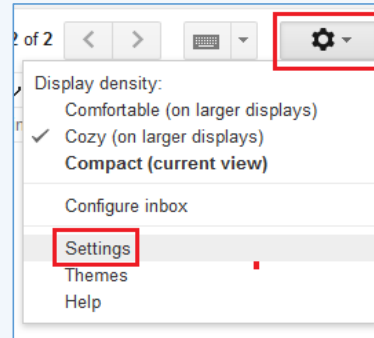
If you do so, you can reduce your work.

POP Server :  
mail.moss.biglobe.ne.jp



To(Gmail(G Suite for Education))

Select "Settings" in gear icon on the top right corner.

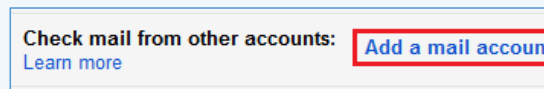


The messages of Biglobe can be popped from Inbox only. After you finished the migration of Inbox, you'd better verify the contents(messages) of Biglobe(From) and Gmail(To). Next, empty Inbox to migrate other folders. You move the contents of Inbox to the folder made newly, or delete them if they are unnecessary. You move Sub folders under Inbox to Inbox, and continue to migrate. Then you do the same operation for Sent and My folders in which if there are contents too. You prepare Suitable Label for each folders before starting the pop.

Inbox	If you start to POP on Gmail, the messages of Biglobe are transferred to Inbox of Gmail. You need to wait the finish of POP.
Sent	If you move from the contents of Sent to Inbox, those of Inbox are transferred to Inbox of Gmail. You need to wait the finish of POP.
Sub folders under Inbox My folders	If you move from the contents of My folders to Inbox, those of Inbox are transferred to Inbox of Gmail. You need to wait the finish of POP.

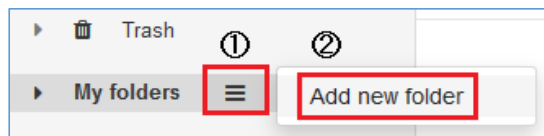
Select "Accounts" in Settings menu.

"Add a mail account" in the "Check mail from other accounts:"

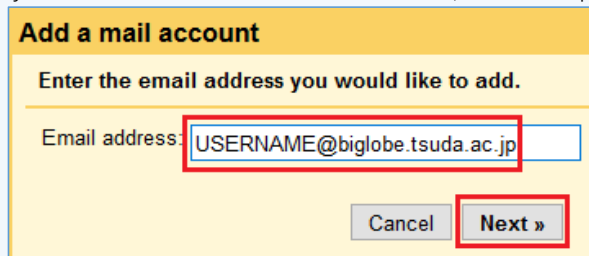


*In the case of keeping the contents of Inbox(don't need this process, if you don't keep them)*

Create the folder for moving the contents of Inbox.

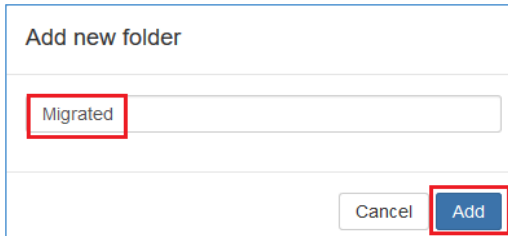


Specify a mail account as "Add a mail account", but don't specify USERNAME@tsuda.ac.jp.

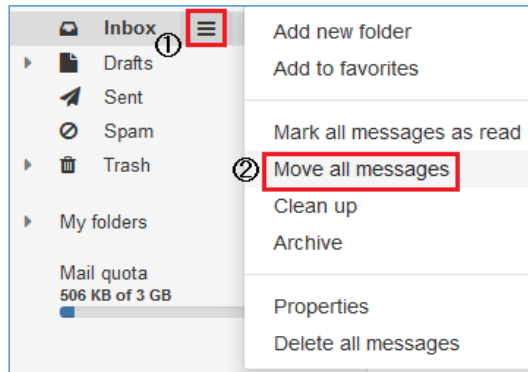


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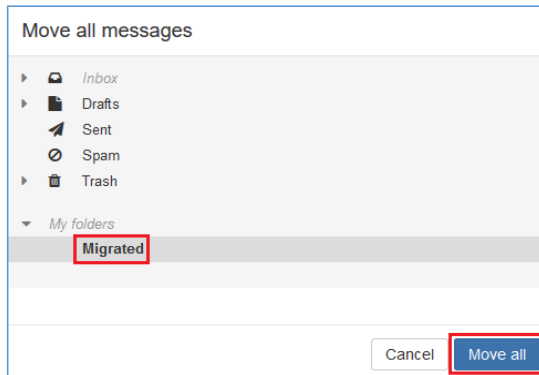
Give the name to the created folder(for example "Migrated").



Select "Inbox", then select "Move all messages" in the pull-down menu.



Select the destination folder, then start to move.



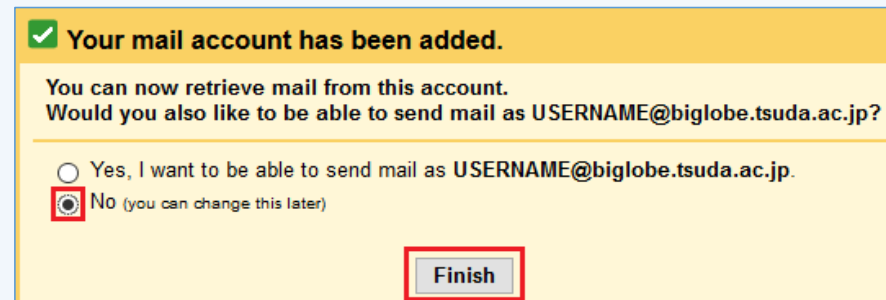
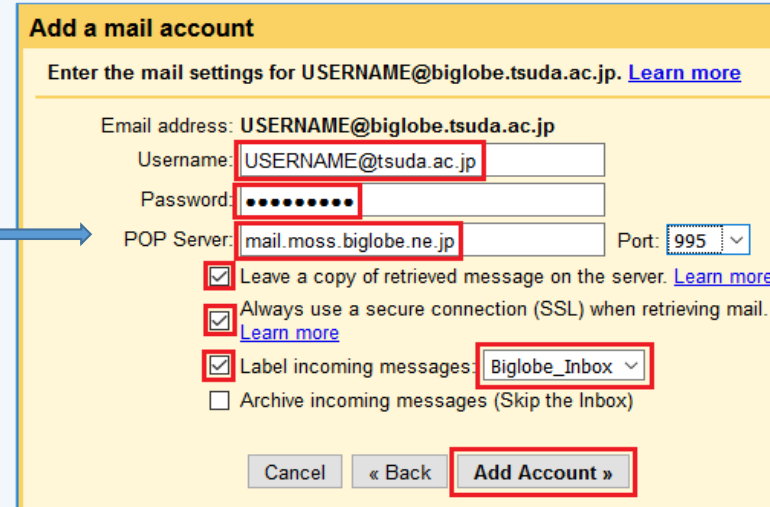
## To(Gmail(G Suite for Education))

Input your Username and Password which you use in biglobe mail.

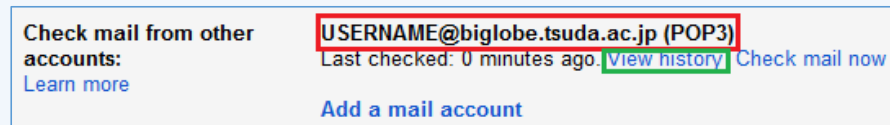
Set "mail.moss.biglobe.ne.jp" in POP server.

In the scene of "Label incoming messages", prepare a label distinguishable from other.

Change

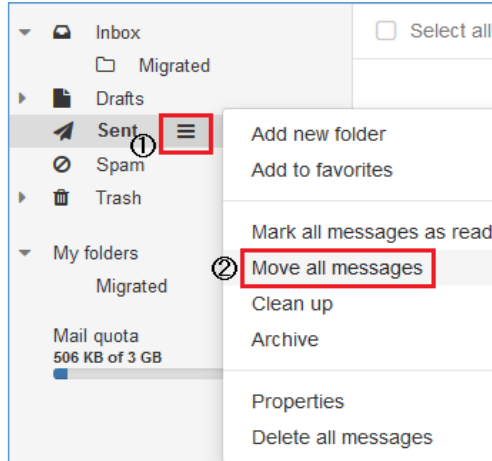


Return to the Settings, check the POP setting.

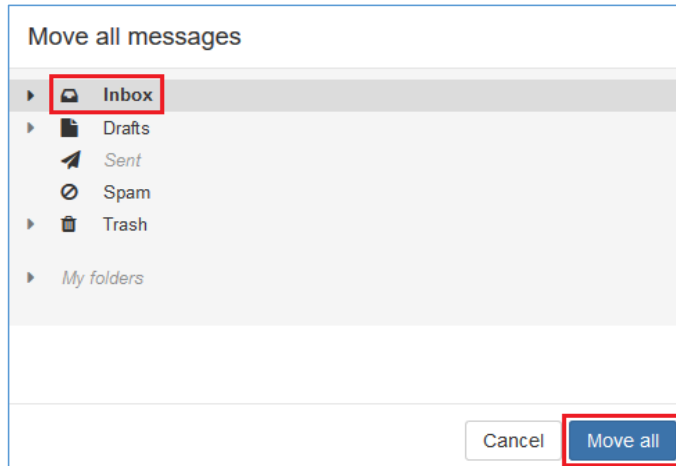


## From(Biglobe)

After you prepare the Label for "Sent" on Gmail, start to the migration of "Sent".

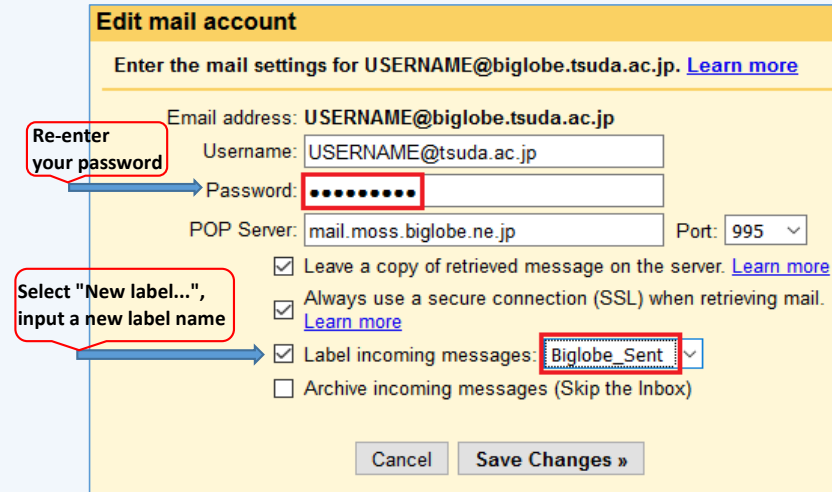
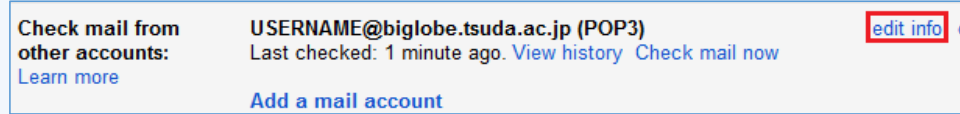


Select Inbox as the folder.



## To(Gmail(G Suite for Education))

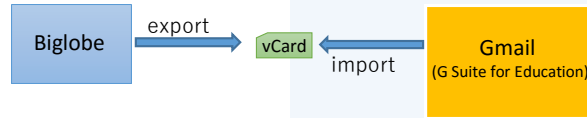
After the finish of "Inbox" migration, change the label before "Sent" migration.  
Edit the setting in POP setting.



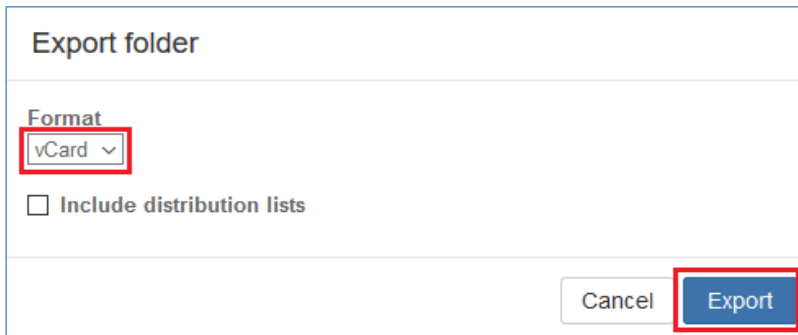
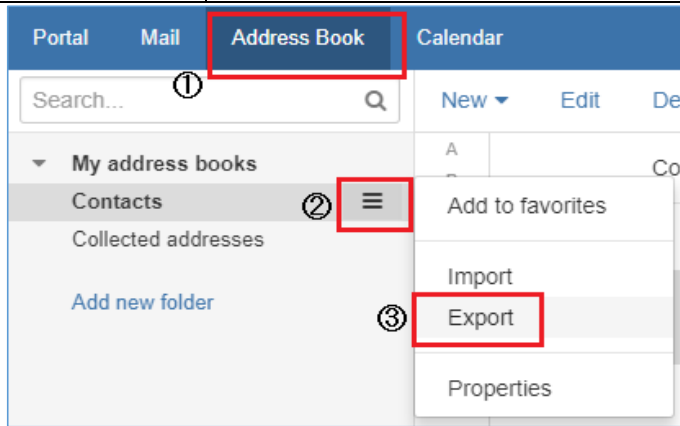
From(Biglobe)

Address Book

First convert data to vCard format, then shift vCard format data to Gmail.

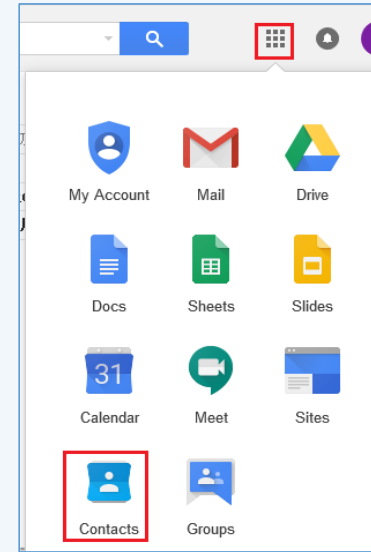


Contacts	addresses you entered
Collected Addresses	the list of the addresses you sent a email before



To(Gmail(G Suite for Education))

Select Google apps, and select the Contacts.



Select "Import Contacts...".

Select a file(vCard format) exported before, and import it.

