

Move your Brown email to another Gmail account

Kyle Oliveira - 2023-01-13 - Comments (0) - Leaving Brown

*The process below is meant for Brown **Students** or **Alumni** only.*

As a Brown **Faculty or **Staff** member, it is against [Brown Email Policy](#) to transfer your non-personal email contents to another account prior to leaving Brown; outlined in **3.1 Brown Email Address and Accounts**, in the **Faculty and Staff** section.**

Staff emails close at the end of their last day of employment. Supervisors may request a 30 day out-of-office message directing senders to another location, but no automatic forwarding is allowed.

Faculty emails close 180 days after a faculty appointment ends. This ~6 month grace period is intended to allow for the completion of research projects and updating of contact lists. No forwarding to other addresses is permitted after this grace period.

Considerations

- If you are looking to backup a copy of your Brown Gmail account, you can do so by either creating a local backup using the method in this [KB article](#) or you can follow the instructions below for moving it over to another Gmail account.
 - The length of time required to move over your email will vary per user and will greatly increase if you've had a Brown Gmail account for a long time; if you have a lot of emails or data in your emails.
 - Please follow the steps below to ensure that your Brown Gmail account is setup correctly first, before attempting to import your data.
 - Before starting this process, you should also make sure that you have enough space on your free Gmail account to transfer the data you need.
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Migrating your Brown Gmail to another Gmail account.

Enable POP in Gmail Settings

If you're already signed into your account, this [link](#) should work.

1. Log into [Gmail](#) with your full Brown email address and password.
2. Go to the Gear/Cog in the top right-hand corner.
3. Click on **Settings** in the sub-menu.
4. Click on the **Forwarding and POP/IMAP** tab.
5. In the **POP Download** row, click on **Enable POP for all mail**.
6. Click on the **Save Changes** button at the bottom.

Enable 2-Step Verification and App Password

1. Go to <https://myaccount.google.com/>
2. Go to Security.
3. Set up and enable 2-Step Verification.
-This is required to proceed.
4. Once complete, go back to the Security section.
5. Go to "App passwords".
6. For "Select app", choose "Mail".
7. For "Select device", choose "Other", then input a name to describe the password's purpose (e.g. "POP download").
8. Copy the app password that's displayed and use that for the password in any of the prompts to move forward.
-The app password, when presented, may appear to have spaces. It does not. It's all one long string/word

Importing the account

If you're already signed into your account, this [link](#) should work.

1. Log into [Gmail](#) and sign in with your non-Brown account.
2. Click on the Gear/Cog in the top right-hand corner.
3. Click on the Accounts and Import tab.
4. In the Import mail and contacts: row, click on Import mail and contacts
5. A new window will open. In the field displayed, plug in your full Brown email address.
6. In the next prompt, plug in your Brown Gmail password.
7. Change the POP Server from smtp.gmail.com to pop.gmail.com - leave the port as is: 9958. Follow any default prompts.
8. The import should begin and may take several hours.