



# Moving from Gmail to Outlook

# Resources

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## 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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