



Moving from Gmail to Outlook



Resources

Quick Tips to Help You Prepare

Tip #1:

Identify the features you use most in Gmail and learn about the equivalent feature in Outlook.

- Although it is geared towards individuals moving from Outlook to Gmail, Google's [Differences between Outlook and Gmail](#) help article may be an excellent resource to review.
- This Microsoft article walks you through [Basics Tasks in Classic Outlook](#).
- Don't forget to setup signatures and rules in Outlook. Because of their "set it and forget it" nature, these items are easy to overlook.

Tip #2:

Identify any backend automation (e.g. Power Automate, Zapier, Make, etc.), add-ons (e.g. Zoom, Asana, Salesforce, etc.), and browser extensions that you are using with your Google account and determine the equivalent offering for Outlook.

- If you use your Google account to sign into other sites, you may need to update your login information.
- Visit your Google Account's third-party connections page to identify which sites connect to your Google ID. See [Manage connections between your Google Account and third-parties](#).

Tip #3:

You can use [Google Takeout](#) to export messages, events, and other key information you would like to keep.

Tip #4:

If you will use a new address after your move to Outlook, explore automatically forwarding your messages from your old account to the new one during a transition period.

- You may be able to use Google Authentication to access your email in Outlook. See [Add a Gmail account to Outlook for Windows](#).
- Google provides a tool, [Google Workspace Sync for Microsoft Outlook](#), that will allow you to sync your Google Workspace account with Classic Outlook.
- Don't forget to notify your contacts of your new address!

Tip #5:

Update your mobile devices.

- In addition to replacing the Gmail, Google Calendar, and Google Contacts apps with the Outlook mobile app, you may also want to download the Microsoft To-Do app, if you use the Google Tasks app to track your pending obligations and tasks.
- Review these resources to learn more:
 - [Setup Outlook for iOS and Android](#)
 - [Plan and connect with Microsoft To Do](#)

Note: For business accounts, it is important to always work closely with your IT and Systems Security teams to make sure that any actions you take fall within company guidelines.

Additional Articles and Videos

- For a more technical reference, check out this Microsoft learn article: [Perform a Google Workspace \(formerly G Suite\) migration to Microsoft 365 or Office 365](#).
- [Move Your Old Email, Calendars, and Contacts to Microsoft 365 \(Microsoft.com\)](#)
- [How to Import Mail and Folders from Gmail to Outlook.com \(Lifewire.com\)](#)
- [How to Migrate from Gmail to Outlook: 6 Tips to Ease the Digital Transition \(TechRepublic.com\)](#)

Note: Although Cortana is no longer available, the functionality mentioned is still available with Viva as of the compilation of this document. To learn more, check out this [Viva Insights training](#).

- [Getting Started with the New Outlook for Windows \(Microsoft.com\)](#)
- [Getting Started with Microsoft Outlook](#) (Microsoft 365 YouTube Channel)
- Microsoft Self-Paced [Outlook Training](#)



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