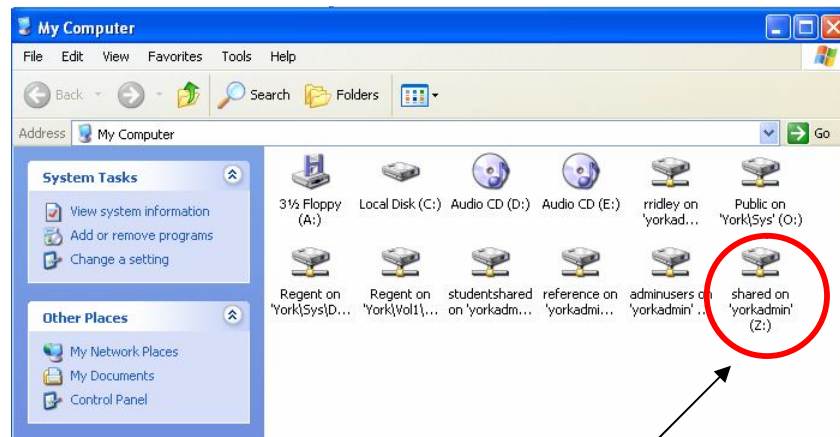
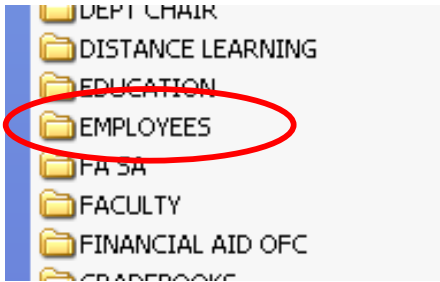


Open 'My Computer' for a list of shared drives (H, R, S, X, V, etc.)



Double click and open "shared on 'yorkadmin' (Z:)" The "Z" drive.

There is a folder called 'Employees' double click and open.



File Folder	9/27/2007 8:1
File Folder	10/3/2006 2:4
File Folder	12/18/2008 1:
File Folder	4/17/2009 11:
File Folder	1/15/2009 3:3
File Folder	4/17/2009 2:1
File Folder	4/8/2009 9:41
File Folder	05/2006 0:15

There is a program entitled 'Google Email Uploader Setup'. Double click to run.



Click on the 'Run' button...

My Documents

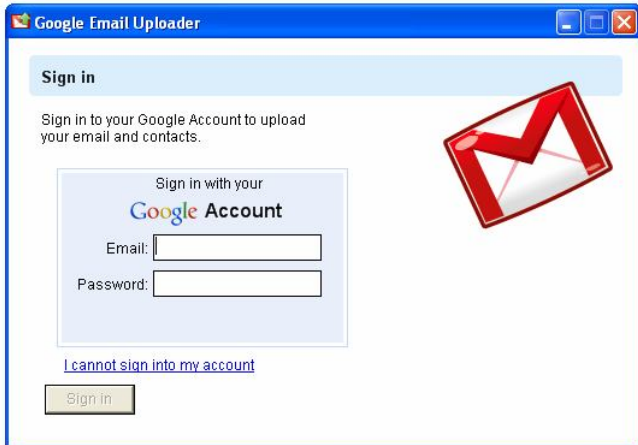
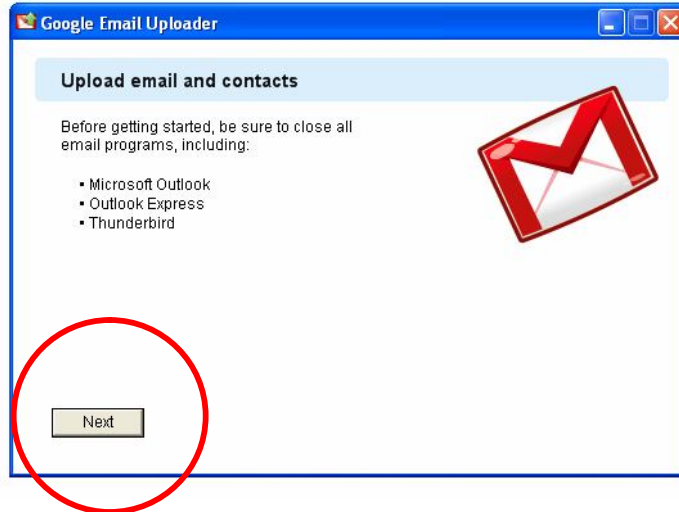
Internet Explorer

Microsoft Outlook

REGENT



**This icon should appear on your desktop—double click.**



**Enter your Email address: username@york.edu**

**And the password you created when you started your account.**

**Then click Sign In**

**Click 'Retry' (for accessing Outlook)**



You can click the '+' on the left side of the Microsoft Outlook.

It will open your folders and Inbox and you can select the folders/emails you would like to migrate to your account.

Then click next and it will show you how long the migration will take.