

Comprehensive guide for migration from your MLML account to your SJSU account

We recommend doing all of the steps in each section in one sitting to make sure that you don't lose any work done partway through. Once you start the migration process, don't stop until you only need your SJSU account from now on. Keep this guide open and refer to it as you work through the migration, and don't forget to [create an IT Helpdesk Ticket](#) if you have any questions!

Section 1 - Email, Contacts, and Calendars

- **STEP 1:** [Forward email from your MLML account to your SJSU account](#)
- **STEP 2:** [Migrate your Gmail filters from your MLML account to your SJSU account](#)
- **STEP 3:** [Use Google Takeout to transfer your email archive](#)
- **STEP 4:** [Migrate your contacts from your MLML account to your SJSU account](#)
- **STEP 5:** [Migrate calendars from your MLML account to your SJSU account](#)
- **STEP 6:** [Migrate Google Photos](#)

Section 2 - Migrating your Google Drive files

Migrating your Google Drive is more complex and can be time-consuming depending on how much data you have stored and the structure of your folders and sharing. If you have any questions about this, or if you just have a particularly complex Drive, please reach out to IT and we'll work with you to make sure everything gets moved over correctly.

- **STEP 7:** [Use Shared Drives to transfer your Google Drive files to your SJSU account](#)

How do I know when I'm done migrating?

A complete migration is:

- Email:
 - You set up **email forwarding** to your SJSU email account.
 - You transferred your **filters** and folder structure.
 - You transferred your **old emails** to your SJSU account.
 - You signed into your SJSU email account on **your phone** and any other devices that you use.
- Calendars:
 - You transferred the **Google Calendars** that you're the owner of to your SJSU account.
 - You requested (and were granted) access to any **other calendars** that you use.
- If you had **contacts** stored in your MLML Google account, you transferred them.
- If you used Google **Photos** in your MLML account, you transferred them.
- Google Drive:
 - You moved over your **personal Google Drive files**.
 - You requested (and were granted) access to files/folders **shared by others**.
- You no longer need to sign into your MLML Google account to access anything.

Frequently Asked Questions

What do I do if I use a shared account, like library@mlml.calstate.edu or frontdesk@mlml.calstate.edu?

Your group's shared account will be migrated to a **Delegated Account**. MLML IT will reach out

and provide more information.

How will shared calendars and resource calendars be handled?

- Resource calendars (such as for vehicle and room reservations) will be re-created in the SJSU Google domain and replaced on the MLML website when complete.
- For other calendars that are shared with you, please refer to [Migrate calendars from your MLML account to your SJSU account](#).

I don't have an SJSU account, how do I migrate?

- All non-SJSU consortium campus students should have been issued an SJSU ID number and email address as part of this process. Check your MLML email for details. If you do not have one, or do not have access to your SJSU account, please file an [IT Help Desk ticket](#).
- If you are a faculty member, staff, volunteer, or have some other relationship with MLML, please file an [IT Help Desk ticket](#) and include as much information about your position as possible. Depending on your status, you may have to provide some information to SJSU before an account is created for you.

I'm not sure if I have an SJSU account or not, how do I check?

- Look yourself up in the [SJSU Directory](#).
- Search your email for a message with your 9-digit SJSU ID number, from when it was created.
- If you know your ID number but not your email or password, use the [SJSU password reset webpage](#).

The SJSU email address that was created for me doesn't match my preferred name, can I change it?

- Your SJSU email address *can* be changed if it doesn't match your preferred name.
- First, ensure your preferred name is set the "Personal Information" section in [MySJSU](#).
- After you have set a preferred name, file an [IT Help Desk Ticket](#). Make sure to include your current email address and the address that you would like it changed to.

Additional Resources

- [Best practices for using your SJSU Google Workspace account](#)
- [Configure email on your phone and other third-party email programs](#)
- [Use multiple Google accounts simultaneously with browser profiles and containers](#)

If you have any questions throughout this process, please [submit an IT Helpdesk Ticket](#) and we'll be happy to help.

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