

## **Migration Gmail postbox to Zimbra:**

### Step 1

#### **Sign in to Gmail**

click „Settings” then „Forwarding and pop/imap”  
enable IMAP  
Folder Size Limits: Do not limit ...

### Step 2

#### **Check your mailbox size**

*In gmail:*

Scroll to the bottom of the gmail mailbox to see the full size of the gmail mailbox: mail + google drive.

Only mails into the Zimbra mailbox will be migrated. The total size of gmail mails can be verified:

click ”Manage” then „View details”

*in Zimbra:*

The size of the Zimbra mailbox is displayed in the upper right corner of the web client. If the mouse cursor is dragged, it prints the dot size with numbers.

### Step 3

#### **Select migration libraries (Gmail)**

click: „Settings” then „Labels”

In this menu, you can choose, which folders you want to migrate to Zimbra.

### Step 4

#### **Authentication**

If you use 2-factor authentication in gmail, you have to do the next steps (in gmail):

Go to: „My account” then „sign-in & security”

Choose „App passwords”. Enter your gmail password.

Select app: „mail”

Select device: select, what kind of system you use (if not listed, just write the operation system you have on your computer, pl. linux)

Click: „generate”

You get a „xxxx xxxx xxxx xxxx” format code.

You will need the generated code step 5.

Step 5

### **Setting Gmail account in Zimbra**

#### **You are in Zimbra now**

Open: „Preferences” then „Accounts”

Click: „Add External Account”

Email address: type your gmail account „[username@gmail.com](mailto:username@gmail.com)”

Account Name: use only english characters

Account type: imap

Username of account: your gmail username

email server: imap.gmail.com

password: gmail password (or the generated code from Step 4)

Advanced settings: port: 993

use an SSL: yes

Click: test settings.

Hopefully, you get a „success” message

Step 6

The zimbra in "Mail folders" shows that a new directory appears with the name given in the "Account name" (Step 5).

If the content of the gmail mailbox is too large, the migration process may be interrupted.

The process can be restarted, but you may need to re-enter the gmail password, too.

#### **Connection error messages:**

„invalid capture failure” – incorrect password or gmail mailbox is set to two-factor authentication (see in Step 4).

„Less secure apps” – In this case, gmail has been configured to log on only with a device with higher security settings. In this case, the system navigates you to the right place where it can be adjusted:

<https://myaccount.google.com/lesssecureapps>

[https://support.google.com/mail/answer/7126229?visit\\_id=1-636632613936296067-578687195&rd=2#cantsignin](https://support.google.com/mail/answer/7126229?visit_id=1-636632613936296067-578687195&rd=2#cantsignin)

<https://support.google.com/accounts/answer/6010255>

**If you want to delete Gmail External Mailbox from Zimbra:**

If you delete the "external account" („Preferences" then "Accounts"), the migrated mails will be deleted in the zimbra system in the next way: the directory created in step 6 (called the given „Account name”) is moved to directory "deleted messages". You can drag these messages into "mail folders" from „deleted messages” or you can empty "deleted messages”.