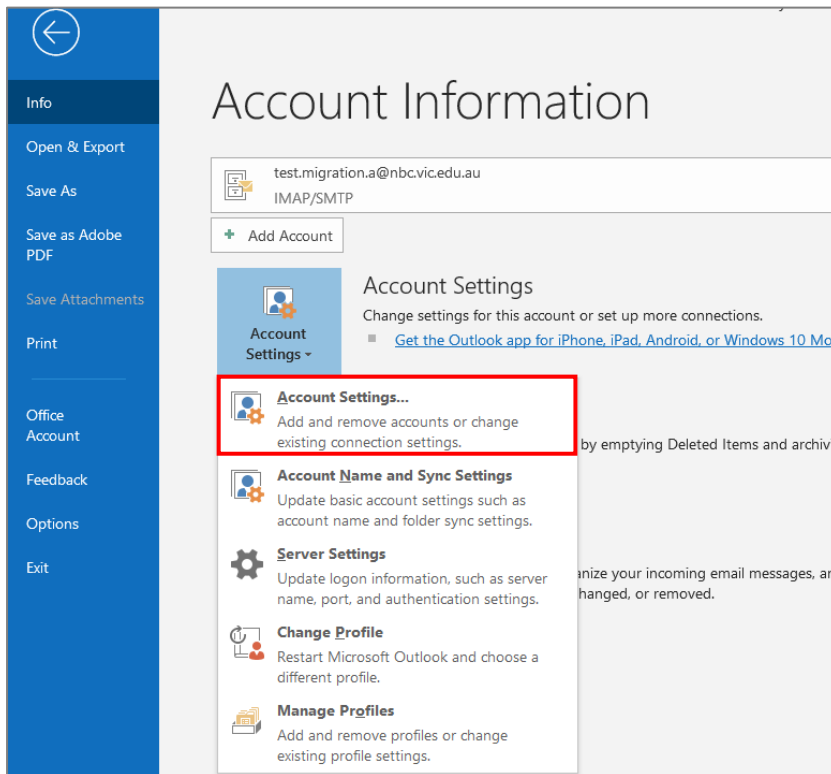


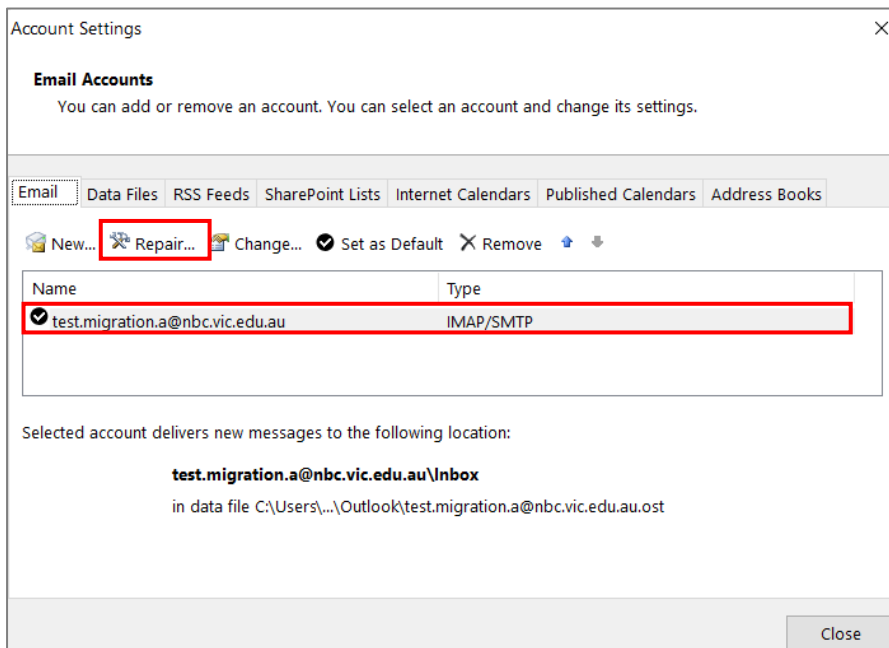
Google Email Migration Guide – Outlook 2019

What to do next school day?

1. Open Microsoft Outlook as you normally would.
2. In the top left corner, select **File > Account Settings > Account Settings...**

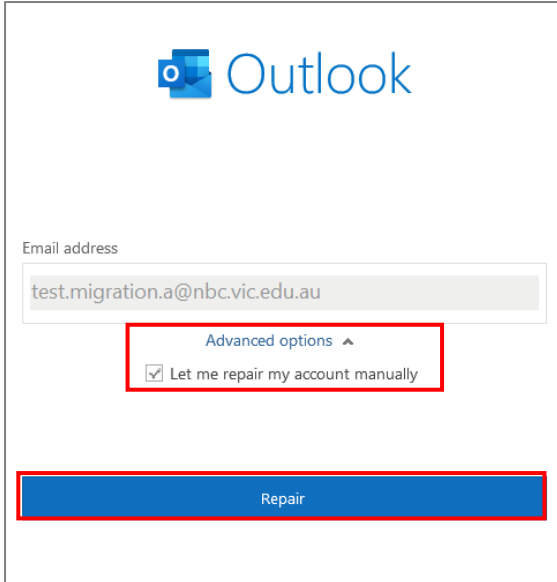


3. Select your **@nbc.vic.edu.au** account and click **Repair...**



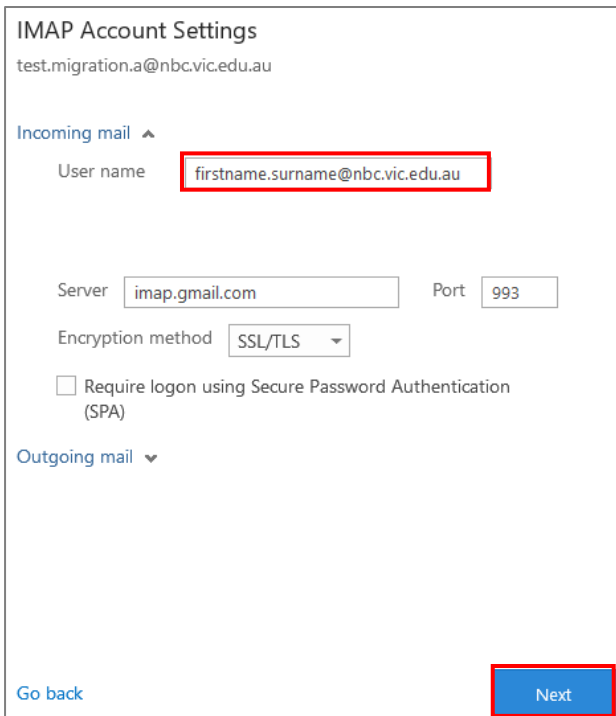
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4. Click **Advanced Options** and tick **Let me repair my account manually**, then click **Repair**.



The screenshot shows the Outlook account setup interface. At the top is the Outlook logo. Below it is a text box for the email address containing 'test.migration.a@nbc.vic.edu.au'. Underneath the text box is a section for 'Advanced options' with a small upward arrow. A checkbox labeled 'Let me repair my account manually' is checked. At the bottom of the form is a large blue button labeled 'Repair'. Red boxes highlight the 'Advanced options' section, the checked checkbox, and the 'Repair' button.

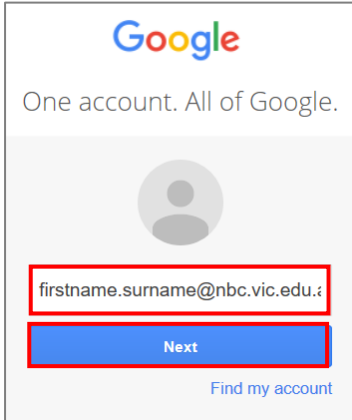
5. Update the **User Name** field to match your new email address (Firstname.Surname@nbc.vic.edu.au). Then Click **Next**.



The screenshot shows the 'IMAP Account Settings' screen for the email address 'test.migration.a@nbc.vic.edu.au'. Under the 'Incoming mail' section, the 'User name' field is highlighted with a red box and contains the text 'firstname.surname@nbc.vic.edu.au'. Other fields include 'Server' (imap.gmail.com), 'Port' (993), and 'Encryption method' (SSL/TLS). There is an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'. At the bottom left is a 'Go back' link, and at the bottom right is a blue 'Next' button highlighted with a red box.

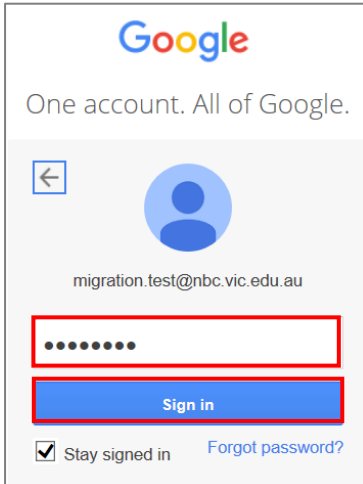
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6. A Google prompt should now appear. Please enter your new email address and click **Next**.



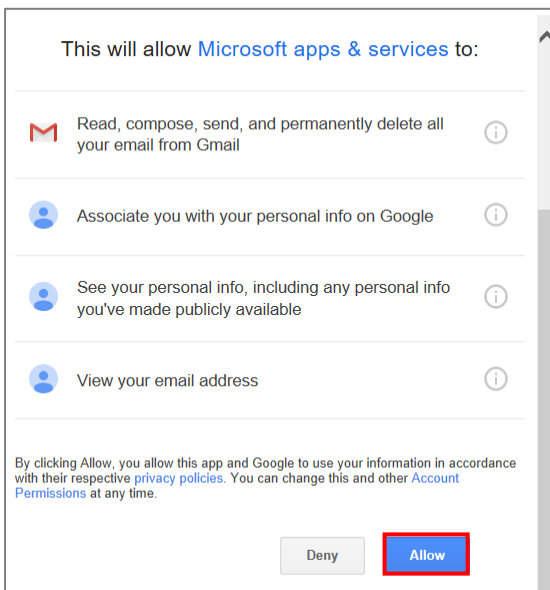
The screenshot shows the Google account creation interface. At the top is the Google logo and the text "One account. All of Google." Below this is a grey profile icon. A text input field contains the email address "firstname.surname@nbc.vic.edu.au" and is highlighted with a red border. Below the input field is a blue button labeled "Next", also highlighted with a red border. At the bottom right, there is a link that says "Find my account".

7. Enter your password and click **Sign in** (Ensure **Stay Signed In** is ticked before clicking Sign In).



The screenshot shows the Google sign-in interface. At the top is the Google logo and the text "One account. All of Google." Below this is a blue profile icon with a back arrow to its left. The email address "migration.test@nbc.vic.edu.au" is displayed. A password input field with masked characters "••••••" is highlighted with a red border. Below it is a blue button labeled "Sign in", also highlighted with a red border. At the bottom left, there is a checked checkbox labeled "Stay signed in" and a link "Forgot password?".

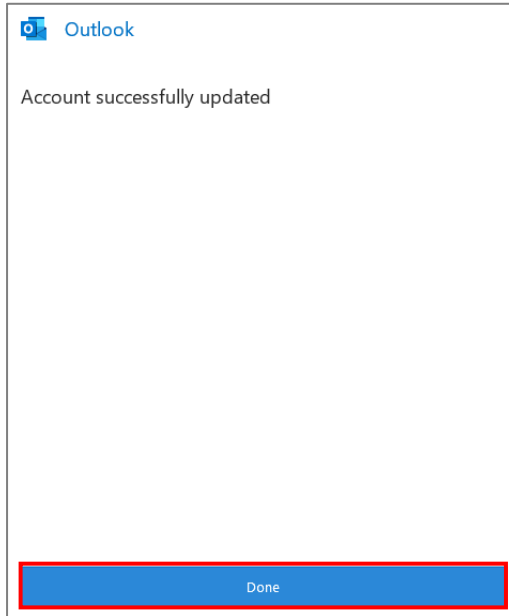
8. Scroll down and click **Allow**.



The screenshot shows a permissions dialog box. At the top, it says "This will allow Microsoft apps & services to:". Below this are four permission items, each with an information icon to its right: "Read, compose, send, and permanently delete all your email from Gmail", "Associate you with your personal info on Google", "See your personal info, including any personal info you've made publicly available", and "View your email address". At the bottom, there is a paragraph of text: "By clicking Allow, you allow this app and Google to use your information in accordance with their respective privacy policies. You can change this and other Account Permissions at any time." Below the text are two buttons: "Deny" and "Allow", with the "Allow" button highlighted with a red border.

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9. Click **Done**. Your account should now be successfully reconfigured.



Once you start receiving emails again, you have successfully been reconfigured.

If you run into any issues, please log it on the [NBC ICT Helpdesk](#).