Greetings from the Gmail Transition Team! Your migration to Gmail is scheduled to take place four weeks from today, on TRANSITION_DATE.   The amount of time it will take to copy your email from Zimbra to Gmail is directly dependant on how large your email account is (large in terms of both number of messages and in terms of how big those messages are), so cleaning out unneeded messages will make your transition faster.

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Cleaning up your Zimbra mail (Find messages to delete)

We have added four new saved searches to everyone's Zimbra accounts to help find both messages that could be good candidates for deletion and messages that could fail to copy correctly to Gmail. You can find these searches by scrolling all the way down to the bottom of your list of folders in the Zimbra web client (if you normally use a client like Microsoft Outlook or Apple Mail, you will need to go to mail.carleton.edu to use these saved searches). At the very bottom of your list of folders is a section entitled "Searches," which will have at least five saved searches (for a very brief visual of how to find saved searches, click here [LINK TO VIDEO]. Clicking on each search runs the search and presents the results for you to take action on.

- **_Gmail Migration - Carlslist**: This search finds all messages in your account that were sent to or cc'd to carlslist, or have [Carlslist] in the subject line. Messages to Carlslist are frequently larger than average because of the number of attached images, so deleting them can have a large impact on the size of your mailbox. If you need to refer back to an old message, the complete archive of all messages sent to Carlslist is available at https://lists.carleton.edu. **Recommended Action: Delete All**
- **_Gmail Migration - Large Messages**: This search finds all the messages in your account that are larger than Gmail's maximum message size. The tool we are using to copy your email from Zimbra to Gmail will take all the messages with attachments that are too large and remove those attachments as part of the copying process; the removed attachments are placed in the top level of your Google Drive and a link to the file is placed in the original message. While this will keep you from losing information, if you have a lot of large attachments, it can make your Google Drive very messy. We recommend that you look at the messages this saved search reveals and decide if leaving the message in your email is still appropriate, or if it would be better at this point to save the attachment to your computer and delete the email message.
Recommended Action: Review and delete as needed
- **_Gmail Migration - Potentially Disallowed Messages**: This search finds all the messages in your account that have an attachment type that Gmail won't accept (attachments with a .exe, .bat, or .vbe extension, for example). If the message is something you want to have available in Gmail after the migration, you should download

the file to your computer and use the "Remove" attachment link to remove the problematic file. If you no longer need the message, you should delete it. Recommended Action: **Delete unneeded messages; download and remove attachments of messages you still need**

- **_Gmail Migration - ZIP Attachments**: This search finds all the messages in your account that have compressed .ZIP attachments. Gmail will look at the files contained in the ZIP attachment and will reject the message if they are files of a disallowed type. It isn't possible for us to search inside ZIP attachments, though, so we can't determine ahead of time which of these messages will fail to copy. You should look at the message and if you want the text of the email message to be available in Gmail later, download the attachment and remove it from the original message using the "Remove" attachment link. Recommended Action: **Delete unneeded messages; download and remove attachments you still need**
- **_Gmail Migration - Appointment Emails:** This search finds all the email messages in your mailbox that Gmail may turn into duplicate calendar appointments. They are frequently acknowledgements from people you've invited to meetings or cancellation notifications. Recommended action: **Delete all**.

Other things to look at before migration

There are a few things that cannot be copied from Zimbra to Gmail, and we encourage you to look at them now, so you are familiar with what you will need to recreate after your migration is complete. We have created a brief video [LINK_TO_VIDEO] to show where these things live in Zimbra and how to find out more information about them.

- **Shared email folders** - Because Gmail uses "labels" instead of folders, there's no way to share an individual folder with another person. If you are currently sharing folders in Zimbra, please contact your SuperHero (SUPER_HERO) to start the process of finding another way to accomplish what you need.
- **Signatures** - Signatures you have created in Zimbra will not be copied to Gmail. You should review what signatures you are currently using in Zimbra and decide what you want to use in Gmail. One thing to consider is that Gmail by default only supports a single signature, unlike Zimbra, which allowed multiple. Directions for how to set your signature in Gmail and how to use more than one can be found here: [not yet written documentation].
- **Filters** - Because Gmail has a different method of creating filters, there is no way to copy your existing Zimbra filters to Gmail. Look at what filters you are currently using, noting what they do and deciding if you still need them. Gmail filters are very powerful and you should be able to recreate your current Zimbra functionality. You can learn more about how to configure them here LINK_TO_TRAINING.
- **Zimbra Tags** - The system of "tags" that Zimbra uses to allow you to color-code individual messages doesn't translate to Gmail neatly. Instead, each individual "tag" is recreated as a Gmail label (roughly equivalent to a Zimbra folder), and every message that had the tag will be given that label as well as the label corresponding to the Zimbra folder they were filed in. This can cause more clutter in your list of labels than you were expecting. You can remove the tag from all tagged messages before you migrate to

eliminate the issue, if having those tags become labels will be problematic. This screenflow demonstrates how to find and remove tags: LINK_TO_VIDEO.

- **Inbox Subfolders** - If all of the folders you use in Zimbra to file your mail are subfolders of the Inbox, after you migrate, all of your messages will have both the Inbox label and the label for the folder you filed them in, meaning they appear in both the Inbox and those individual folders. To prevent this problem, move your nested folders out of the Inbox before migration. See a short video showing the issue and how to resolve it here: <LINK_TO_VIDEO>.

What happens to your trash

Finally, the contents of your Trash and Junk folders will not be copied from Zimbra to Gmail. You should be reviewing the contents of your Junk folder regularly before your transition date, and make sure any items you move to trash are things you are sure you will not need in Gmail.

The next message will include detailed information about what training options are available to you, including schedules and a recommended set of training to complete. As always, if you have questions or concerns throughout this process, please don't hesitate to contact Austin Robinson-Coolidge (arobinso, x5635) or Julie Anderson (janderso, x6824).