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

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Most students start the process of moving their Google@Wharton email account to a personal account shortly before or shortly following graduation. Regardless of how you view your mail, **every student should have a Google Takeout archive**. See our Back Up Data using Google Takeout article.

Please Note:

- 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 back up 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 M365 Suite (including Outlook) or MacMail, depending on which you use.

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Wharton Gmail to Personal Gmail (Takeout Transfer)

This is the recommend method for backing up your Wharton email and is best for students who want all of their Wharton email transferred to 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.
- **Contacts and Calendars are not copied.** To back up these items, create a Google Takeout backup.

Takeout Transfer has the ability to migrate Google Drive data. **However**, if the destination Google Drive does not have enough free space you will not be able to initiate a transfer. If you would like to back up your Google Drive data, we recommend creating a Google Takeout backup.

Read More ⬇

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.

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Back Up via MacMail

Read More ⬇

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)

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MacMail Import (MacOS)

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Questions?

Contact: Wharton Computing Client Support Services