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.
~ Right-click your FC mailbox and choose “Rules”
Name: Set Expiry Period

When: Message Received

Life: All of the following criteria match

Always

Then:

Set expiry period: 30 Days

Attachment: [Fields]

[Actions: Cancel, Save]