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”
Advanced Rule: University of Maine

Name: Set Expiry Period

When: Message Received

If: All of the following criteria match

Then:

Set expiry period: 30 Days

Attachment: 

Cancel  Save