# Uploading Contacts and Personal Folders Using Google Email Uploader with Windows

Note:  This upload process takes only a few minutes to start but may take up to a few hours for the upload to complete depending on the amount of messages you will be uploading.  If moving personal folders, we suggest starting this process at the end of the day and locking your computer when you leave so that it can complete overnight.

First, download the Google Email Uploader from
http://mail.google.com/mail/help/email_uploader.html

Save the downloaded file to your desktop

Once the download is complete, double click on the GoogleEmailUploaderSetup file that should have been saved to your desktop.  This will install the Google Email Uploader software on your computer.
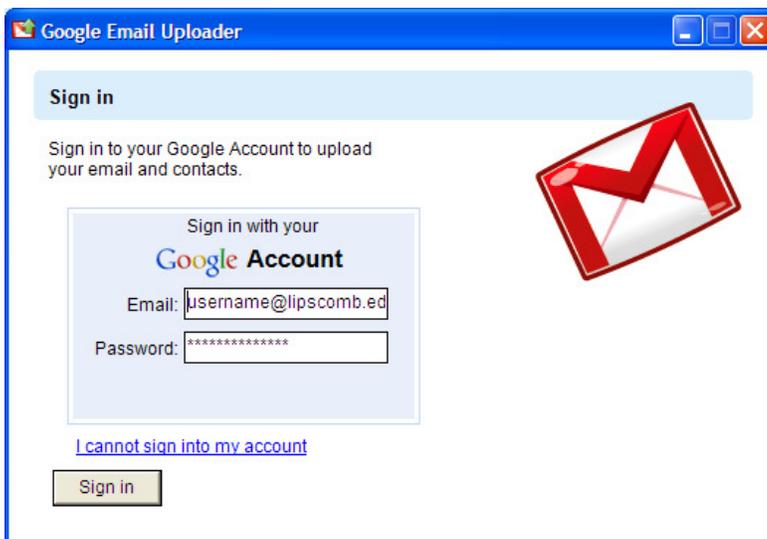
To start the upload, Go to Start, All Programs, and choose Google Email Uploader.  You will see a window similar to the image on the right:
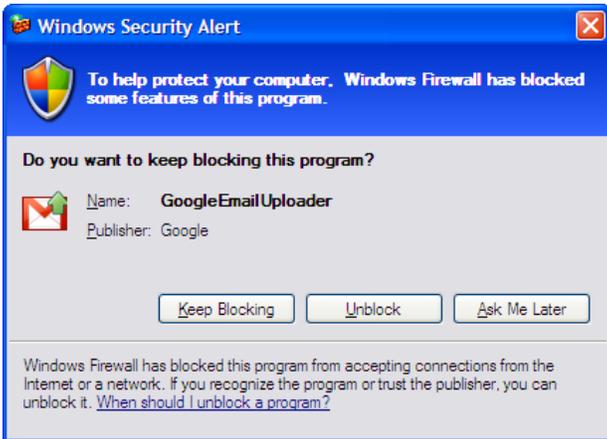
Click Next
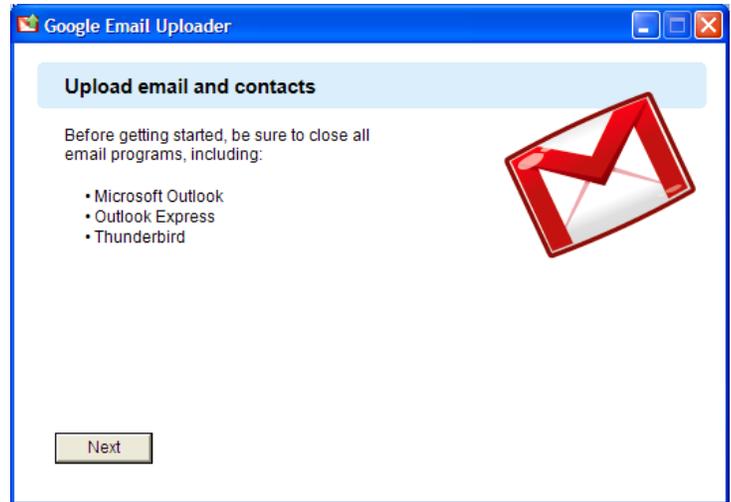
The next window will ask you to sign into your Google account.

Enter your username@lipscomb.edu  in the email field and your network password for the password & click Sign in
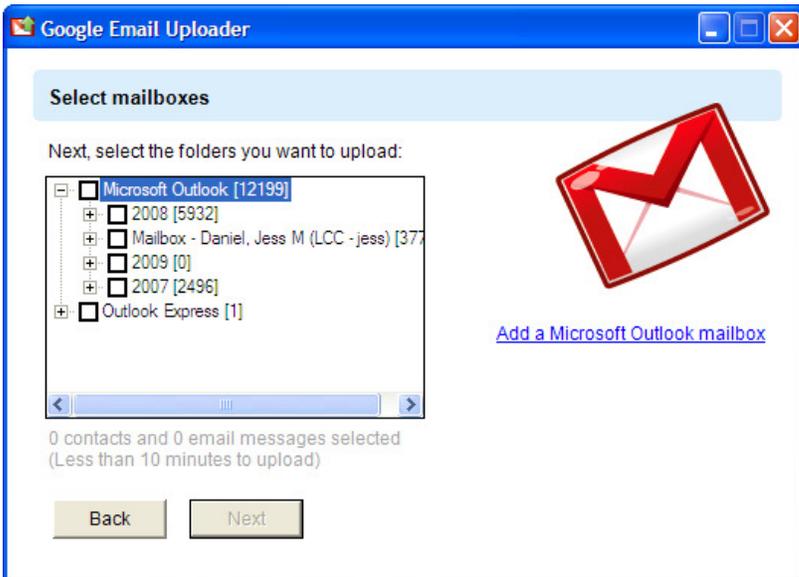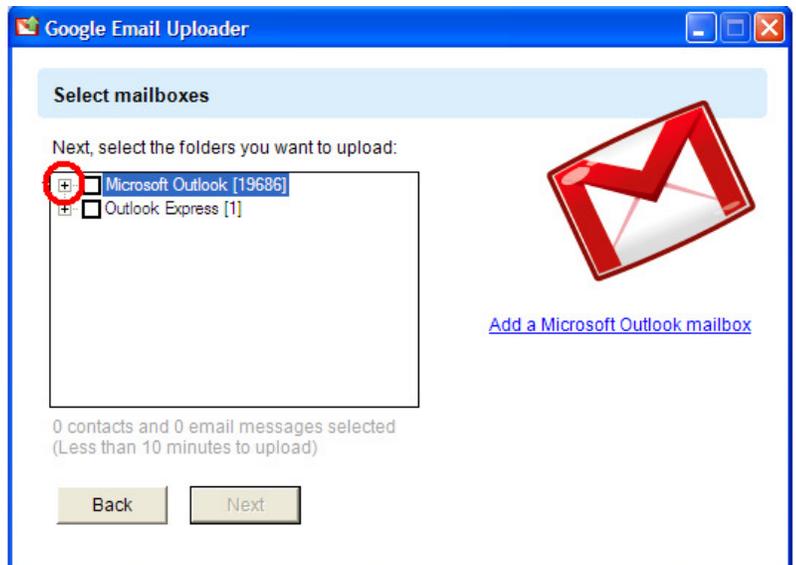
You may have a Windows Security Alert pop up prompting you to Block or Unblock the Google Email Uploader.



If you see this message, click Unblock



The next window that appears will allow you to select the mailbox items you wish to migrate.

Expand the Microsoft Outlook item by clicking on the + beside Microsoft Outlook as seen in the image on the right.



Once expanded, you should see your mailbox listed as well as any personal folder files Outlook is connected to.  The window you will see will be similar to the example to the left.

Expand the Mailbox item by clicking on the + beside "Mailbox – your name"

Check the box beside the Contacts folder(s) only.  **You should not select any other item in the Mailbox to prevent duplicate entries as the Computer Center will migrate your Inbox and other mail folders contained in your Mailbox for you.**  This will put a check in the box beside the Mailbox, but none of the other items listed below Mailbox should be checked as seen in this image:
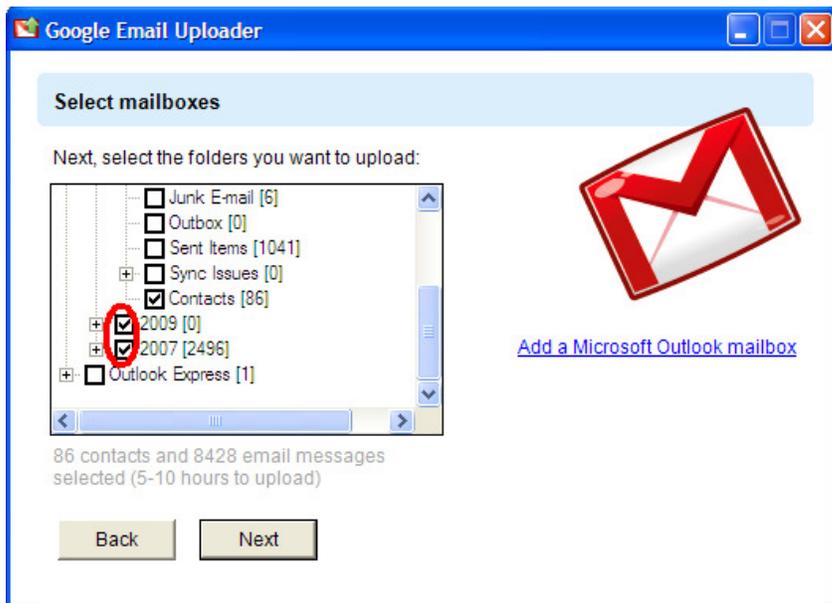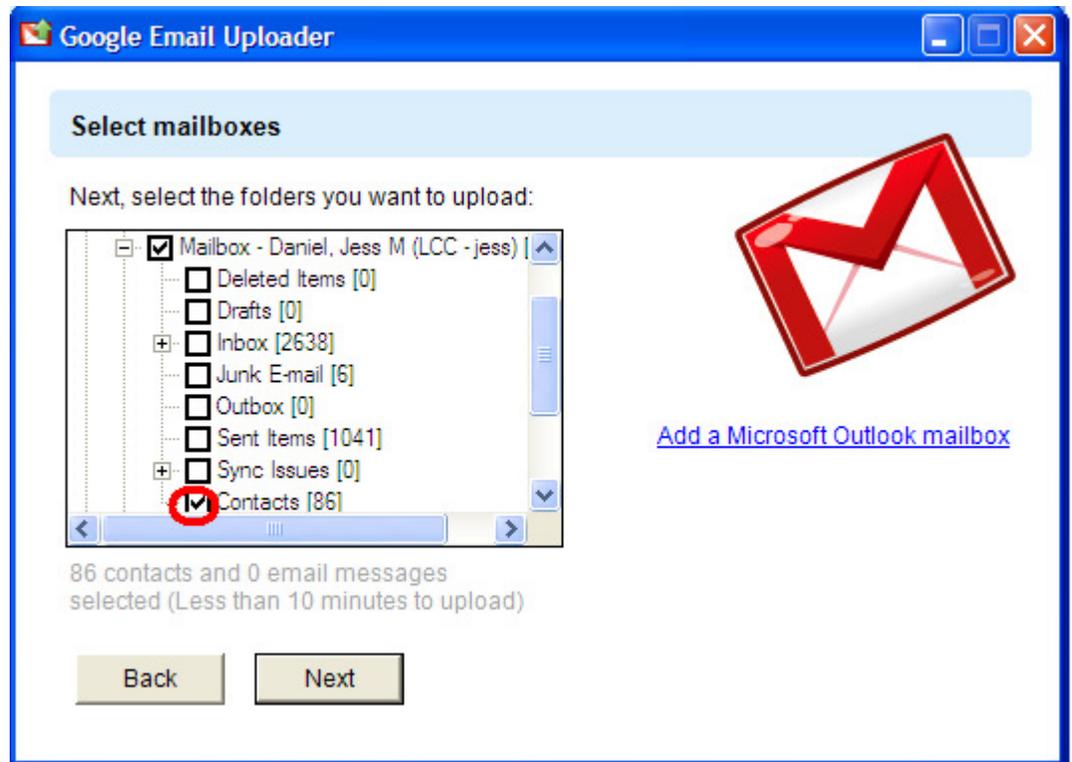
Next, check the box beside any personal folder files you wish to migrate.

Once you have selected the contacts and personal folder files you wish to migrate, click Next

You will now see a window asking if you want to create labels for the folders. If you uncheck this box, the messages from your personal folders will be put in your mailbox without any identifier that it came from a personal folder. You can delete a label within Gmail after migration if you choose to, so we recommend leaving the label box checked.

If you have Outlook Open, close all Outlook windows at this time.

Click Upload
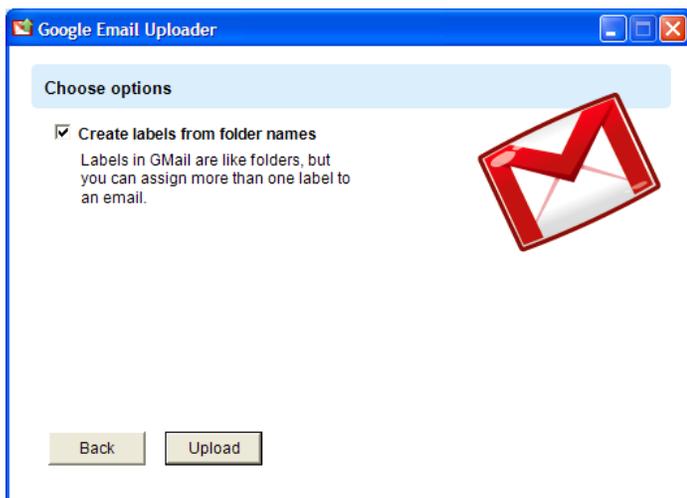


The upload process will begin. Depending on how much data you will be uploading, this process can take anywhere from a few minutes to several hours.

As seen in the message, do not open Outlook while the upload is in process. If you need to open Outlook, click "Stop" & "OK", and when you are finished with Outlook, restart the upload process by going to Start, Programs, Google Email Uploader  follow the steps above to restart the process where it left off.  For this reason, we recommend starting the upload at the end of the day & locking your computer when you leave for the day to allow the upload to complete overnight.
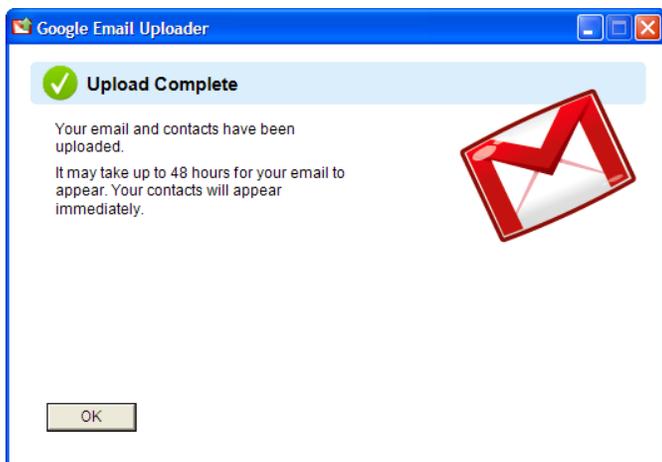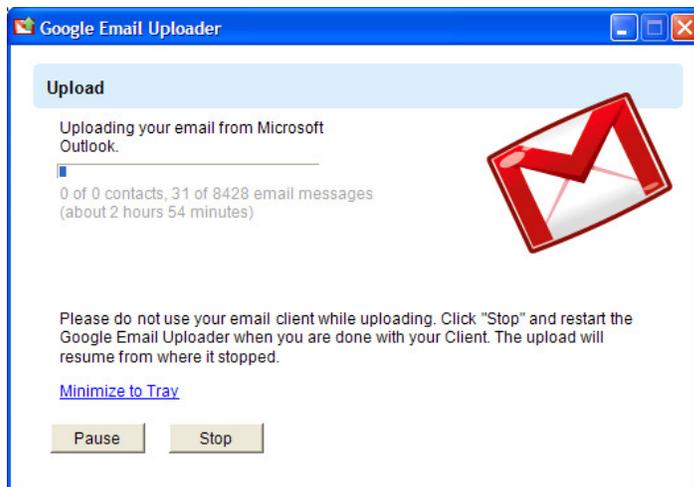




You should see an "Upload Complete" window pop when the upload has finished. As the message says, messages may not appear in your Gmail mailbox for up to 2 days, but your contacts should appear immediately.

Click OK to close the Uploader.