

Transfer/Backup Wharton Email to a Personal Account (Students)

Last Modified on 06/24/2021 11:13 am EDT

Find out how to move emails from your Google@Wharton account to a personal account using various services. Most students prefer to start this process shortly before or shortly following graduation. Regardless of how you view your mail, **every student should have a Google Takeout archive**, instructions for which are [here](#).

Please keep the following in mind:

- This article **only provides instructions for E-mail** backup, import, or transfer. **For any other data**, please see the [Google Takeout article](#).
- Contacts & Calendars are **not moved**, for instructions on how to backup that data, see the [Google Takeout article](#).

Before You Start

You may need one or more of the following before you can complete this task:

- An active Wharton account
- An active personal Gmail account
- A Google Takeout Backup (instructions [here](#))
- The MS Office Suite (including Outlook)
- Access to MacMail

Wharton Gmail to Personal Gmail (POP3)

This method is best for students who want their Wharton email in their personal Gmail account. Please keep in mind the following things before starting this process:

- **This method can take a long time**, especially if you have a lot of email in your account. Don't wait until a few days before your account closes to start.
- **Label structure is not kept**, any mail in the inbox or various labels will be moved into one label in your personal account

Back Up via Outlook

PST File Backup

This method is best for students who do not or will not have access to a personal Gmail account. Please keep in mind that you need access to Outlook to be able to view any mail backed up with this method.

Google Takeout Import

The following methods will guide you through how to view a Google Takeout archive for mail. They can also be used if you do not or will not have access to a personal Gmail account or Outlook. These methods are not

guaranteed to retain label structure as Gmail's labels are not actual folders, and are not carried over when converted into the mbox file (via Google Takeout).

Thunderbird Import (Windows)

MacMail Import (MacOS)

Migrating Email Manually

This method is best for students who want their Wharton email in a personal Gmail account and want label structure to be kept. Please keep in mind that this process is much more involved. You will need access to Outlook or MacMail for the duration of the transfer.

Outlook

MacMail

Questions?

Contact: [Wharton Computing Student Support](#)

Email: support@wharton.upenn.edu
