


## How to transfer emails from BishopApps to a Gmail Account

Use Gmail's Mail Fetcher to download emails from BishopApps to another Gmail account.


- Log in BishopApps.
- Click the **gear icon**  and select *Settings*.
- Go to the *Forwarding and POP/IMAP* tab.
  - Make sure *Enable POP for all mail (even mail that's already been downloaded)* is selected under *POP Download*
  - For 2. When messages are accessed with POP, select *keep OWU BishopApps Mail's copy in the Inbox*.
- Click *Save Changes*.
- *Sign out* of BishopApps.

Next:

- Log in to the Gmail account to which you want to move the messages.
- Click the *Settings* gear and select *Settings*.
- Go to the *Accounts and Import* tab.
- Click *Add a POP3 mail account you own* under *Check mail from other accounts (using POP3)*.
- Enter your OWU email address.
- Click *Next Step* ».
- Enter your full OWU email address under *Username*.
- Enter your OWU password.
- Enter *pop.gmail.com* for the *POP Server*.
- Make sure *995* is selected under *Port*.
- Now make sure *Leave a copy of retrieved messages on the server* is **not** checked.
- Verify *Always use a secure connection (SSL) when retrieving mail* is checked.
- Optionally, check *Label incoming messages*.
- Optionally, check *Archive incoming messages (Skip the Inbox)* so imported emails do not show up in your new Gmail account's inbox.
- Click *Add Account* ».

You may be asked to verify your account. If so, enter the verification code sent to your BishopApps account. Mail will be downloaded in batches of approximately 100–200 emails at a time.

To Disable Mail Fetcher:

- Click the **gear icon**  in the upper right of your Gmail account, then select **Settings**.
- Open the **Accounts and Import** tab.
- Find the **Check mail using POP3** section.
- Click **delete** next to the account you wish to disable.

Mail Fetcher will stop retrieving new messages, but any mail that you previously received will remain in Gmail until you delete it.

## Export Gmail contacts into CSV file

1. Sign in to BishopMail.
2. At the top left, click **Mail > Contacts**.
3. Click **More > Export...**
4. Choose whether to export all contacts or only one group.
5. Select the format in which you'd like to export your contacts' information. Note that some of these formats can lose some contact information.
  - To transfer contacts between Google Accounts, use the **Google CSV** format. This is the recommended way to back up your Google Contacts.
  - To transfer contacts to Outlook, Yahoo! Mail, Hotmail, or various other apps, use the **Outlook CSV** format.
  - To transfer contacts to Apple Address Book, use the **vCard** format.
6. Click **Export**.
7. Choose **Save to Disk > OK**.
8. Select a location to save your file, and click **OK**.

The file can then be imported into your Gmail account by going to Gmail>Contacts>More>Import.

## Exporting content from a specific calendar

1. In the calendar list on the left side of the page, move your mouse over the calendar you'd like to export from.
2. You'll see a drop-down arrow appear next to the calendar name. Click the drop-down arrow and select **Calendar settings**. (Alternatively, click the drop-down arrow next to **My calendars** and select **Settings**, then click the appropriate calendar from the list.)
3. Click the **ICAL** button in the 'Private Address' section at the bottom of the page, and click the displayed URL.
4. Save the exported file to the desired folder on your computer.

If you receive a 'Feed Processing Error' message when exporting events, please make sure you're using your calendar's private iCalendar address ('Private Address'). You can only use your calendar's public iCalendar address ('Calendar Address') to export events when your calendar is publicly shared.

## Import events from iCalendar

1. Click the down-arrow next to **Other calendars**
2. Select **Import calendar**
3. Click **Choose file** and find the file that contains your events, then click **Open**.
4. Select the Google Calendar where you'd like to import events, then click **Import**.