

Pre-requisites for Migration

To achieve the below GSuite Global Admin Credentials required

1. Enable IMAP.
2. Set Forwarding With onmicrosoft.com
3. Allow Less secure apps

Enable IMAP Steps:

Step1: Login Gmail user mail id.

Step2: In the top right, click Settings .

Step3: Click the Forwarding and POP/IMAP tab.

Step4: In the "IMAP Access" section, select Enable IMAP.

Set Forwarding with onmicrosoft.com mail id:

Step1: login to Gmail account web mail.

Step2: In the top right, click Settings .

Step3: Click Settings.

Step4: Click the Forwarding and POP/IMAP tab.

Step5: In the "Forwarding" section, click Add a forwarding address.

Step6: Enter the email address with .onmicrosoft.com you want to forward messages to.

Step7: Click Next > Proceed > OK.

Step8: At the bottom of the page, click Save Changes.

Enabling less secure apps to access accounts:

Note: **This is for administrator** with global Admin Credentials "Allow secure apps". After that follow the below steps

Step1: login to user Gmail Global Admin id.

Step2: Click Security > Basic settings.

Step3: Under Less secure apps, select go to settings for less secure apps.

Step4: In the sub window, select the Allow users to manage their access to less secure apps radio button

Once you've set Allow users to manage their access to less secure apps to on, affected users within the selected group or Organizational Unit will be able to toggle access for less secure apps on or off themselves.

Enforcing access to less secure apps for all users:

Step1: Sign in with global admin credentials.

Step2: Click Security > Basic settings.

Step3: Under Less secure apps, select Go to settings for less secure apps.

Step4: In the sub window, select the Enforce access to less secure apps for all users radio button.