Migrate (Export) FirstClass Email to Gmail

Note: Following these steps will only work for email that is in one’s Inbox. It will not export archived mail or mail inside folders.

In Gmail, go to Settings> Accounts and Import> Import Mail and Contacts> enter your account@umit.maine.edu, enter your password, enter your account name> click Import.
After setting up Gmail import users should set up a FC mailbox rule to auto-delete messages after a period of time. You can easily set a mailbox rule to delete messages after a period of time.

1. Right-click your FC mailbox and choose “Rules.”
### Advanced Rule: University of Maine

**Name:** Set Expiry Period  
**Add to toolbar:** false  
**Enabled:** true

**When:** Message Received

**If:** All of the following criteria match

- **Always**

**Then:**

- **Set expiry period**  
  - **30 Days**

**Attachment:**

- **Cancel**  
- **Save**