Instrukcija elektroninių laiškų perkėlimui iš "Gmail" į "Office" paskyrą. Instructions for moving emails from Gmail to your Office account.

Iki 2021-07-18 bus galima pasiekti "Gmail" (<u>www.gmail.com</u>) pašto paskyrą naudojant vardas.pavarde@stud.vgtu.lt, Office365 (outlook.office.com) pašto paskyrą galima pasiekti tik naudojant vardas.pavarde@stud.vilniustech.lt

Nuo 2021-06-30 bus galima naudotis tik @stud.vilniustech.lt paskyra, o laiškai, siunčiami @stud.vgtu.lt adresu, bus automatiškai peradresuojami į @stud.vilniustech.lt paskyrą.

"Gmail" e-mail accounts will be accessible through until **2021-07-18** please use **name.surname@stud.vgtu.lt**, and **Office365** (outlook.office.com) e-mail accounts will have to be accessed through **name.surname@stud.vilniustech.lt**.

From 2021-06-30 the only e-mail account available for students will be @stud.vilniustech.lt, and all e-mails, directed to @stud.vgtu.lt, will be forwarded to @stud.vilniustech.lt accounts.

1 Dalis: "Gmail" paskyros prijungimas prie "Outlook"

Part 1: Connecting "Gmail" account to "Outlook"

1. Spausti krumpliaratį dešinėje viršutinėje puslapio pusėje, tada spausti "See all settings"

Click on the gear icon in the top right of the page, and click "See all settings"

0	*	VENUS GEDRENAS TECHNICAL UNIVERSITY	Ο
Quick settings		×	31
See	all settings		
DENSITY			0
🔿 Default			
Comfortab	le		8
O Compact			
THEME		View all	+

2. Pasirinkti "Forwarding and POP/IMAP", sužymėti "Enable IMAP", "Auto-Expunge off", spaudžiame "Save Changes"

In the "Forwarding and POP/IMAP" tab, choose "Enable IMAP", "Auto-Expunge off", then click "Save changes"

Settings			
General Labels Inbox Accounts and Import Filters and	Blocked Addresses Forwarding and POP/IMAP Add-ons Chat and Meet Advanced Offline Themes		
Forwarding: Learn more	Add a forwarding address		
	Tip: You can also forward only some of your mail by creating a filter!		
POP download: Learn more	 I. Status: POP is enabled for all mail Enable POP for all mail (even mail that's already been downloaded) Enable POP for mail that arrives from now on Disable POP 		
	2. When messages are accessed with POP keep VGTU Mail's copy in the Inbox		
	3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail) Configuration instructions		
IMAP access: (access VGTU Mail from other clients using IMAP) Learn more	Status: IMAP is enabled Enable IMAP Disable IMAP		
	When I mark a message in IMAP as deleted:		
	 Auto-Expunge on - Immediately update the server. (default) Auto-Expunge off - Wait for the client to update the server. 		
	When a message is marked as deleted and expunged from the last visible IMAP folder:		
	Archive the message (default)		
	Move the message to the Trash Jameediately delate the message forever		
	Folder size limits		
	Do not limit the number of messages in an IMAP folder (default)		
	○ Limit IMAP folders to contain no more than this many messages 1,000 ∨		
	Configure your email client (e.g. Outlook, Thunderbird, iPhone) Configuration instructions		
	Save Changes Cancel		

3. Pasirenkame "Accounts and Import", "Google Account settings"

In the "Accounts and Import" tab, click "Google Account settings"

Settings								
General Labels Inbox	Accounts and Import	Filters and Blocked Addresses	Forwarding and POP/IMAP	Add-ons	Chat and Meet	Advanced	Offline	Themes
Change account settings:		Google Ac Change yo	ccount settings our password and security opti	ions, and acc	ess other Google	services.		

4. Pasirenkame "Security", "2-Step Verification" Click "Security", "2-Step Verification

Google Account	Q Search Google Account	
 e Home ▲Ξ Personal info 	Security Settings and recommendations to help your account secure	
Data & personalization Security People & sharing Paymente & subscription	Security issues found Protect your account now by resolving these issues	
(i) About	Secure account	
	Recent security activity	
	App password created >	
	Signing in with 2-Step Verification was turned on	

Account restored

Review security activity (4)

Signing in to Google		
Password		>
2-Step Verification	🥑 On	>
App passwords	1 password	>

>

5. Spaudžiame "Get started"

Click "Get started"

←	2-Step Verification	
	Protect your acc Each time you sign in to Learn more	count with 2-Step Verification your Google Account, you'll need your password and a verification code.
	1	Add an extra layer of security Enter your password and a unique verification code that's sent to your phone.
	ä	Keep the bad guys out Even if someone else gets your password, it won't be enough to sign in to your account.
		GET STARTED

6. Suvedame savo telefono numerį, spaudžiame "TRY IT"

Enter your mobile phone number, and click "TRY IT"

Let's set up your ph	none	
What phone number do y		
What phone number do y +37000000000 Google will only use this numbe Don't use a Google Voice numb Message and data rates may ap	er for account security. er. pply.	
What phone number do y +37000000000 Google will only use this numbe Don't use a Google Voice numb Message and data rates may ap How do you want to get o	er for account security. .er. pply.	

7. Suvedame gautą kodą ir spaudžiame "NEXT"

Enter the code you have received, and click "Next"

Confirm that it works Google just sent a text message w Enter the code 685378	vith a verification code to	
Didn't get it? Resend		
BACK	Step 2 of 3	NEXT

8. Spaudžiame "Turn on"

Click "Turn on"

÷	2-Step Verification
	It worked! Turn on 2-Step Verification?
	Now that you've seen how it works, do you want to turn on 2-Step Verification for your Google Account ?
	Step 3 of 3 TURN ON

9. Grįžtame atgal, spaudžiame "App passwords"

Go back to settings, click "App passwords"

Signing in to Google	·	
Password		>
2-Step Verification	🕑 On	>
App passwords	1 password	>

10. Iš sąrašo išrenkame "Mail", "Windows Computer"/"Mac", spaudžiame "Generate"

Choose "Mail" and "Windows Computer"/"Mac", from the list and click "Generate"

Select the app	and device yo	ou want to generate the	app password f	or.
Mail	~	Windows Computer	Ŧ	
				GENERATE

11. Nusikopijuojame pateiktą kodą, kurį naudosime 17 punkte

Save the password, which we will use in step 17

Generated app password	
	Your app password for your device
	rvpa kefs ogao fdla
Email	How to use it
securesally@gmail.com	Go to the settings for your Google Account in
Password	up. Replace your password with the
•••••	16-character password shown above. Just like your normal password, this app password grants complete access to your
	Google Account. You won't need to remember it, so don't write it down or share it with anyone.

DONE

12. Įsijungiame "Outlook" programą, spaudžiame "File"

Open "Outlook", click "File"



13. Spaudžiame "Account Settings", ir "Account Settings..."

Click "Account Settings", and then "Account Settings..."

${ }$	
Info	Account Information
Open & Export	×
Save As	+ Add Account
Save Attachments	
Print	Account Settings Account Settings Access this account or set up more Connections. Access this account on the web.
Office Account	Add and remove accounts or
Options	change existing connection settings.
Exit	Delegate Access Give others permission to receive items and respond on your behalf. (Out of Office)
	Download Address Book fy others that you are out of office, on vacation, or Download a copy of the Global Address Book.
	Manage Mobile Notifications Set up SMS and Mobile Notifications.

14. Spaudžiame "New"

Click "New"

Account Settings

E-mail Accounts

You can add or remove an account. You can select an account and change its settings.

E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books

E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books

New...... Repair... Change... Set as Default X Remove **

Name

Type

15. Spaudžiame "Manual setup or additional server types", ir "Next"

Choose "Manual setup or additional server types", and click "Next"

Add	Account
	recount

Add Account		×
Auto Account Setup Manual setup of an	account or connect to other server types.	×
O E-mail Account		
Your Name:	Example: Ellen Adams	
E-mail Address;	Example: ellen@contoso.com	
Password: Retype Password:		
L	Type the password your Internet service provider has given you.	
Manual setup or add	ditional server types	
	< Back Next >	Cancel

16. Pasirenkame "POP or IMAP"

Choose "POP or IMAP"

|--|

Outlook.com or Exchange ActiveSync com	patible service
Connect to a service such as Outlook.com	to access email, calendars, contacts, and tasks
POP or IMAP	
Connect to a POP or IMAP email account	

17. Užpildome laukus su @stud.vgtu.lt paštu taip, kaip nurodyta, vedamas slaptažodis, kurį sugeneravote 11 punkte, ir spaudžiame "More Settings"

Fill the fields as shown, using your @stud.vgtu.lt account. Use the password, generated in step 11, and click "More Settings"

POP and IMAP Account Set Enter the mail server setting	t tings ngs for your account.	
User Information		Test Account Settings
Your Name:	vardas.pavarde	We recommend that you test your account to ensure that the entries are correct
Email Address:	vardas.pavarde@stud.vgtu.l	the entries are conect.
Server Information		Test Assount Settings
<u>A</u> ccount Type:	IMAP 🗸	Test Account Settings in
Incoming mail server:	imap.gmail.com	 Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	smtp.gmail.com	
Logon Information		
<u>U</u> ser Name:	vardas.pavarde@stud.vgtu.l	
Password:	******	
	emember password	
Reguire logon using Secur (SPA)	e Password Authentication	More Settings
		< <u>B</u> ack <u>N</u> ext > Cancel

18. "Outgoing Server" skiltyje pažymime varnelę ties "My outgoing server (SMTP) requires authentication", ir spaudžiame "Advanced"

In the "Outgoing Server" tab check the box "My outgoing server (SMTP) requires authentication", and go to the "Advanced" tab

Internet E-mail Settings	\times
General Outgoing Server Advanced	
My outgoing server (SMTP) requires authentication	
Use same settings as my incoming mail server	
O Log on using	
User Name:	
Password:	
Remember password	
Require Secure Password Authentication (SPA)	

19. Pakeičiame Incoming server porta į 993, pasirenkame "SSL". Prie "Outgoing server (SMTP)"portą į 465 ir spaudžiame "OK"

Use port 993 for "Incoming Server", choose "SSL". Use port 465 for "Outgoing Server", choose "SSL", and click "OK"

Internet E-mail Settings X
General Outgoing Server Advanced
Server Port Numbers
Incoming server (IMAP): 993 Use Defaults
Use the following type of encrypted connection:
Outgoing server (SMTP): 465
Use the following type of encrypted connection:
Server Timeouts
Short Long 1 minute
Folders
Root folder path:
Sent Items
Do not save copies of sent items
Deleted Items
Mark items for deletion but do not move them automatically
Items marked for deletion will be permanently deleted when the items in the mailbox are nurged
Purge items when switching folders while online
OK Cancel

20. Spaudžiame "Next"

Click "Next"

Add Account

POP and IMAP Account Set Enter the mail server settin	tings ngs for your account.	
User Information		Test Account Settings
Your Name:	vardas.pavarde	We recommend that you test your account to ensure that
Email Address:	vardas.pavarde@stud.vgtu.l	the entries are conect.
Server Information <u>A</u> ccount Type: <u>I</u> ncoming mail server:	IMAP	Test Account Settings Automatically test account <u>s</u> ettings when Next is clicked
Outgoing mail server (SMTP):	smtp.gmail.com	
Logon Information		
User Name:	vardas.pavarde@stud.vgtu.l	Mail to keep offline: All
Password:	*******	
<u> </u>	member password	and the second secon
Reguire logon using Secure (SPA)	e Password Authentication	<u>M</u> ore Settings
		< <u>B</u> ack <u>Next</u> > Cancel

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21. Viską atlikus teisingai, gauname tokį vaizdą, ir pašto profilis susikonfigūruoja Outlook programoje:

If all is done correctly, we will see there results, and the e-mail profile will be configured in Outlook:

ongrat	ulations! All tests completed successfully	. Click Close to	Stop
intina			Close
Fasks	Errors		
Tasks		Status	
VLO	g onto incoming mail server (IMAP)	Completed	
		Completed	

2 Dalis: "Office 365" paskyros prijungimas prie "Outlook"

Part 2: Connecting "Office 365" account to "Outlook"

1. Grįžtame į "Account Settings"

Go back to "Account Settings"



2. Spaudžiame "New"

"Click "New"

10		remove an a	account. Tou carry	elect an account and	change its settings.	
-mail	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
<u>a</u> Ne	w 🛠 <u>R</u> ep	oair 💼 C	h <u>a</u> nge 📀 Set	as <u>D</u> efault 🗙 Re <u>m</u> o	ove 🛧 🖶	
Name				Туре		

3. Įvedame savo paštą su @stud.vilniustech.lt galūne, ir slaptažodį du kartus

Enter your @stud.vilniustech.lt account, and your password twice

Add Account Auto Account Setup Outlook can automatically configure many email accounts. E-mail <u>A</u>ccount Your Name: @stud.vilniustech.lt Example: Ellen Adams E-mail Address: @stud.vilniustech.lt Example: ellen@contoso.com Password: ******** ********* Retype Password: Type the password your Internet service provider has given you. Manual setup or additional server types < <u>B</u>ack <u>N</u>ext > Cancel 4. Iššokus prisijungimo langui suvedame el. paštą ir slaptažodį

Type in your e-mail and password when the Windows Security prompt shows up

6 mil	- n.	-	_	~		100	+
xur		×	۰.	U	u	6.3	1

onfiguring	Windows Convibu		~
	windows security		~
Outlook is completing the se	Microsoft Outloo	ik	
Searching for sa Logging on to t	Connecting to	@stud.vilniustech.lt	
	@stu	ud.vilniustech.lt	
	Remember my cred	lentials	
	ок	Cancel	
	- OK	Conter	

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5. Viską atlikus teisingai, matome patvirtinimą, jog paštas sukonfigūruotas "Outlook" sistemoje

If done correctly, we will see the confirmation, that your e-mail is configured in Outlook



6. Perkrovus "Outlook" programą, jau galime pasiekti abu paštus

After restarting "Outlook", you will be able to reach both e-mails

Þ	@stud.vgtu.lt
Þ	@stud.vilniustech.lt

3 dalis: Individualių katalogų perkėlimas iš stud.vgtu.lt į stud.vilniustech.lt

Part 3: Copying individual folders from stud.vgtu.lt to stud.vilniustech.lt

1. Outlook programoje pažymime norimą katalogą (pvz. Inbox), pažymėje su dešiniu pelės klavišu spaudžiame "Copy folder"

In Outlook choose the folder you want to copy (e.g. Inbox), right click on it and click "Copy folder"



2. Pasirenkame aplanką stud.vilniustech.lt paskyroje, ir spaudžiame "OK"



3. Laiškai perkelti į stud.vilniustech.lt paskyrą

The e-mails are copied to your stud.vilniustech.lt account

4 dalis: Visų laiškų migracija iš stud.vgtu.lt į stud.vilniustech.lt Part 4: Migrating all e-mails from stud.vgtu.lt to stud.vilniustech.lt

1. "Outlook" programoje spaudžiame "File"

In Outlook, click "File"



2. Spaudžiame "Open & Export", "Import/Export"

Click "Open & Export", "Import/Export"

E	
Info	Open
Open & Export Save As	Open Calendar
Save Attachments Print	Open Outlook Data File Open an Outlook data file (.pst).
Office Account	Import/Export Import or export files and settings.
Options Exit	Other User's Folder Open a folder shared by another user.

3. Pasirenkame "Export to a file" Choose "Export to a file"

Import and Export Wizard

Choose an action to perform: Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs) Import from another program or file Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List Description Export Outlook information to a file for use in other programs.
 < Back Next > Cancel

4. Pasirenkame "Outlook Data File (.pst)"

Choose "Outlook Data File (.pst)"

Export to a File	
	Create a file of type: Comma Separated Values Outlook Data File (,pst)
	< Back Next > Cancel

5. Pasirenkame savo stud.vgtu.lt paštą

 \times Export Outlook Data File Select the folder to export from: > > الدرالا وال > > > > > > @stud.vgtu.lt @stud.vilniustech.lt 5 < > Include subfolders Filter... Next > < Back Cancel

Choose your <u>@stud.vgtu.lt</u> mail

6. Išsaugojame .pst failą sau patogioje vietoje

Save the .pst file in a convenient location



7. Slaptažodžio galima nedėti, spaudžiame "OK"

The password is optional, click "OK"

Create Outlook Data File				
Add optional password				
Password:				
Verify Password:				
Save this passv	word in your password list			
C	DK Cancel			

8. Eksportui pasibaigus grįžtame į "File"

After exporting, go back to "File"



9. Spaudžiame "Open & Export", "Import/Export"

Click "Open & Export", "Import/Export"



10. Pasirenkame "Import from another program or file"

Choose "Import from another program or file"

Import and Export Wizard

	Choose an action to perform: Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs) Import from another program or file Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List
	Description Import data from other files, such as Outlook data files (.PST) and text files.
	< Back Next > Cancel

11. Pasirenkame "Outlook Data File (.pst)"

Choose "Outlook Data File (.pst)"

Import a File

Select file type to import from:	
Comma Separated Values Outlook Data File (.pst)	
 De de Martes Conse	
< Back Next > Cance	9

12. Spaudžiame "Browse" ir susirandame failą, kurį išsaugojome 6 žingsnyje

Click "Browse", and locate the file, which you have saved in step 6

0 Open Outlook Data File	5			>	×
← → ヾ ↑ 🗔 › T	'his PC → Desktop	~	Ö 🔎 Search	Desktop	
Organize 🔻 New fold	der			== - 🔟 🔇)
✓ Quick access ✓ Desktop ✓ Downloads ✓ Documents ✓ Pictures	Name	Date modified 2021-06-16 10:11	Type Outlook Data File	Size 405 993 KB	
File	name: studvgtubck.pst	Tool	✓ Outlook dats ▼ Open	a files (*.pst)	

 \times

13. Spaudžiame "Next"

Click "Next"

Import Outlook Data File

File to impo	rt		
C:\Users'	\Deskto	p\studvgtubck.	Browse
Options Replace Allow d Do not	e duplicate luplicates t import du	s with items impo to be created plicates	orted
	< Back	Next >	Cancel

14. Pasirenkame <u>@stud.vilniustech.lt</u> paštą, viršuje paliekame pažymėtą "Outlook Data File", spaudžiame "Finish"

Choose your <u>@stud.vilniustech.lt</u> mail, leave "Outlook Data File" selected in the top field, and click "Finish"

.

Import Outlook Data File		\times
	Select the folder to import from:	
	O Import items into the current folder	
	Import items into the same folder in:	
	@stud.vgtu.lt	
	@stud.vatu.lt @stud.vilniustech.lt	,

15. Migracija baigta, galima @stud.vilniustech.lt paštą naudoti kaip įprastai naršyklėje outlook.office.com

The migration is done, now you can use @stud.vilniustech.lt mail as usual in the browser outlook.office.com

Jeigu iškyla nesklandumų, kreipkitės: IT aptarnavimas pagalba.vgtu.lt Tel.: 9918, 852744918 If you run into problems, you can contact IT support: pagalba.vgtu.lt, 852744918