

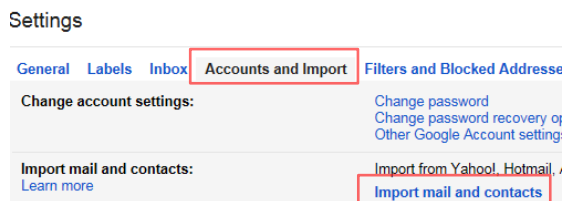
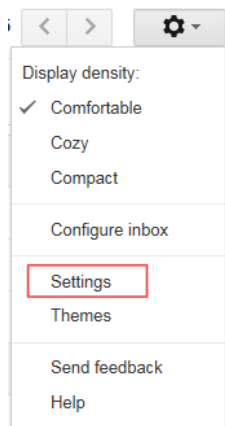
How do I download my @live email to Gmail?

Note: ITS does not support Gmail and cannot offer further assistance. This process is at your own risk.

You can download your Warwick email and contacts to your Gmail account using the following steps. Note: Flag emails as **unread** to ensure they are all imported.

Sign into Gmail and click the down arrow in settings by the gear icon located on the right side of the screen, click Settings.

Select **Accounts and Import** at the top of the screen followed by **Import mail and contacts**

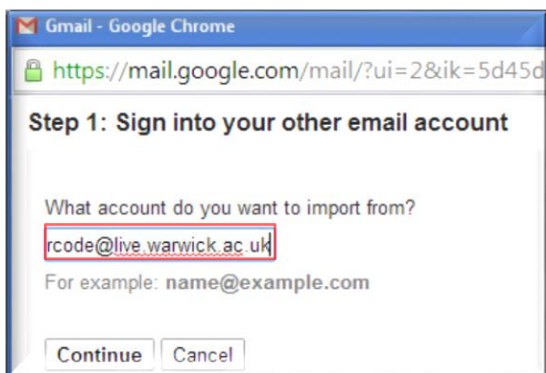


Usercode format: usercode@live.warwick.ac.uk

Enter your usercode in the following format:

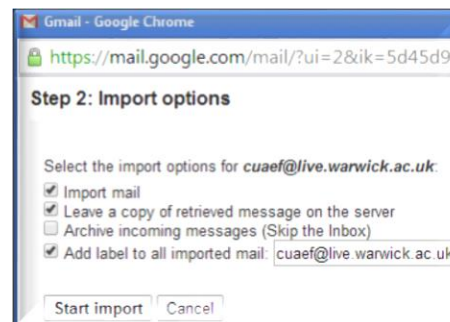
username@live.warwick.ac.uk

Click continue



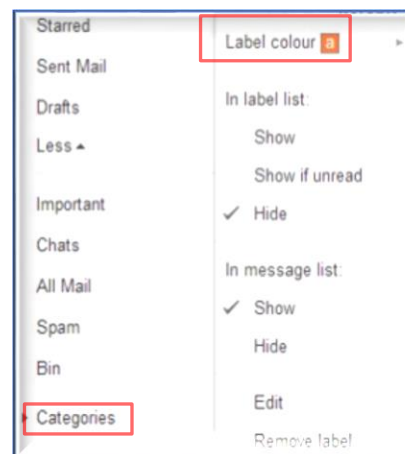
POP configuration

- Enter the password for your @live email account
- Enter the POP username as: username@live.warwick.ac.uk
- In the POP server box enter: **outlook.office365.com**
- Enter the port details as **995** and tick the **SSL** box, followed by **Continue**



Select the following options:
 Tick **Import mail**
 Tick **Leave a copy of retrieved message on the server**
 If you tick **Add label** to all imported mail – you will then see a label with your email address in Gmail, where you will find the mail (as well as in your Gmail inbox.)
 Click **Start import**

You will see progress information stating number of emails being imported. If you ticked **Add label** during import, the account you are importing from will be listed on the left.



You can select a label colour which will then label all imported emails with that colour. To select a label colour, click the drop down arrow next to the label for your email address on the left in Gmail and select a label colour.

NB: the import may take several hours depending on the size of the mailbox.



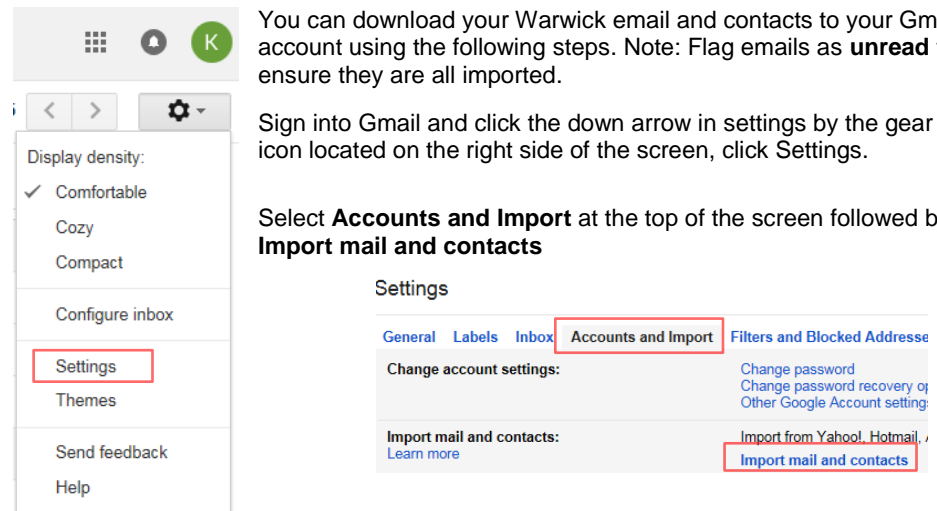
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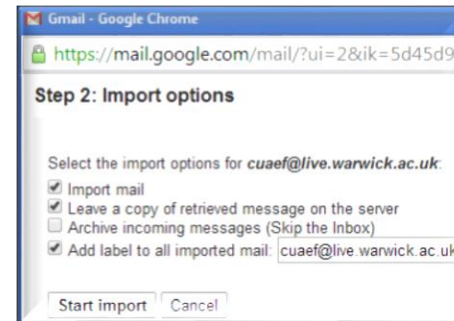
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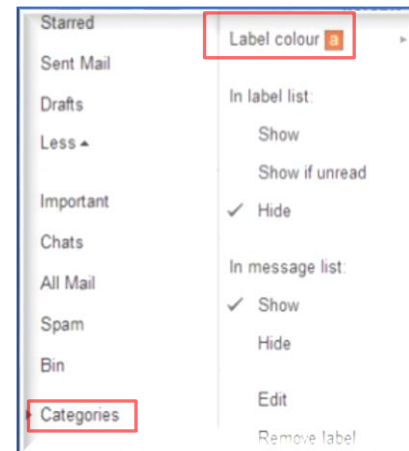
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Click continue

