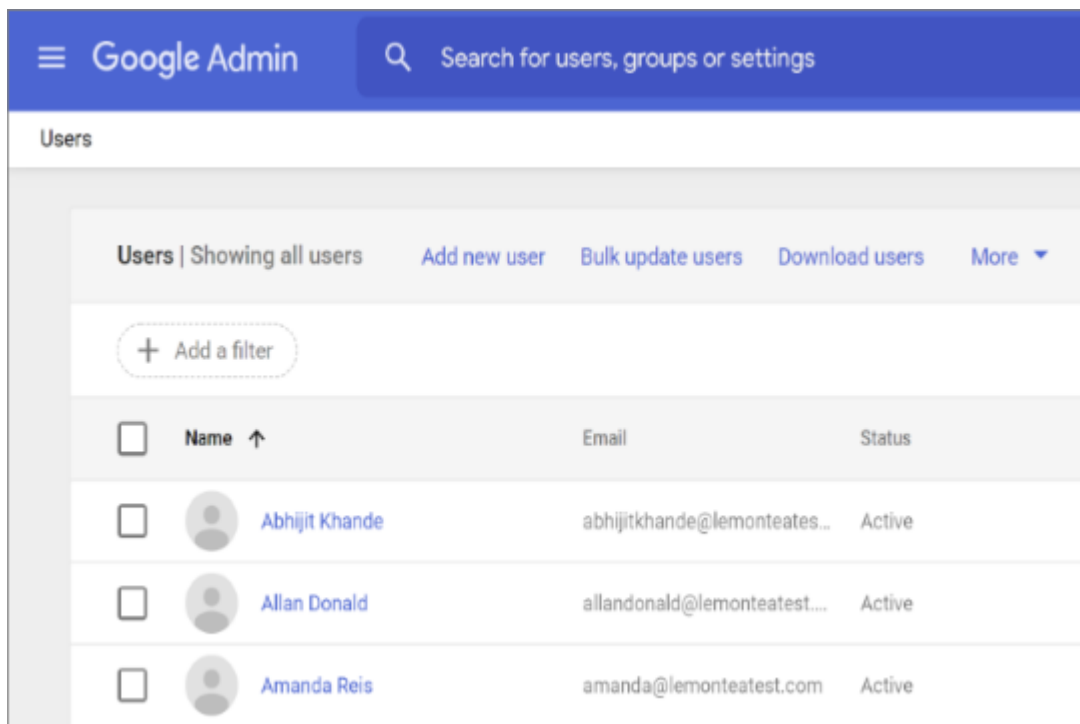


Google Workspace migration to Microsoft 365

1. Sign in to the Google Workspace admin console using the administrator username and password.
2. After signing in, choose Users.



3. Select each user to identify each user's email address. Write down the address.



4. Start Excel Sheet.
5. Use the following screenshot to create the migration file in Excel. Start with the headings in row 1. Make sure they match the picture exactly and don't contain spaces. The exact heading names are:
 - EmailAddress in cell A1.
 - UserName in cell B1.
 - Password in cell C1.

	A	B	C
1	EmailAddress	UserName	Password
2			
3			
4			
5			
6			

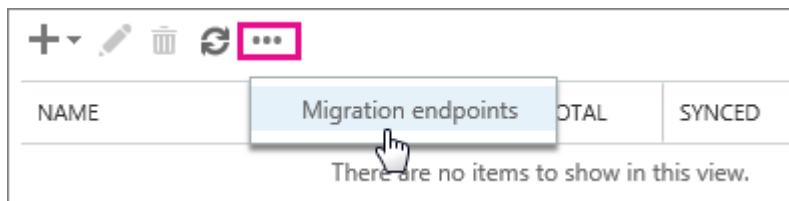
6. Next enter the email address, username, and password for each mailbox you want to migrate. Enter one mailbox per row.
 - Column A is the email address of the Microsoft 365.
 - Column B is the sign-in name for the user's Gmail mailbox (for example, aaronharper@lemonteatest.com).
 - Column C is the password for the user's Gmail mailbox.

	A	B	C
1	EmailAddress	UserName	Password
2	aaronharper@lemonteatest.com	aaronharper@lemonteatest.com	Password9
3	abhijitkhade@lemonteatest.com	abhijitkhade@lemonteatest.com	Password18
4	aditijohn@lemonteatest.com	aditijohn@lemonteatest.com	Password27
5	amanda@lemonteatest.com	amanda@lemonteatest.com	Password36

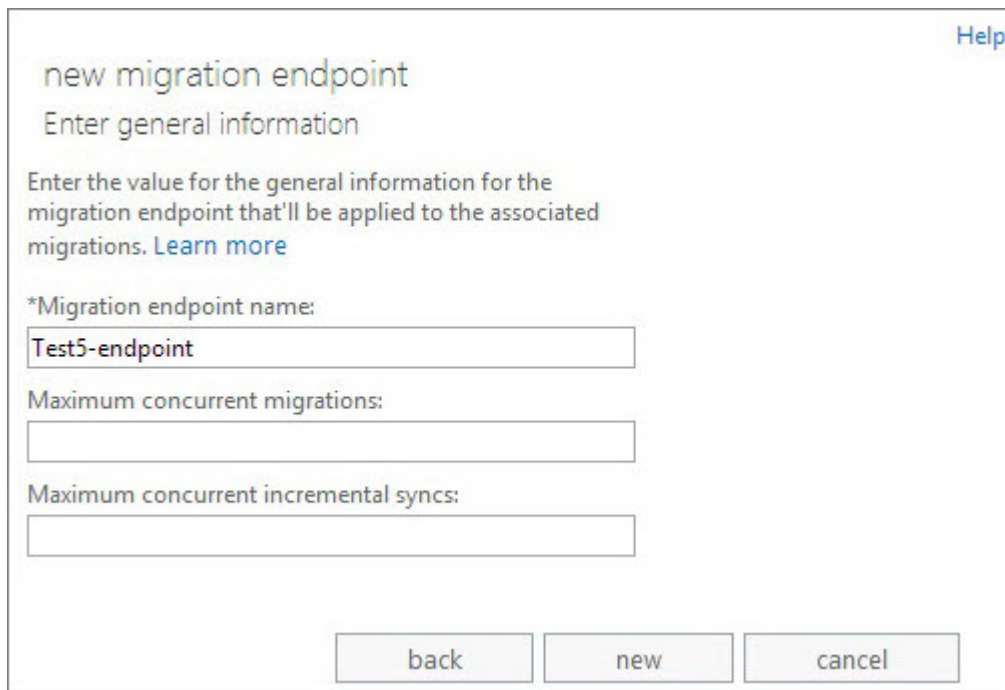
7. Save the file as a CSV file type, and then close Excel.

File name:	Test5-migration.csv	▼
Save as type:	CSV (Comma delimited)	▼

8. Open the Microsoft 365 admin center and go to Recipients > Migration > More > Migration endpoints.



9. Click the new sheet to create a new migration endpoint.
10. On the Select the migration endpoint type page, choose IMAP.
11. On the IMAP migration configuration page, set the IMAP server to **imap.gmail.com** and keep the default settings the same.
12. Click Next. The migration service uses the settings to test the connection to the Gmail system. If the connection works, the Enter general information page opens.
13. On the Enter general information page, type a Migration endpoint name, for example, Test5-endpoint. Leave the other two boxes blank to use the default values.



new migration endpoint [Help](#)

Enter general information

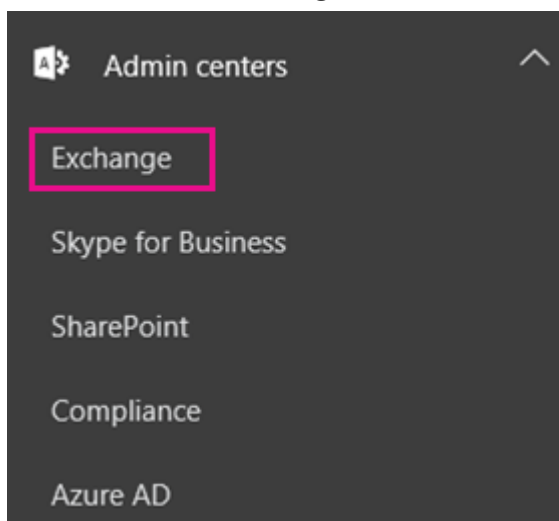
Enter the value for the general information for the migration endpoint that'll be applied to the associated migrations. [Learn more](#)

*Migration endpoint name:

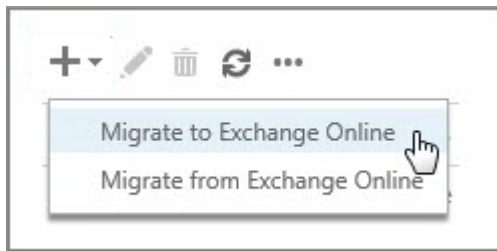
Maximum concurrent migrations:

Maximum concurrent incremental syncs:

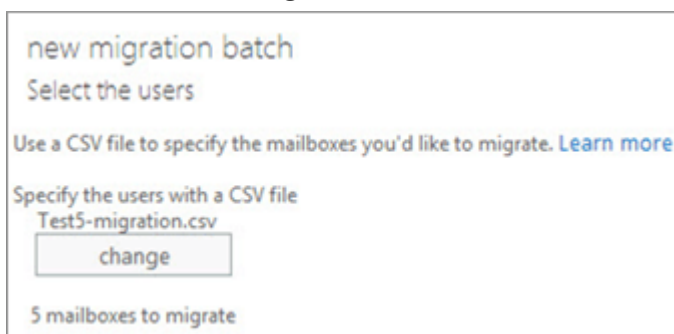
14. Click New to create the migration endpoint.
15. Create a migration batch and start migrating Gmail mailboxes in the Classic Exchange admin center
16. In the Microsoft 365 admin center, navigate to Admin Centers> Exchange.



17. In the Exchange admin center, go to Recipients > Migration.
18. Click New > Migrate to Exchange Online



19. Choose IMAP migration > Next.
20. On the Select the Users page, click Browse to specify the migration file you created. After you select your migration file, Microsoft 365 checks it to make sure:
 - It isn't empty.
 - It uses comma-separated formatting.
 - It doesn't contain more than 50,000 rows.
 - It includes the required attributes in the header row.
 - It contains rows with the same number of columns as the header row.
21. After Microsoft 365 validates the migration file, it displays the number of users listed in the file as the number of Gmail mailboxes to migrate.



22. Click Next.
23. On the Set, the migration endpoint page, select the migration endpoint you created in the previous step and click Next.
24. On the IMAP migration configuration page, accept the default values, and click Next.

25. On the Move configuration page, type the name (no spaces or special characters) of the migration batch in the box (for example, Test5-migration). The default migration batch name that's displayed is the name of the migration file that you specified. The migration batch name is displayed in the list on the migration dashboard after you create the migration batch.
26. You can also enter the names of the folders you want to exclude from migration. For example, Shared, Junk Email, and Deleted. Click Add a sheet to add them to the excluded list. You can also click Edit sheet to change a folder name and Delete - to delete the folder name.

new migration batch

Move configuration

These configuration settings will be applied to the new batch. [Learn more](#)

*New migration batch name:

Test5-migration

Exclude folders:

Exclude Folder
Deleted
Junk Email

The migration batch name is the name of the migration file that you specified and you can optionally exclude folders.

27. Click Next
28. On the Start the Batch page, do the following:
 - Choose Browse to send a copy of the migration reports to other users. By default, migration reports are emailed to you. You can also access the migration reports from the properties page of the migration batch.
 - Choose Automatically start the batch > new. The migration starts immediately with the status Syncing.

Click to view the status for all current migration batches. [Status for all batches](#)



NAME ▲	STATUS	TOTAL	SYNCED	FINALIZED	FAILED
Test5-migration	Syncing	5	0	0	0

Status changes from Created to Syncing after the migration starts.