pcvita

Express Migrator for Google (Outlook)

An Instant Solution for MS Outlook to Google Apps Migration

User Guide

MS Outlook

Contents

Chapter 1: Introduction

About this guide

This guide is provided to help the administrators or users to starts implement the job of Google Apps Migration for Microsoft Outlook without any hassles.

How to get support

PCVITA Software provides 24/7 online technical assistance, directly to our experts and developers as well. For getting a support, you can directly access through our official support address (support@pcvita.com) or you can directly contact our technical support through telephone. Our software wizard also has a link to get a support throughout migration steps.

Money refund scheme

A client can request for refund for a PCVITA software product within 30 days of the purchase date wherein the purchase has either been done directly through PCVITA or through any authorized re-seller of PCVITA Software. PCVITA Software will not be responsible for any miss-interpretation of the published material, which is a part of product promotion, by the client. In such a case, it is solely the client's responsibility to get correct information from the support staff.

Criteria of Money Refunding Scheme

PCVITA Software money refunding scheme is based on the performance of the software. Read the full detail of money refund scheme from the address link given below.
http://www.pcvita.com/refund-policy.html

Chapter 2: Overview

What is PCVITA Express migrator for Outlook to Google Apps?

PCVITA Express Migrator for Outlook to Google Apps software is a flexible solution that lets you migrates multiple Microsoft Outlook emails, calendars and contacts flawlessly in bulk. The steps of migration are short and easy, simple and intuitive graphical user interface. The software highly secure administrator and user's authentication over a single migration step.

Features

PCVITA Express Migrator for Google Apps lets you:
- Selectively migrates a single or multiple Outlook mail at once
- Migrates single or multiple mail folders at once
- Support to migrate single or multiple Outlook contacts file and folder at once
- Migrates single or multiple Outlook calendars directory in batch

Why to PCVITA Express Migrator for Google Apps?
- Easy Installation and configuration
- Intuitive Graphical User Interface (GUI)
- Retains Data consistency
- Flexibly supports multiple Microsoft Outlook 2000/2003/2007/2010 versions
- Highly maintains Meta information associated emails (Create on, Modified on, cc, to, subject)
- Enables log file and appropriate error detection mechanism
- Filter based migration on various attributes (category, dates, etc.)
- Support Open authentication (OAuth) for further sharing

Prerequisites
Microsoft Outlook should be installed and configured in your client system
Google Apps account should have provisioning API enabled

System Requirements
Memory:
Minimum memory requirement is 64 MB and above (the more the better)

System Processor:
The minimum requirement of the processor speed is Pentium II, 400 MHz and above (the higher is the processor speed, the better is the performance).
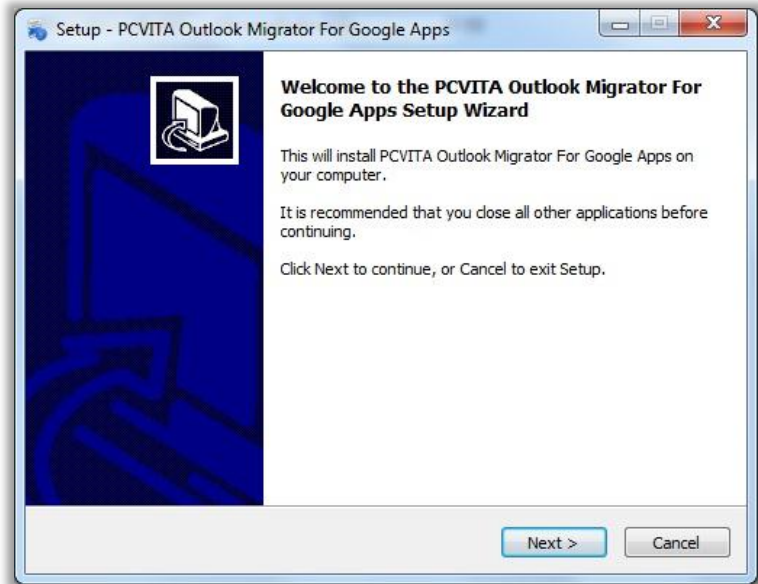
Operating System Support:
Microsoft Windows 98, Microsoft Windows 2000, Microsoft Windows 2002, Microsoft Windows 2003, Microsoft Windows XP, Microsoft Windows Vista and Microsoft Windows 7
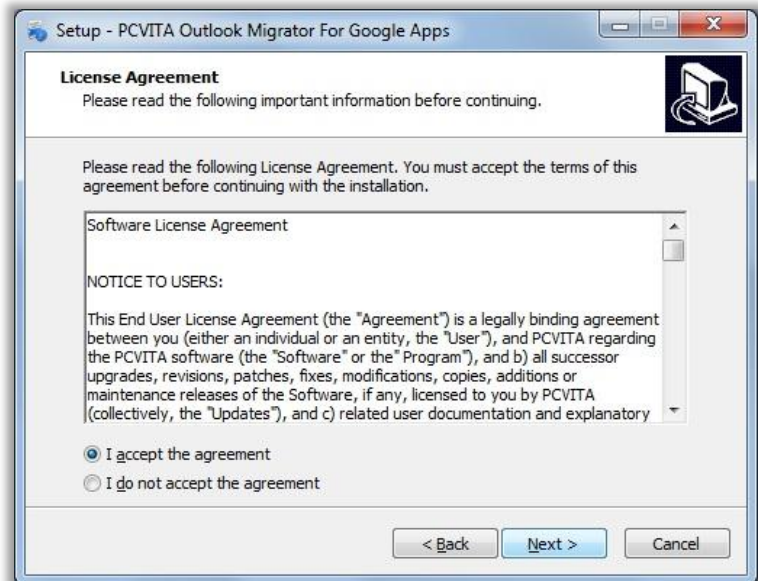
Chapter 3: Wizard Installation

Start the Installation process:

Make sure that windows installer is properly downloaded. Double click the installer to starts. Click on next button to proceed.
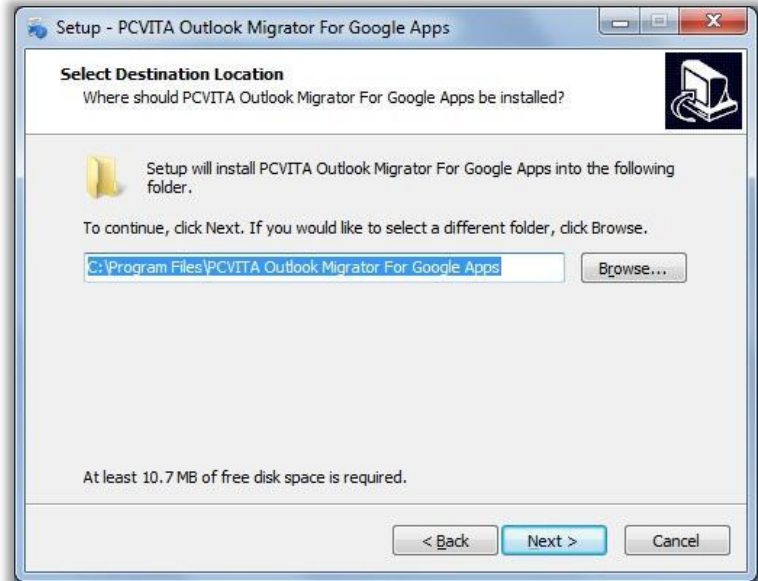

License agreements

You must accept the license agreement prescribed to continue the wizard. Check (I accept the agreements) and proceed next.
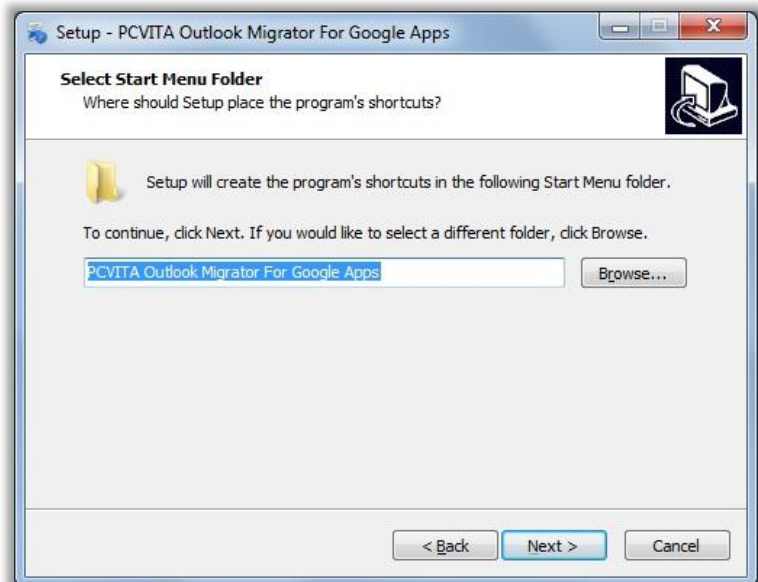
Location and setup types

The software installer offers a default destination directory location where PCVITA Express migrator be installed. Accept it or define new location. It is highly recommended to use the default path.
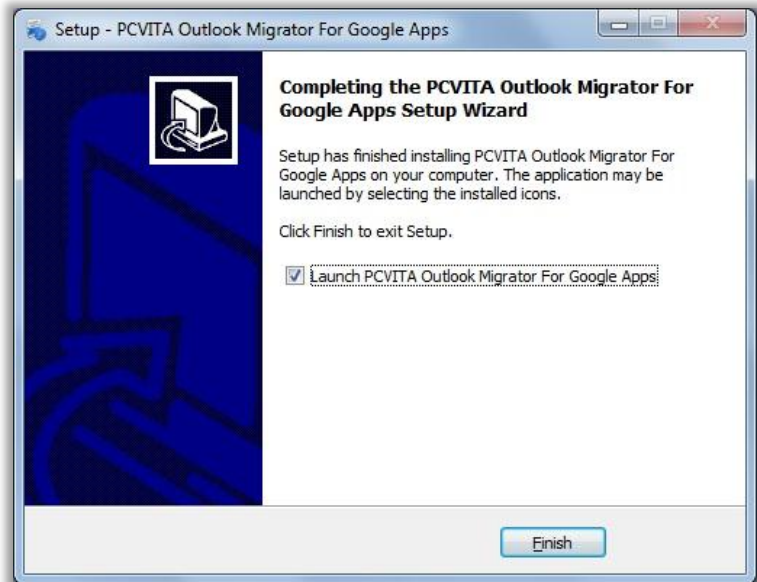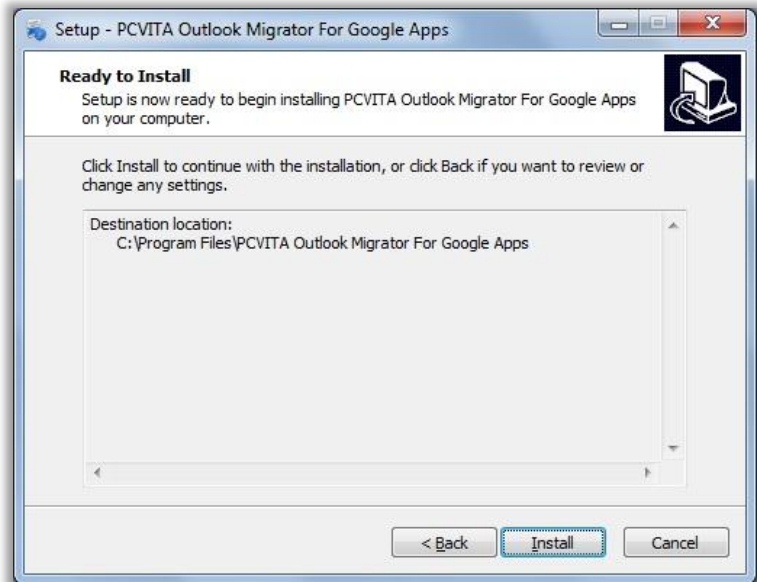

Click next wizard to create a shortcuts folder in start menu folder. Accept it or define a new one. To proceed, click on next.

Finish the Installation and launch

Check or leave the options for shortcuts creation. Proceed next and click "install" to finish the installation. Click finish and launch.
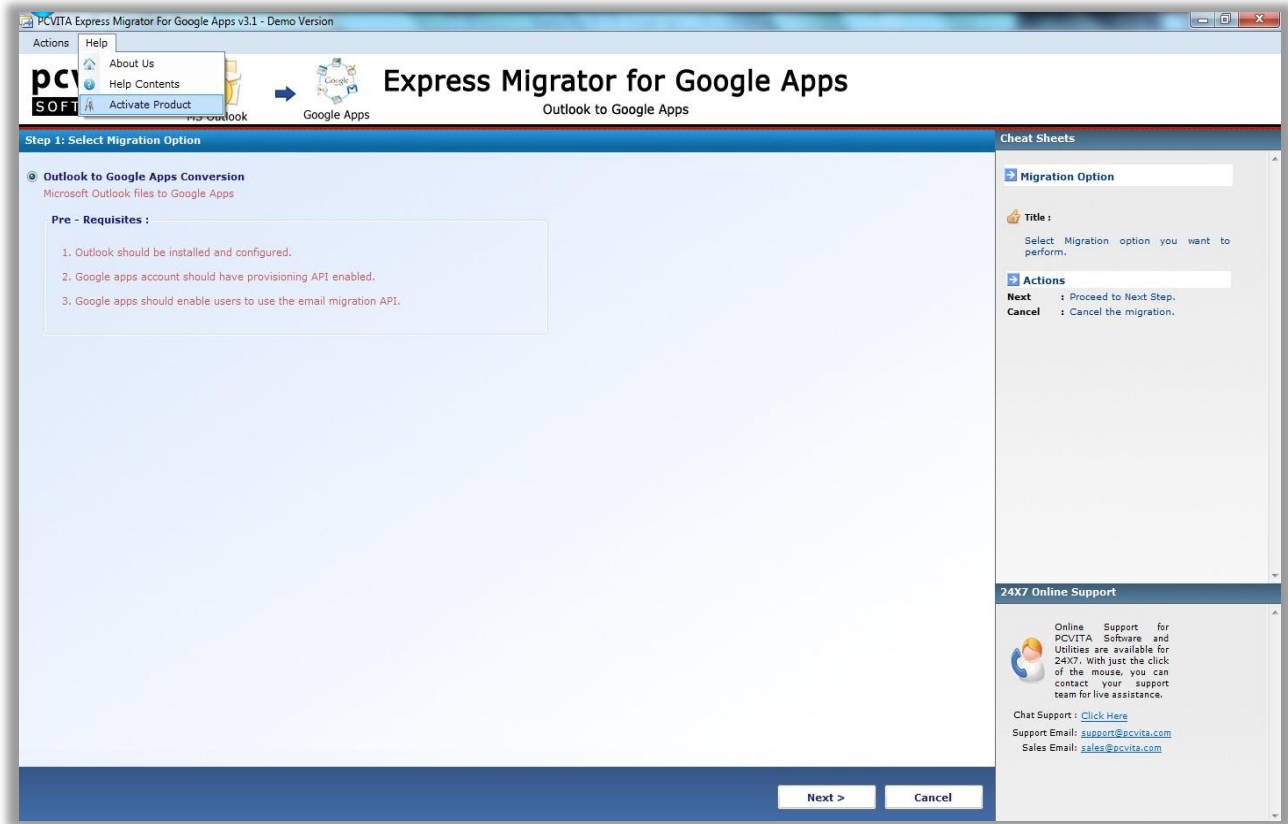

Registration

For demo users, the software has a constraint functionality of migration. Ask for the full version to starts migrate your entire Microsoft Outlook mails, contacts and calendars at once. To acquire the full version, you can directly order from our official website (www.pcvita.com). Besides, you can directly reach our sales support (sales@pcvita.com).

Activation

Once acquired the activation code, go to PCVITA Express Migrator for Google Apps Help menu wizard to fill entire credential activation information.

Click on Activate Product; finish the activation step by filling your valid email address and confidential Activation Code, click Activate button to finish.

Chapter 4: Wizard Configuration

How to start configure PCVITA Express Migrator

Configuring means validating one's domain name (e.g. xyz.com) exist in Google Apps Services.

By default, the wizard automatically initializes a domain name registration box. Provide your valid domain name (*e.g. pcvita.com*) in the space given.
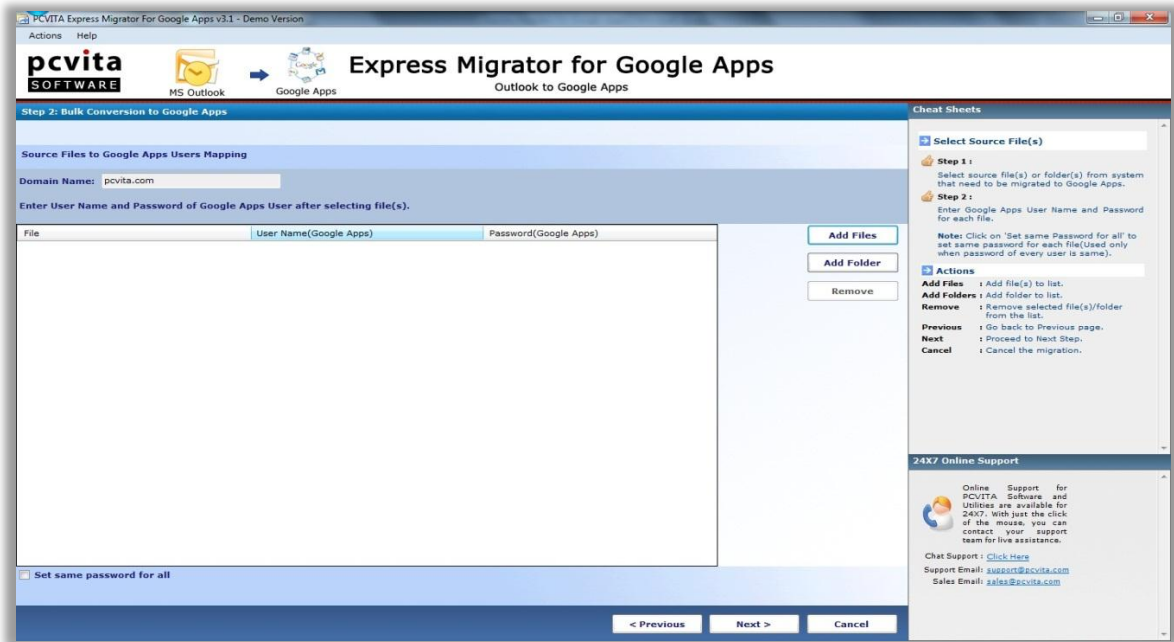
Click **register** button for the validation process, continue the next wizard.
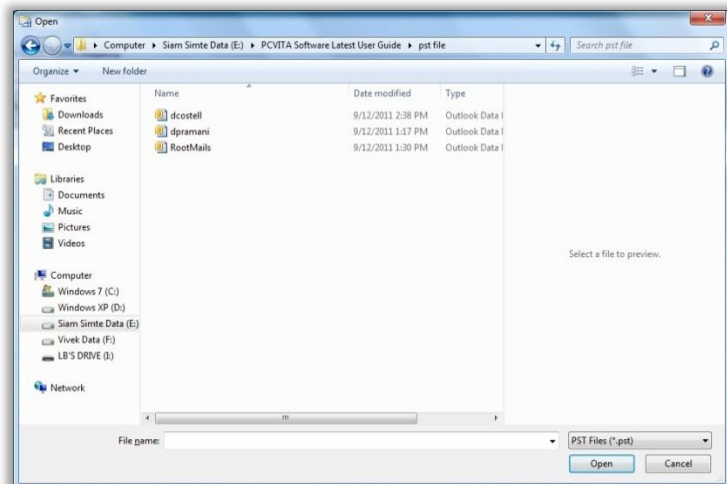
Chapter 5: Bulk Conversion to Google Apps

Add single or multiple item file, folder

Once your domain name is validated, the wizard will directly prompt the first window step 1: Select Migration Option (by default the software set enable Outlook to Google Apps conversions), shown in the image given below
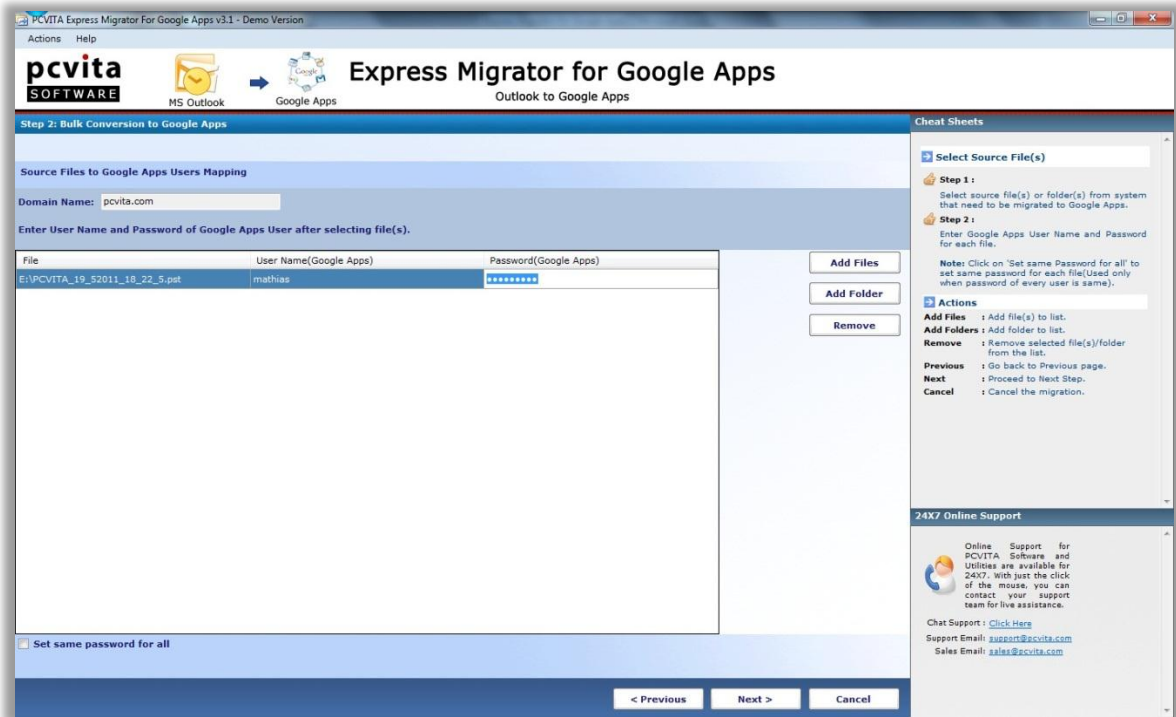

PCVITA Express Migrator for Google Apps offers you to add multiple Outlook PST files and folders at once flawlessly from your remote machine.

It is highly recommended that you must add your items as per your internet bandwidth, though the software supports multi-task at a time.

How to authenticate administrator account

Once added your item list, fill your **Google Apps User Name and Password** shown in the left detail pane (File, User Name (Google Apps) and Password (Google Apps))

Why and when set same password for all?

Set same password for all functionality assist users to implement a hassles authentication step. *It significantly play important role while Administrator migrates multiple items into multiple users account*.
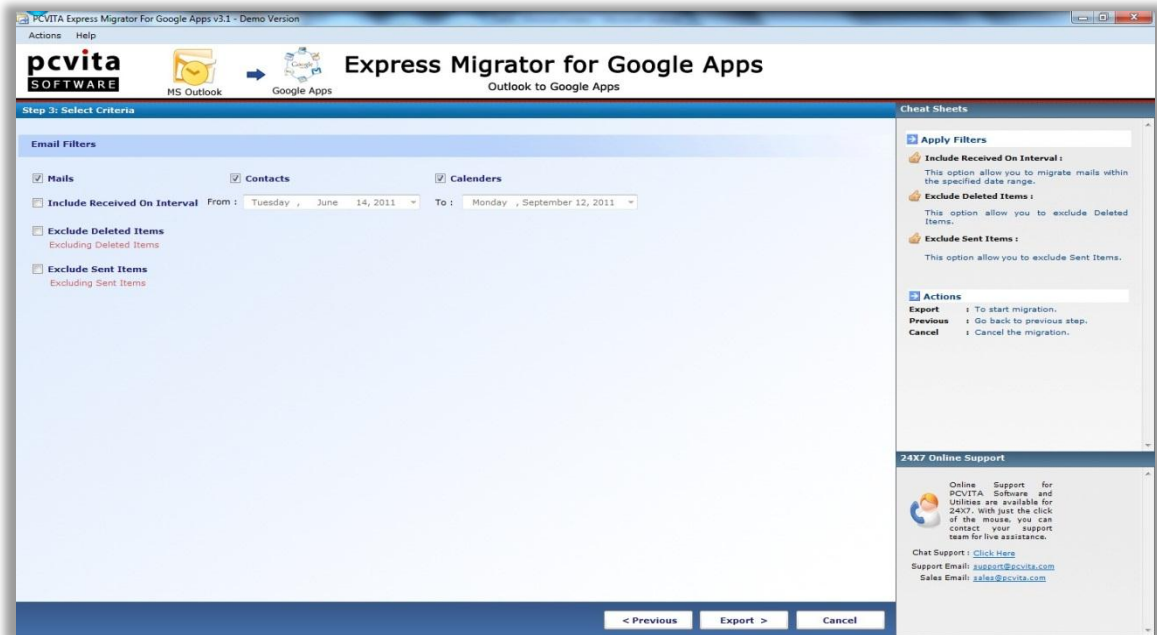
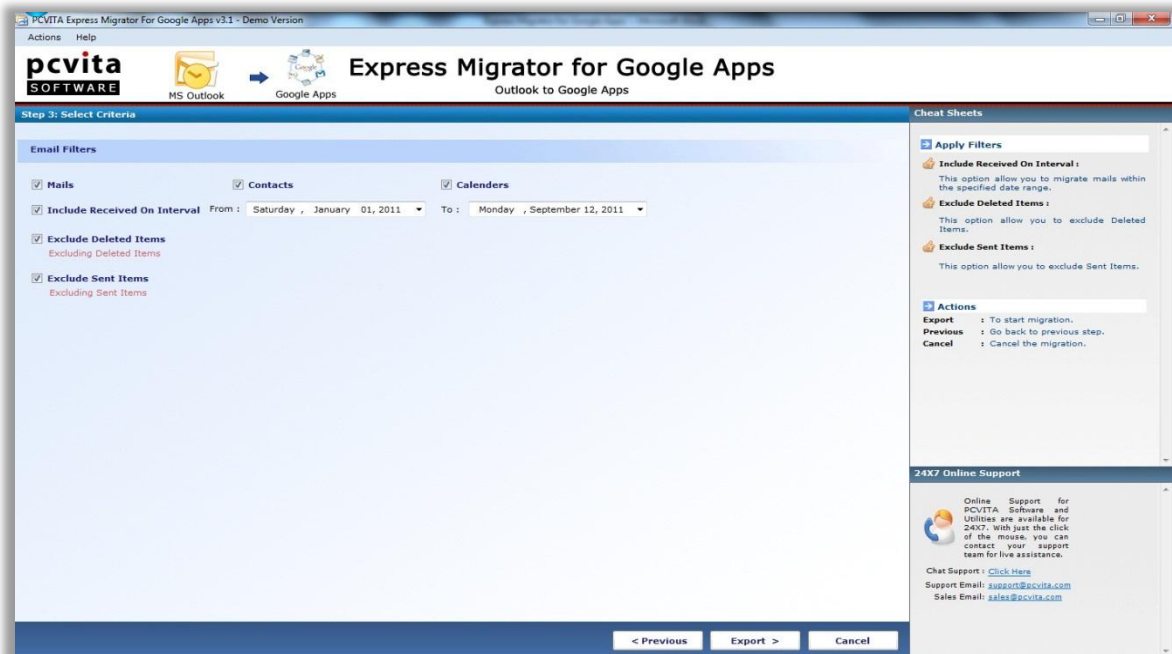Click on Next **button** to continue the next wizard

Chapter 6: Migration

Select Criteria

(Email Filters)

Email Filters functionality is provided to help administrator or users for timestamps migration of Outlook Mails, Contacts and Calendars by choosing the option **Include Received on Interval** (*from* the specific day, month, date and year *to* the targeted)

Checking **Exclude Deleted Items** functionality will omit the entire deleted mails, contacts and calendars while migration
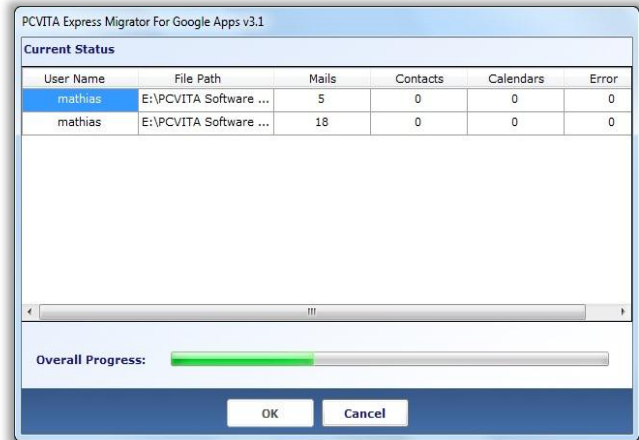

In addition, the **Exclude Sent Items** functionality will also omit the already sent mails, contacts

and calendars while migration.

To start the migration process, make sure you have confirmed your setting. Click on **Export** button to trigger the migration process.

Significantly, software enables migration current status window containing the detailed of *User Name*, *File Path or Location*, *Number of Mails migrated*, *Number of Contacts migrated*, *Number of Calendars migrated* and *Number of Error generated*.

Once the migration is completed, the wizard generates a successful message box. Clicking OK will accomplish the entire migration job and automatically exit from the wizard.

Chapter 7: Conclusion

The steps of conversion, its multiple selection criteria, effective cost attained PCVITA Express migrator the best of all tools till date. Hope, you are cleared and satisfied in with products manual guideline. Perhaps, if you have any queries or doubt you are indeed welcome. For assistance, you can contact and post your comment to www.pcvita.com.