Step 1: Backup your Data by Downloading your Archive File from your Mountaineer Apps Account

1. Log into your email using a supported browser.
2. Click on your account profile icon or your email address in the top right hand corner of the email window

3. Below your name and email, click on My Account
4. In the window that appears, scroll down to Personal Info & Privacy and click on Control Your Content.
5. In the window that appears, scroll down to Download Your Data and click on Create Archive
6. This window will allow you to download many different types of stored data from your Mountaineer Apps account.
   a. For this download, you should select any of the file types that you have data saved in. For most users, this includes Mail, Drive and Calendar. Uncheck any unnecessary data selections and click Next at the bottom of the screen. PLEASE NOTE: This download will only collect files that are in "My Drive" and will not pick up files that are in "Shared with me". If you need to backup these files you can right click on them and select Add to My Drive before you start the backup.
7. Choose your file type (we recommend zip files). For Delivery Method, choose send download link via email.
8. Click Create Archive and then log out of your account.
9. Once your archive is complete, you will receive an email from Google TakeOut in your Mountaineer Apps account. This email should arrive within 24-48 hours and will contain a link to download your Archive
10. Once you receive the Email from Google TakeOut, Click Manage Archives within the message
11. Download your archive in the screen that appears.
12. Open the downloaded folder, unzip the contents, and save the Takeout Folder on your Desktop.
13. This Folder will contain all of our AppState data but as you will see it will be in a somewhat unusable format. We recommend the following steps to get your data in a useable format.

Step 2: Transfer Email from your Mountaineer Apps account to a personal Gmail account.

First: Enable POP in your Mountaineer Apps account

1. Log into your Mountaineer Apps account using a web browser (IE, Chrome, Firefox)
2. Click on the gear in the top right hand corner and go to settings
3. Click on Forwarding and POP/IMAP
4. Select Enable POP for all mail
5. Sign out of your Mountaineer Apps Account

Second: Allow less secure apps in your Mountaineer Apps Settings
1. Click on your account profile icon or your email address in the top right hand corner of the email window
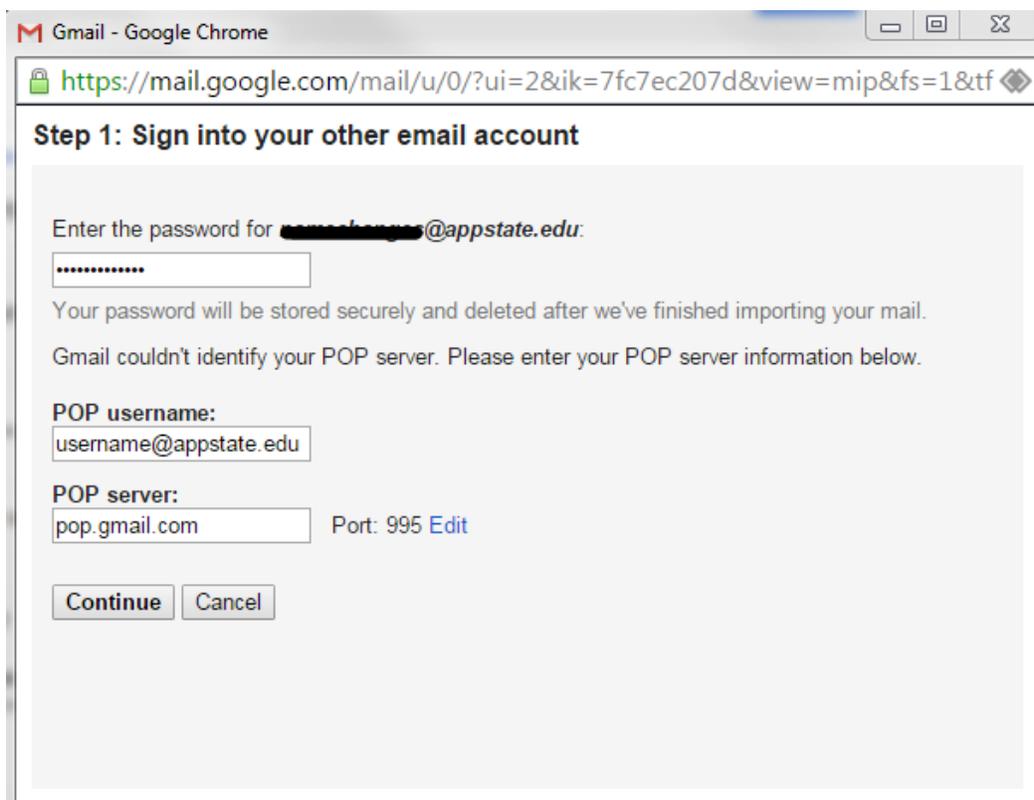

2. Below your name and email, click on My Account
3. In the window that appears, click on Connected apps & sites.
4. Toggle the Allow less secure apps: ON
5. Close the My account tab in your browser.

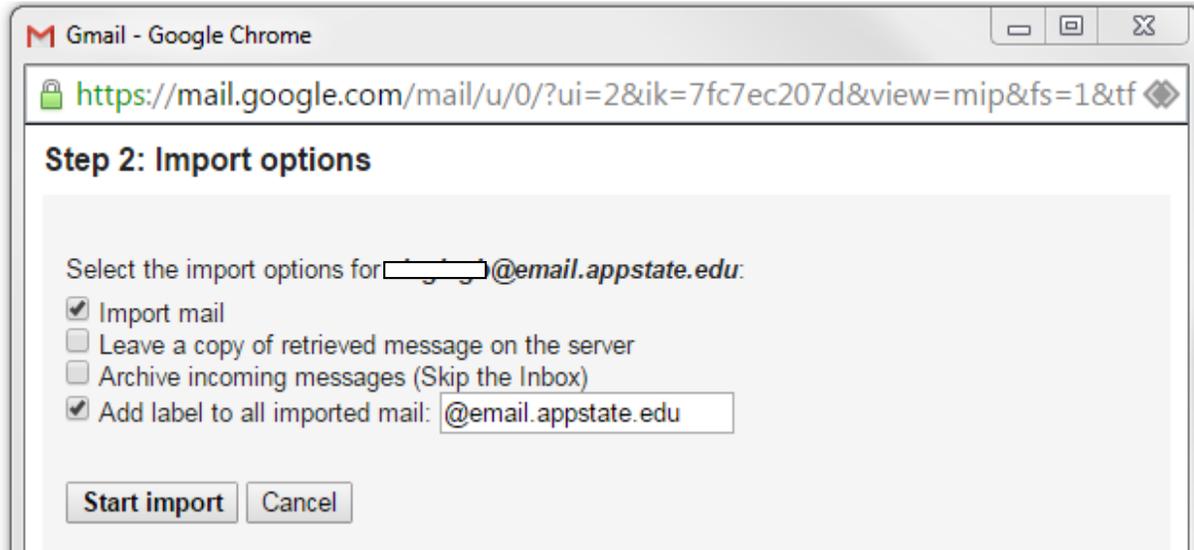## Third: Log into your Personal Gmail Account and Import your Mountaineer Apps Email
You will need a personal Gmail account in order to complete this process. If you do not have one, please go to gmail.com and sign up for one free of charge.
1. Log into your Personal Gmail account using a web browser.
2. Click on the gear in the top right hand corner and go to settings
3. Click on Accounts and Import
4. Select Import mail and contacts
5. Enter the address you want to import your mail and calendar from (YourUsername@appstate.edu) Note: This process will take a few min to complete.
6. Enter your current password
7. For POP username: enter your entire email address.
8. Enter **pop.gmail.com** in the POP server field

9. Select Continue
10. In the Import Options screen you can leave the setting as default and select **Start Import**

11. The import will take some time based on how large to account is. You will notice messages appear in your personal account in groups throughout the course of several days.

Step 3: Import your AppState Calendar to your personal Gmail Account

1. Log into your Personal Gmail Account
2. Once in your Personal Gmail account, navigate to your Calendar
3. Click on the gear symbol in the top right corner, go to Settings
4. Click on the Calendars tab in the window that appears
5. Click Import Calendar, choose the calendar file that was saved in your Google Takeout folder on your desktop from step 1 above.

Step 4: Manage Google Drive Data

1. Locate the Drive folder in your Google Takeout Zip file on your desktop that was created in step 1 above.
2. This zip file will contain all the data retrieved from your AppState Google Drive account. Note: If you would like to upload this folder into your Personal Gmail account please feel free to do so using the upload file feature in your Personal Google Drive account.