

pcvita

Express Migrator for $G_{\text{Apps}} gle$ (Outlook)

An Instant Solution for MS Outlook to Google Apps Migration

User Guide



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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 (<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

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 reseller 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. <u>http://www.pcvita.com/refund-policy.html</u>

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

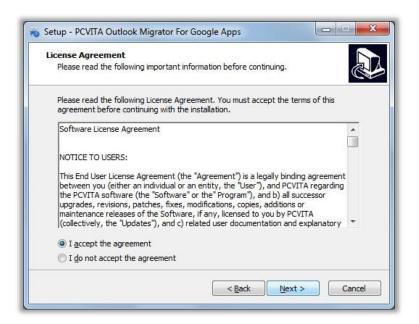
Start the Installation process:

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.

	stination Location should PCVITA Outlook Migrator For Goog	le Apps be installed?	
			C
L	Setup will install PCVITA Outlook Migrato folder.	r For Google Apps into	the following
To con	inue, <mark>click Next. If you would like to select</mark>	a different folder, clic	k Browse.
C:\Pro	gram Files\PCVITA Outlook Migrator For G	ogle Apps	Browse
At leas	: 10.7 MB of free disk space is required.		
			12000

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

Select Start Menu Folder		1
Where should Setup place th	e program's shortcuts?	Ö
Setup will create th	e program's shortcuts in the f	ollowing Start Menu folder.
To continue, click Next. If yo	ou would like to select a differe	ent folder, dick Browse.
PCVITA Outlook Migrator Fo	r Google Apps	Browse

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.

	g PCVITA Outlook Migrator For Google Apps
on your computer.	6
Click Install to continue with the insta change any settings.	allation, or click Back if you want to review or
Destination location: C:\Program Files\PCVITA Outloo	ok Migrator For Google Apps
	-
 	•



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 (<u>www.pcvita.com</u>). Besides, you can directly reach our sales support (<u>sales@pcvita.com</u>).

Activation

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

PCVITA Express Migrator For Google Apps v3.1 - Demo Version	
Actions Help	
About Us Help Contents SOFT A Activate Product Coogle Apps SOFT A Activate Product Soogle Apps	
Step 1: Select Migration Option	Cheat Sheets
Outlook to Google Apps Conversion Microsoft Outlook files to Google Apps	Migration Option
Pre - Requisites :	💣 Title :
1. Outlook should be installed and configured.	Select Migration option you want to perform.
2. Google apps account should have provisioning API enabled.	Actions
3. Google apps should enable users to use the email migration API.	Next : Proceed to Next Step. Cancel : Cancel the migration.
	24X7 Online Support
	Online Support for PCVITA Software and Utilities are available for 2447, Whit Just the click of the moust, you can convert support. team for Iva assistance. Chat Support: click Here
	Chat Support : <u>Click Here</u> Support Email: <u>support@pcvita.com</u> Sales Email: <u>sales@pcvita.com</u>
Next > Cance	

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

Email Address	:		
Activation Code	:		
Machine Name	SIAM-PC		
	· ·	_	
	Activate	Cancel	

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.

		I		
lease register the used for subsequer	domain name of t migration.	your Google	Apps accoun	t. This will be

By default, the wizard automatically initializes a domain name registration box. Provide your valid domain name (*e.g. pcvita.com*) in the space given.

lease register the domain i sed for subsequent migrati	name of your (Google Apps acc	ount. This v	vill be
	on.			
ocvita.com				

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	v3.1 - Demo Version	and the second se			
Actions Help					
SOFTWARE	- 10	S Migrator for Goog Outlook to Google Apps	le Apps		
Step 2: Bulk Conversion to Google Ap	ps			Cheat Sheets	
				Select Source File(s	· ·
Source Files to Google Apps Users Ma	apping			🔐 Step 1 :	
Domain Name: pcvita.com				Select source file(s) o that need to be migra	er folder(s) from system
Enter User Name and Password of Go	ogle Apps User after selecting file(s).			🍰 Step 2 :	ser Name and Password
File	User Name(Google Apps)	Password(Google Apps)	Ac	dd Files Note: Click on 'Set san set same password fo	me Password for all' to
			Ad	d Folder	ry user is same).
			R	Add Files : Add file(s) Add Folders : Add folder	to list.
				from the lis	Previous page. Next Step.
Set same password for all				24X7 Online Support	re and able for he click ou can support tance. vita.com
		< Previou	Next > 0	Cancel	

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

Favorite: Name Date modified Type Ib Decombards Id costell 9/12/2011 238 PM Outlook Data Ib Decombards Id costell 9/12/2011 137 PM Outlook Data Ib Decombards Id costell 9/12/2011 130 PM Outlook Data Ib Decombards Id costell 9/12/2011 130 PM Outlook Data Ib Decomments Id costell 9/12/2011 130 PM Outlook Data Ib Maxie Id costell 9/12/2011 130 PM Outlook Data Ib Macie Id costell 9/12/2011 130 PM Outlook Data Ib Macie Id costell 9/12/2011 130 PM Outlook Data Ib Macie Id costell 9/12/2011 130 PM Outlook Data Ib Macie Id costell Id costell Select a file to preview.	Organize • New folder				· · •
Boundads Constraints		Name	Date modified	Туре	
Recent Places Image: diparamani 9/12/2011 1:17 PM Outlook Data Image: Destrop Image: diparamani 9/12/2011 1:30 PM Outlook Data Image: Destrop Image: diparamani 9/12/2011 1:30 PM Outlook Data Image: Destrop Image: diparamani 9/12/2011 1:30 PM Outlook Data Image: Destrop Image: diparamani 9/12/2011 1:30 PM Outlook Data Image: Destrop Image: diparamani 9/12/2011 1:30 PM Outlook Data Image: Destrop Image: diparamani 9/12/2011 1:30 PM Outlook Data Image: Destrop Image: diparamani 9/12/2011 1:30 PM Outlook Data Image: Destrop Image: diparamani 9/12/2011 1:30 PM Outlook Data Image: Destrop Image: diparamani 9/12/2011 1:30 PM Outlook Data Image: Destrop Image: diparamani Image: diparamani Select a file to preview. Image: Destrop Image: diparamani Image: diparamani Image: diparamani Select a file to preview. Image: Destrop Image: diparamani Image: diparamani Image: diparamani Image: diparamani Image: Destrop Image: diparamani <		dcostell	9/12/2011 2:38 PM	Outlook Data I	
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4 [])	LB'S DRIVE (I:)				
4 []					
	Wetwork				
File name:		e		,	
	File na	me			 PST Files (*.pst)

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))

PCVITA Express Migrator For Google Apps v	3.1 - Demo Version	A TRACE OF A DESCRIPTION OF A DESCRIPTIO			
pcvita	Evores	s Migrator for Goo	ale Anne		
SOFTWARE	10	Outlook to Google Apps	gie Apps		
Step 2: Bulk Conversion to Google App	5				Cheat Sheets
Source Files to Google Apps Users Map Domain Name: pcvita.com Enter User Name and Password of Goop					Select Source File(s) Select source file(s) or folder(s) from system that need to Be migrated to Google Apps. Select 21 Enter Google Apps User Name and Password
File	User Name(Google Apps)	Password(Google Apps)			for each file.
E:\PCVITA_19_52011_18_22_5.pst	mathias			Add Files Add Folder	Note: Click on 'Set same Password for all' to set same password for each file(Used only when password of every user is same).
				Remove	Add files : Add file(s) blat. Add folders to lat. Remove : Remove selected file(s)/folder from the list. Previous : Go back to Previous page. Next : Proceed to files Step. Cancel : Cancel the migration.
Set same password for all					24X7 Online Support Online Support for PCVTA Software and Development of the mouse are available for of the mouse, you can of the mouse, you can of the mouse, you can of the mouse, you can of the mouse of the mouse taum for twe assistance. Chat Support Click Ling Support Email: substitute contactom Sales Email: substitute contactom
and the second se		< Previ	ious Next >	Cancel	

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)

		xpress Migrator for Google Ap Outlook to Google Apps	ops
p 3: Select Criteria			Cheat Sheets
mail Filters Mails Include Received On Interv Exclude Deleted Items Excluding Deleted Items Excluding Sent Items Excluding Sent Items	☑ Contacts al From : Tuesday , June 14	Calenders To : Monday , September 12, 2011	 Apply Filters Indude Received On Interval: This cotion allow you to migrate mails within the spacified date range. Culude Deleted Herms: This option allow you to exclude Sent Items. Export in Constructions in Constructions in Constructions Export in Constructions in Constructions Cancel the migration.
			24X7 Online Support Online Support for Utilities are sourced for Utiliti

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

cutors Help Covita SOFTWARE ADD ALL AND ALL						
p 3: Select Criteria			Cheat Sheets			
mail Filters Mails Conclude Received On Inter Excluding Deleted Items Excluding Deleted Items Excluding Sent Items Excluding Sent Items	Contacts val from : Saturday , January 01	Calenders 2011 To: Monday , September 12, 2011	Consequences C			

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

and calendars while migration.

PCVI	TA Express Migrator For Google Apps
8	Demo version is valid for 7 days. The subjects of all items will be prefixed by [PCVITA].
	ОК

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

User Name	File Path	Mails	Contacts	Calendars	Error
mathias	E:\PCVITA Software	5	0	0	0
mathias	E:\PCVITA Software	18	0	0	0
		m			

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*.

Express Migrator For Google Apps	X
File(s) Migrated Successfully.	
ОК	

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.