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

![Image of Gmail settings and import process]
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  

If: All of the following criteria match  

Then: Set expiry period 30 Days  

Attachment:  

Cancel  Save