

# Transferring Email using ZGET

## NOTICE

This tool has been discontinued and is no longer supported by ITS.

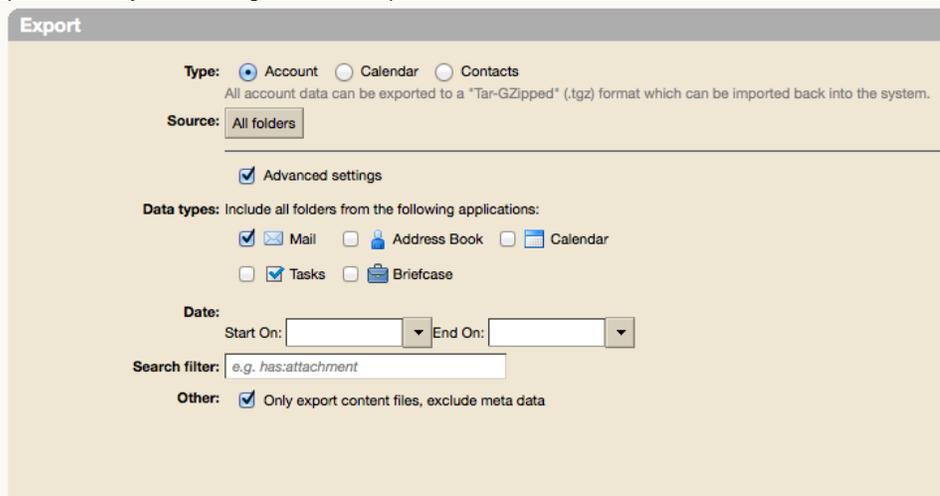
## For Windows (with Imapsync/ZGET)

If you have access to a computer with Windows 7, you can use [Imapsync](#), a program which largely automates the transfer of email.

## Manual Transfer

If you don't have Windows 7 or Imapsync otherwise doesn't work, you can use the following procedure. It's not pretty, but it's the only other option.

1. (Optional) [Make a new label](#) (folder) in Gmail into which you will transfer your email.
2. Export your Zimbra account.
  - a. Once logged in to Zimbra, click the **Preferences** tab at the top of the window.
  - b. Select **Import / Export** from the pane on the left.
  - c. In the Export section, check the **Advanced settings** box and change all settings to match the image below. If you'd like to sync a specific folder, you can change the Source option.



The screenshot shows the 'Export' dialog box in Zimbra. The 'Type' is set to 'Account'. The 'Source' is set to 'All folders'. The 'Advanced settings' checkbox is checked. Under 'Data types', 'Mail' and 'Tasks' are checked, while 'Address Book', 'Calendar', and 'Briefcase' are unchecked. The 'Date' section has 'Start On' and 'End On' dropdown menus. The 'Search filter' is set to 'e.g. has:attachment'. The 'Other' section has 'Only export content files, exclude meta data' checked.

If you'd like to sync a specific folder, you can change the **Source** option.

- d. Click **Export** on the bottom right to download the export .tgz file.
  - e. For Mac users, make sure to extract the files from the .tgz. For Windows there is no native support for extracting files out of the .tgz. One must use a 3rd-party extracting tool such as Winrar or 7zip to extract from the .tgz file.
3. Install [Thunderbird](#) and start it up.
    - a. If it asks if you'd like a new email address, choose **Skip this and use my existing email**.
    - b. Enter a name and your Gmail email and password and click **Continue**.  
If it found your account, you should see "Configuration found in Mozilla ISP database" and some new information below. Make sure **IMAP (remote folders)** is checked and click **Done**. Your Gmail folders should load momentarily.
  4. Install the ImportExportTools add-on inside Thunderbird.
    - a. In the Thunderbird Tools menu, select **Add-ons**.
    - b. Search for "ImportExportTools" in the search bar on the upper right.
    - c. Click **Install** and then **Restart now** so the add-on can take effect.

*In case searching for ImportExportTools doesn't work use these steps below*

Install the ImportExportTools add-on from File

- a. Do a **google search** for "Thunderbird ImportExporttools"
  - b. Select the link which directs to <https://addons.mozilla.org>
  - c. **Download** ImportExportTools to an easily accessible location.
  - d. In Thunderbird goto **Tools > Add-ons** and beside the search bar click on the gear and select the option **Install Add-on From File...**
  - e. Navigate to the location where the ImportExportTools add-on was saved and select **open**.
  - f. Click **Instal Now** then **restart** Thunderbird to activate the add-on.
5. In the pane on the right, select the folder into which you would like to import mail.

6. In the **Tools** menu, click on **ImportExportTools > Import all messages from a directory > just from the directory** and browse the location of the export. Select a folder inside the export directory and import it. Folders will be named after the corresponding folders in Zimbra, possibly appended with an exclamation point and a number, such as "Inbox!3." Repeat this step until all email has been imported.

*Note that you may be limited to transferring about 1000 messages per day, and that attempting to import more may temporarily lock your Gmail account from receiving more emails in this way.*