

pcvita

Express Migrator for $G_{Apps}ogle$ (Lotus Notes)

An Instant Solution for Lotus Notes to Google Apps Migration

User Guide



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Chapter 1: Introduction

About this guide

This guide is provided to help administrators or users to carry out Google Apps Migration for IBM Lotus Notes mail, contacts and calendars without any hassles.

Guide Contents

The guide contains the following points:

- Features and functionality overview
- Wizard installation and configuration
- Step by step migration process

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 (<u>support@pcvita.com</u>) 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

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 Lotus Notes to Google Apps?

PCVITA Express Migrator for Lotus Notes to Google Apps software is a flexible solution that lets you migrates multiple IBM Lotus Notes 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 Lotus Notes mail at once
- Migrates single or multiple mail folders at once
- Support to migrate single or multiple Lotus Notes contacts file and folder at once
- Migrates single or multiple Lotus Notes calendars directory in batch

Why PCVITA Express Migrator for Google Apps?

- Easy Installation and configuration
- Intuitive Graphical User Interface (GUI)
- Retains Data consistency
- Flexibly supports multiple IBM Lotus Notes 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)

Prerequisites

- IBM Lotus Notes 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.

icense Agreement Please read the following important information before continuing.	
Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.	
Software License Agreement	
NOTICE TO USERS:	
This End User License Agreement (the "Agreement") is a legally binding agreement between you (either an individual or an entity, the "User"), and PCVITA regarding the PCVITA software (the "Software" or the " Program"), and b) all successor upgrades, revisions, patches, fixes, modifications, copies, additions or maintenance releases of the Software, if any, licensed to you by PCVITA (collectively, the "Updates"), and c) related user documentation and	Ŧ
• I accept the agreement	
I do not accept the agreement	

Location and setup types

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

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where		Notes To Googi	e Apps de mista	lieur	C
1	Setup will install PC folder.	VITA Lotus Note:	s To Google Ap	os into the fo	ollowing
To cont	nue, click Next. If y	ou would like to	select a differer	nt folder, clic	k Browse.
C:\Pro	gram Files\PCVITA L	otus Notes To G	oogle Apps		Browse
At least	12.9 MB of free dis	space is require	ed.		

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

Setup - PCVITA Lotus I	Notes To Google App	s		
Select Start Menu	Folder			
Where should Se	tup place the progr	am's shortcuts?		Ċ
Setup w	II create the progra	m's shortcuts in the	following Start	Menu folder.
To continue, clic	c Next. If you would	l like to select a diff	erent folder, clic	k Browse.
PCVITA Lotus N	otes To Google App	S		Browse
		- Back	Next >	Cancel
		< Dack	Mext	

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 Lotus Notes mails, contacts and calendars at once. To acquire the full version, you can directly order from our official website (<u>www.pcvita.com</u>). Besides, you can directly reach our sales support (<u>sales@pcvita.com</u>).

Activation

Once get the activation code, go to PCVITA Express Migrator for Google Apps wizard, Help menu. Click on Activate Product.



Finish the activation step by filling your credential information *Domain Name*, *User Count*, *Email Address*, and confidential *Activation Code*, click Activate button to finish.

Domain Name:		
User Count:	L	
Email Address:		
Activation Code:		
Machine Name:	SIAM-PC	

Domain Name: Your valid domain name on the Google Apps

User Count: The number of license user(s) permitted

Email Address: Your official email address for authentication

Activation Code: The credential generated code which has been provided to you

Machine Name: By default, the software initiate highest fidelity to Administrator name as the machine name

Chapter 4: Wizard Configuration

Domain Name Registration

PCVITA Express Migrator for Lotus Notes to Google Apps will prompt up once the Domain Name Registration wizard is launched. For those who are new to Google Apps services, acquiring the listed information steps are given below:

Domain Name:	-		
Admin UserName:			
Admin Password:			
Consumer Key:			
Consumer Secret:			

To starts register your domain, you must require filling the given credential field.

Domain Name:

Insert your valid domain name (e.g. pcvita.com) that is registered in Google Apps services name

Admin Username:

Admin Username is your administrative account name (user who has full authentication over that domain)

Admin password:

Admin password is your administrative account password.

Consumer Key:

By default Google Apps services takes the *Consumer key* as the domain name (e.g. pcvita.com)

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Steps to configure OAuth domain key

To starts configure OAuth functionality you must require login into administrator account. Follow the steps listed below:

- Login your Google Apps Administrator account
- Click Manage this domain (located in the top right side of your page)



- Under the Advanced tools page
- In Authentication section
- Click on "Manage OAuth domain key"

```
← → C Attps://www.google.com/a/cpanel/pcvita.com/Advanced#Advanced
```

Dashboard Organiza	tion & users	Groups	Domain settings	Reports	Advanced tools	Setup	Support	Settings	
Advanced tools									(P <u>FAQs</u>
Create multiple users	Bulk upload Upload a CSV Download Dir If you have an application tha your command	file to create rectory Syn on-premise l at sets up rul d line interfac	e and update many us c .DAP directory server, es for synchronizing N .e.	er accounts a you can use licrosoft Activ	t once. Google Apps Director re Directory, IBM Lotu	y Sync to a s Domino, a	utomatically in nd other LDAP	nport users an servers with (nd groups into Google Apps. Google Apps Directory Sync is a client Google Apps. After creating your rules, you run the synchronization on
Authentication	Set up single SAML-based S access to Gmi Two-step verif Require verifica Allow users Advanced Pa Allows you to of Manage OAut Allows adminis Federated Lo Allows users to Manage third Allows you to o	e sign-on (S: Single Sign-Caill), your use ification ation when th as to turn on 2 assword Set control the le th domain I strators in you ogin using C o sign-in to 3 I party OAut control acte	SO) Dn (SSO) service allow rrs must continue to s le user signs in from a P-step authentication tings ungth of passwords us sey ur domain to access sep Ind party websites usin h Client access se to user data by thin	vs you to auth ign in directly new or unrec ed with your o all user data v ng their pcvita d party applic	enticate user account with their Google App cognized computer. G domain, and monitor e without requiring the u .com account, withou ations that use the O	s for web ba s username bogle sends kisting user er's login cr giving away Auth protocc	sed applicatio and password a verification o ' password str edentials. Lea their credenti	ns (like Gmail I. Learn more code to the use rength. arn more als.	l or Calendar). For desktop applications (like Google Talk or POP e rer's mobile phone. Learn more

How to get OAuth consumer key

Steps to generate your consumer key follow the steps given below:

- Login to your Google Apps account
- Click Manage this domain
- Go to Advanced Tools
- Authentication
- Manage OAuth domain Key
- OAuth consumer key (be your domain name (e.g.pcvita.com))
- (Note: Check Enable this consumer key)

How to get OAuth consumer secret

(It recommended that you must use the default OAuth Consumer Secret)

You can regenerate a new OAuth Consumer Secret key using "Regenerate OAuth Consumer Secret" button. <u>http://www.google.com/support/a/bin/answer.py?answer=162105</u>

Google API enables your OAuth consumer key and OAuth consumer secret. To enable check the option "Enable this consumer key". Clicking "Regenerate OAuth consumer secret button be helpful when you want to restrict your client access, save change and done.

Google An	ons for prita com - c	onle Apps for Busines						admin@ncvita.com	Inhox Calendar Help S
gle apps	Sea	ch accounts Sear	ch Help Center]				aunnepertation	
Organization	e una comuna	Demois asttinge	Demoste	Advanced tools	Colum	Commente	Cattions		
k to Advanced tools	a users Groups	Domain settings	Reports	Advanced tools	Setup	Support	Settings		
OAuth consumer key: 🤇	pcvita.com	Enable this co Allows this key an	nsumer key d secret to be u	sed to generate OAuth	n requests to	Google Data	APIs. <u>Learn more</u>		
Auth consumer secret: 🤇	****	XXXXXXXXXX Re	generate OAut	h consumer secret					
X.509 certificate:	We do not have a cer	ificate for your domai	n.						
	Upload a certificate: (Optional)							
	Choose File No file File must be in PEM	ormat. Learn More							
Two-legged OAuth access control	Allow access to a The key and secret a	II APIs	ss any user's da	ta for all Google Data	APIs. Learn	more			
	Save changes	Cancel							

How to Manage Third Party OAuth Client Access

As mentioned *Manage third-party OAuth Client access* option will allows you to control access to user data by third party applications that use the OAuth protocol. To configure, switch back to **Advanced Tools** \rightarrow **Authentication** \rightarrow click **Manage Third Party OAuth Client Access.**

Dashboard Organiz	vation & users	Groups	Domain settings	Reports	Advanced tools	Setup	Support	Settings	
Advanced tools			3	Contra di Contra				3	@FAQ:
reate multiple users	Bulk uploa Upload a CS Download If you have a application t your comma	d SV file to crea Directory Sy an on-premise that sets up ro and line interfa	te and update many us nc LDAP directory server ules for synchronizing N ace.	er accounts a , you can use /licrosoft Activ	t once. Google Apps Directory e Directory, IBM Lotus	γ Sync to au Domino, ar	itomatically im id other LDAP	nport users an ? servers with (d groups into Google Apps. Google Apps Directory Sync is a client Google Apps. After creating your rules, you run the synchronization o
uthentication	Set up sing SAML-base access to G Two-step v Require verit	Ile sign on (S d Single Sign Gmail), your us erification fication when	SSO) -On (SSO) service allow sers must continue to s the user signs in from a	vs you to auth ign in directly a new or unrec	enticate user accounts with their Google App cognized computer. Go	s for web ba s username ogle sends	sed application and password a verification c	ns (like Gmail I. Learn more code to the use	or Calendar). For desktop applications (like Google Talk or POP a er's mobile phone. Learn more
	Allow users to turn on 2-step authentication Advanced Password Settings Allows you to control the length of passwords used with your domain, and monitor existing users' password strength.								
	Allows admi Federated Allows users	inistrators in y Login using s to sign-in to	your domain to access OpenID 3rd party websites usi	all user data v ng their pcvita	vithout requiring the us .com account, without	er's login cr giving away	edentials. Lea their credentia	arn more als.	

Please enter value of consumer key in "Client Name" textbox.

Please enter appropriate one or more API in "One or More API Scopes" textbox. You can get the API just below the text box. Comma should be placed in between the two API's. Click "Authorize" button. Consumer key should get added with scope.

C	https://www.google.com	/a/cpanel/p	ocvita.com/Manage	DauthClients					公 ③) t
ishboard	Organization & users	Groups	Domain settings	Reports	Advanced tools	Setup	Support	Settings		
Back to Adv	anced tools									
Manage Developers your users h	e API client access can register their web applica having to individually give con	S ations and otl sent or their	ner API clients with Go passwords. <u>Learn more</u>	ogle to enable <u>e</u>	access to data in Go	ogle service	s like Calenda	r. You can authorize	these registered clients to access your user data wit	thou
Authorized	API clients	The follow	ing API client domains	are registered	l with Google and autl	norized to ac	cess data for	your users.		
Client Name	e	One or M	ore API Scopes							
Example: w	ww.example.com	Example:	http://www.google.con	n/calendar/fee	ds/ (comma-delimited)			Learn more about registering new API clier	<u>nts</u>
pcvita.com		Groups P Email Mi User Pro- Docs (Re Downloa Email, ne Spreadsh Contacts	rovisioning (Read on gration (Write only) /isioning (Read only) ad/Write) https://docs d PDF and arbitrary f ww messages (Read weets (Read/Write) https:// (Read/Write) https://	https://apps-a https://apps-a https://apps- s.google.com/ files from Doo only) https://r tps://spreadsl www.google.c	ps-apis.google.com/a pis.google.com/a/fee apis.google.com/a/fee feeds/ cs (Read only) https nail.google.com/mail/ neets.google.com/feed om/m8/feeds/	/feeds/group s/migration/ eds/user/#re ://docs.goog feed/atom/ ds/	/#readonly adonly leusercontent.	com/	Remo	ove
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Chapter 5: Bulk conversion for Google Apps

To starts the migration job, click on Migrate tab

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18	1111	1202	-usp						
12	List	Migrate	Exit						
		The second s							

List tab will help you to track the migrated items whether successful, Error or Interrupted.



Select Migration Option Wizard

The screenshot pasted below is the first wizard window. It highly recommended you must read the pre-requisite before everything. Click on Next to continue the next wizard

PCVITA Express Migrato	r For Google Apps v4.5	- Full Version	_		N	
File Help						
pcvita SOFTWARE	Lotus Notes	Google Apps	Express	Migrator fo	or Google	e Apps
List Migrate Exit						
tep 1: Select Migratio	on Option					
Pre - Requisite : 1. Lotus notes sh 2. Lotus notes sh 3. Google apps s 4. Google apps s	ould be installed and co lould not be connected hould have provisionin hould enable users to u	onfigured. to Domino Server. g API enabled. use the email migratio	n API.			
					Next >	Cancel

Add single or multiple NSF file or folder



Secondly, starts add single or multiple Lotus Notes files or folder. Select all (Ctrl + A) of the NSF files and Click on open. Helpfully, you can also import CSV file for further assistance. Make sure, you must provide your **Username** of your Google Apps account. Click Next to proceed.

Select Criteria?

Email Filters

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

PCVITA Express Migrator For Google Apps v4.5	Full Version	
File Help		
pcvita SOFTWARE		ss Migrator for Google Apps Lotus Notes to Google Apps
List Migrate Exit		
Step 3: Select Criteria		
Email Filters		
🗸 Mails 🔍	Contacts	✓ Calenders
Include Received On Interval From :	Friday , May 06, 2011 -	r To: Thursday, August 04,2011 -
Exclude Deleted Items Excluding Deleted Items Exclude Sent Items Excluding Sent Items Migrate the contacts as Shared Contact	ts	
Remove Encryption Thi	s option may slow the overall migratic	on performance.
		< Previous Export > Cancel

Exclude Deleted Items

Checking this option will opt you out from remigration of the deleted items.

Exclude Sent Items

Similarly, this option will help you to exclude remigration of the sent items

🕅 Mails	Contacts	💟 Ca	lenders	
Include Received On In	terval From : Saturday , Janua	ry 01, 2011 🔻 To :	Tuesday , September 20, 201	11 🔻
Exclude Deleted Items Excluding Deleted Items				
Exclude Sent Items Excluding Sent Items				
Migrate the contacts as	Shared Contacts			
Remove Encryption	This option may slow th	e overall migration perform	ance.	

Migrate the contacts as Shared Contacts

This will migrate the entire contacts to Google Apps Shared Contacts folder.

Remove Encryption

Checking Remove Encryption option will help administrator to get rid of file or folder encryption. (*Note: Removing encrypted files or folder may slow the overall migration performance*) To start the migration, click Export button.

ile Help							
ocvita	m	Congle	Expres	s Migra	tor for (Google App	os
SOFTWARE	Lotus Notes	Google Apps		Lotus N	Notes to Google Ap	ops	
st Migrate Exit							~
ep 3: Select Criteria	PCVITA Express Migrator F	or Google Apps v4.5	5				
mail Filters	Current Status						
indit i fittara	User Name	Mails	Contacts	Calendars	Error	Speed	
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Current Status

More importantly, PCVITA Express Migrator for Google Apps display the current migration status includes User Name, Mails, Contacts, Calendars, Error and Speed.

The display message box shows you the completion of the process successfully.

PCVITA Express Migrator	For Google Apps v4.5 - Full	Version					
pcvita SOFTWARE	Lotus Notes	Google Apps	Expres	ss Migra	tor for Notes to Google A	Google /	Apps
List Migrate Exit	PCVITA Express Migrator F	or Google Apps v4.5					
Step 3: Select Criteria	Current Status						
Email Filters	User Name	Mails	Contacts	Calendars	Error	Speed	
Maile	mathias	7	0	3	0	6.00 KB/s	
Exclude Sent Iten Excluding Sent Iten			l	ок			
📝 Remove Encryptio	Overall Progress:	-	0	K Canc	el		
				Canc			
					< Previous	Export >	Cancel

Chapter 6: Conclusion

Though, IBM Lotus Notes facilitates end users over mailing system, contacts storage, calendaring and scheduling or task into extents. One can measure the faulty outbreak of such client system application abruptly. Presently, more than 3 million of Enterprise Company engages with Google Apps services due to its numerous features. In contrast, it's the crucial and turning point where migration job is easier using PCVITA Express Migrator for Lotus Notes to Google Apps.

The steps of conversion are simple and short, intuitive graphical interface, flexibly maintains multiple criteria of the items and its attributes. Stating one's functionality profoundly seems elusive, why not we try out to made a good choice. Into extent, switching to Google Apps services ensure you a clear and insightful growth over the hassles. For more information, you can directly contact PCVITA Software technical experts associates over 24/7 online for any queries or hassles over the software.