

# 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“ ( [www.gmail.com](http://www.gmail.com)) 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**.

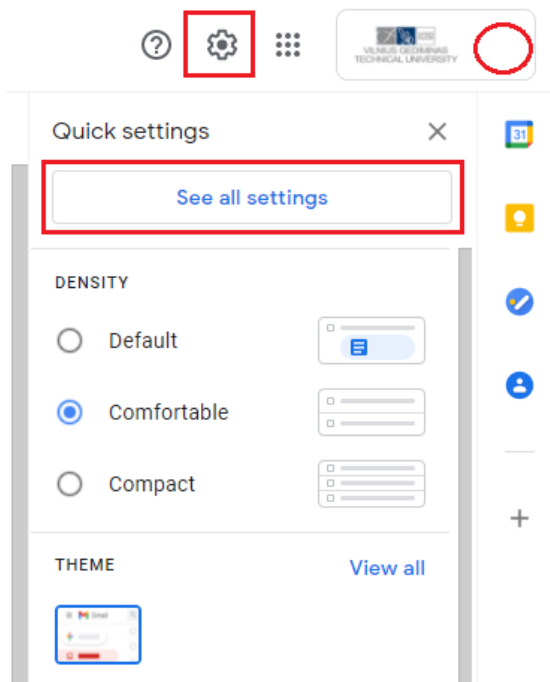
From 2021-06-30 the only e-mail account available for students will be @stud.vilniustech.lt, and all e-mails, directed to @stud.vgtu.lt, will be forwarded to @stud.vilniustech.lt accounts.

### 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”



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](#)

Tip: You can also forward only some of your mail by [creating a filter!](#)

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**POP download:**  
[Learn more](#)

**1. 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**

**3. Configure your email client** (e.g. Outlook, Eudora, Netscape Mail)  
[Configuration instructions](#)

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**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

Immediately delete 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

**Configure your email client** (e.g. Outlook, Thunderbird, iPhone)  
[Configuration instructions](#)

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 Account settings](#)

Change your password and security options, and access other Google services.

#### 4. Pasirenkame „Security“, „2-Step Verification“ Click „Security“, „2-Step Verification“

Google Account


- Home
- Personal info
- Data & personalization
- Security**
- People & sharing
- Payments & subscriptions
- About

### Security

Settings and recommendations to help you keep your account secure

#### Security issues found

Protect your account now by resolving these issues



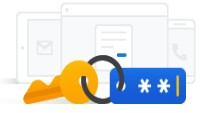
[Secure account](#)

#### Recent security activity

App password created	>
Signing in with 2-Step Verification was turned on	>
Account restored	>

[Review security activity \(4\)](#)

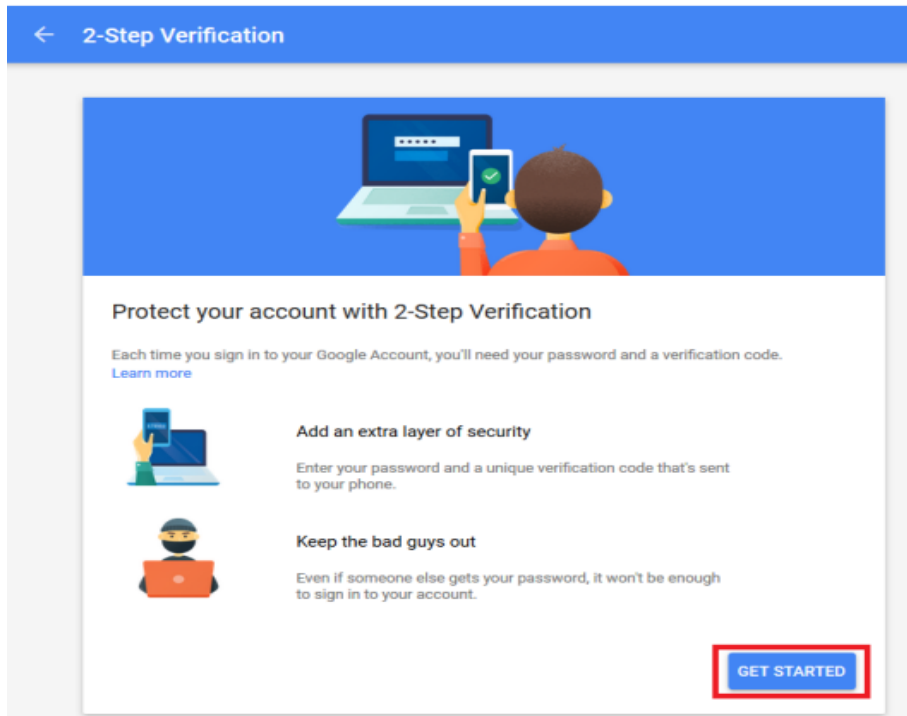
#### Signing in to Google



Password	>
<b>2-Step Verification</b>	<input checked="" type="checkbox"/> On >
App passwords	1 password >

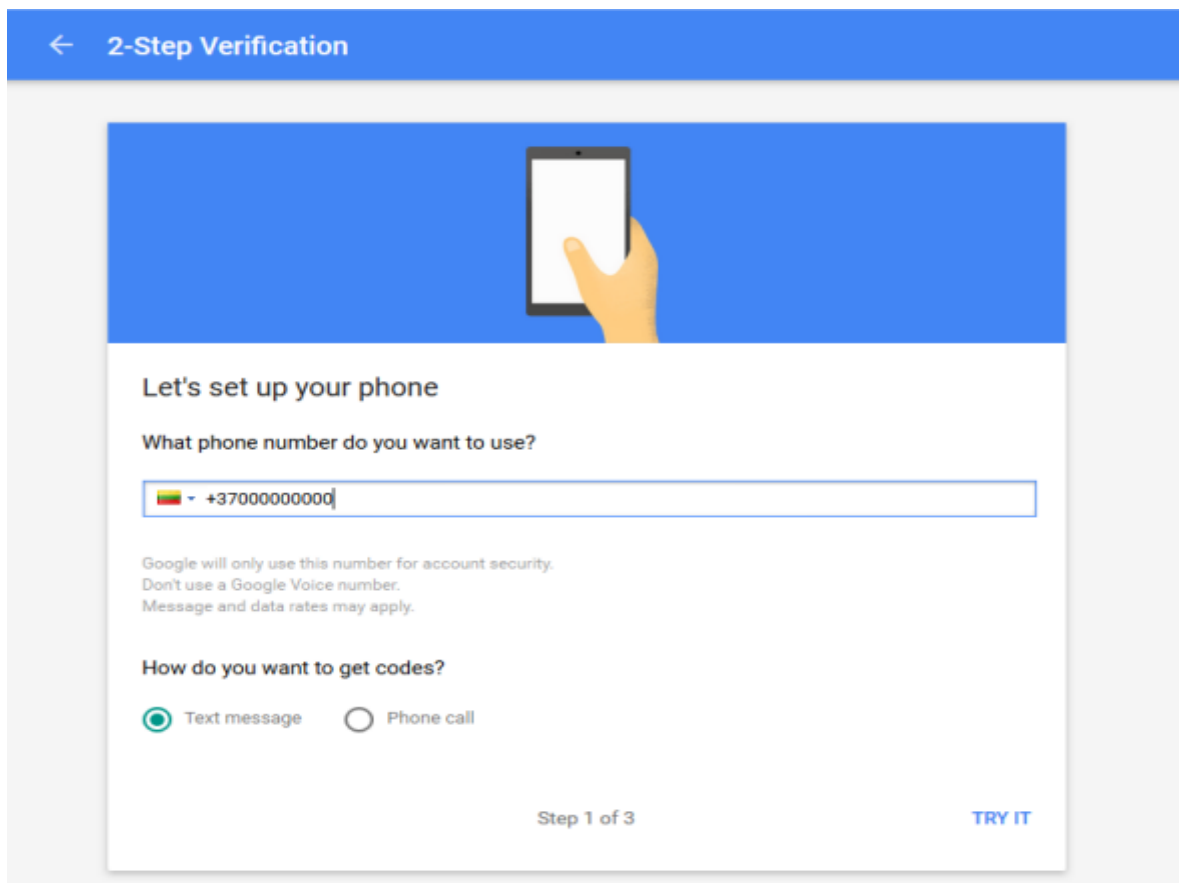
5. Spaudžiame „Get started“

Click „Get started“



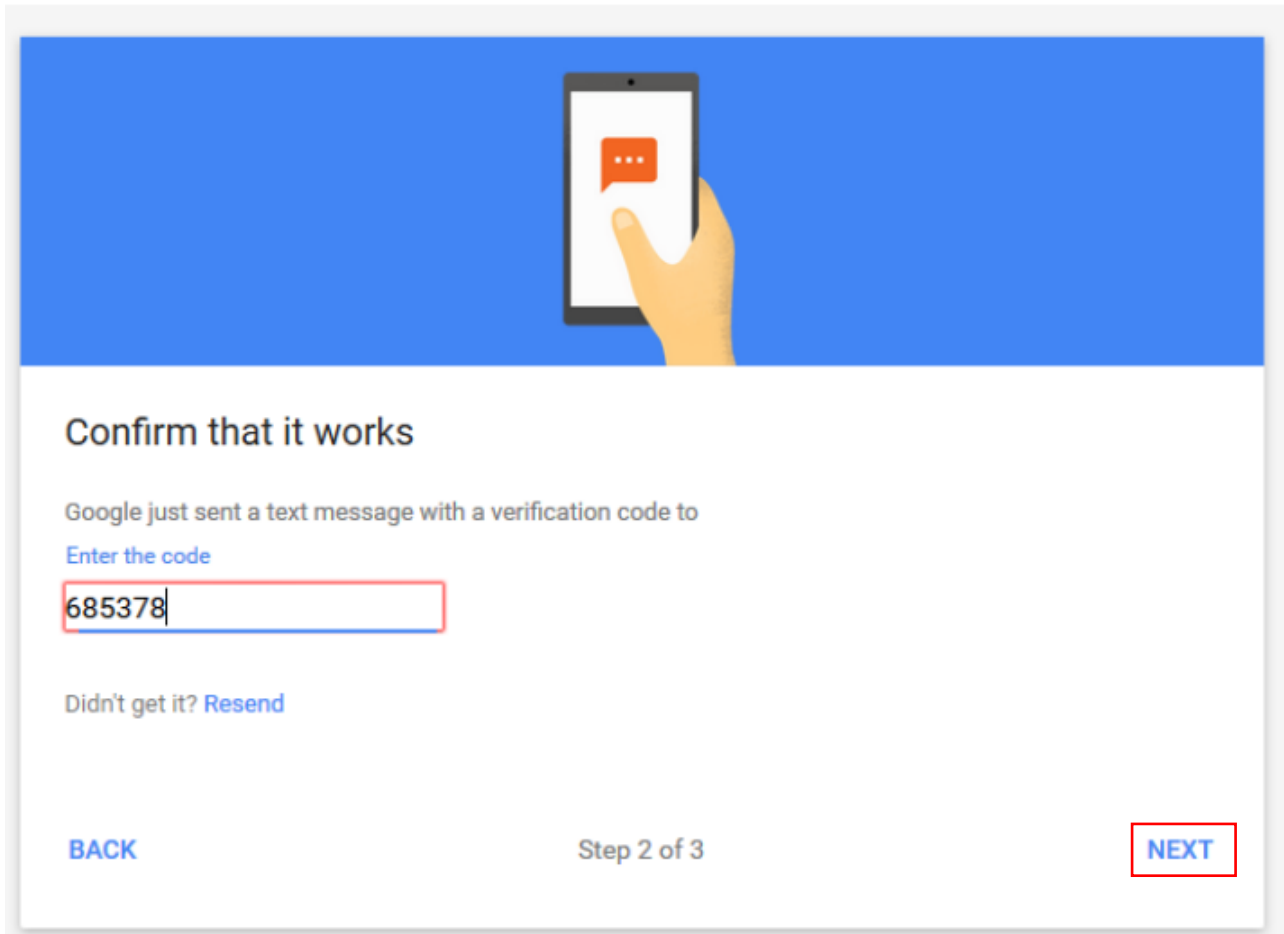
6. Suvedame savo telefono numerį, spaudžiame “TRY IT”

Enter your mobile phone number, and click “TRY IT”



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 with a verification code to

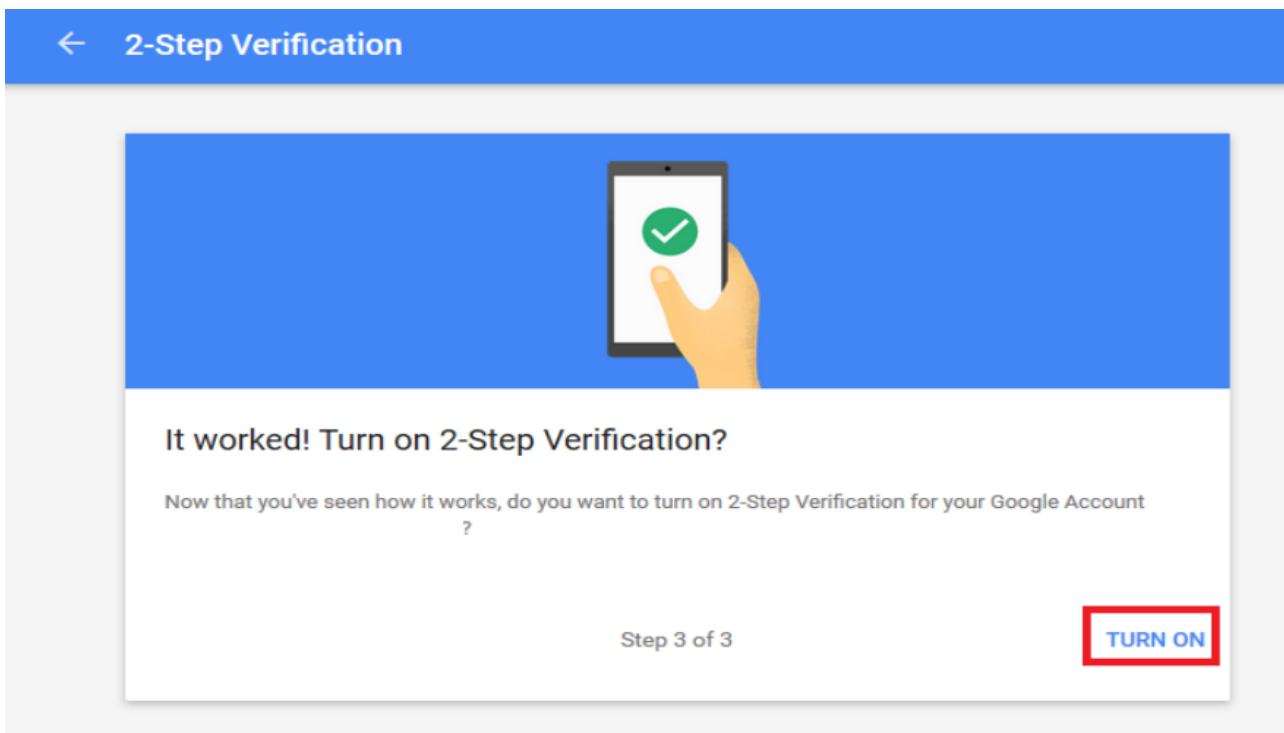
Enter the code

Didn't get it? [Resend](#)

[BACK](#) Step 2 of 3 [NEXT](#)

8. Spaudžiame “Turn on”

Click “Turn on”



← 2-Step Verification

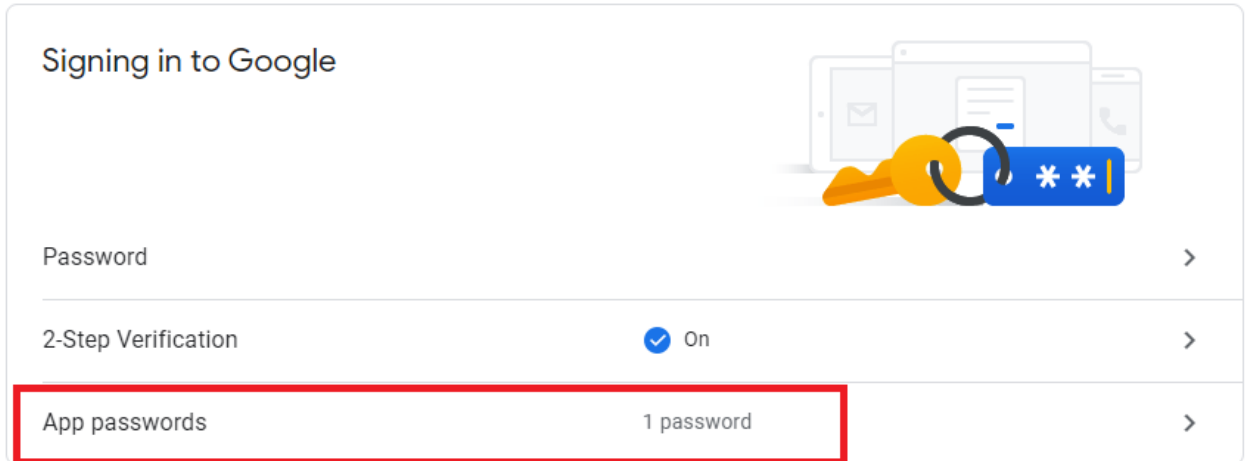
**It worked! Turn on 2-Step Verification?**

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](#)

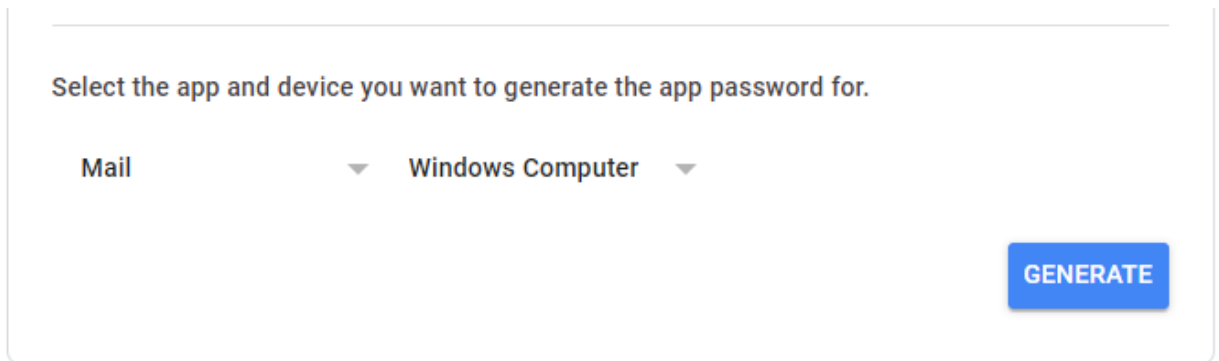
9. Grįžtame atgal, spaudžiame “App passwords”

Go back to settings, click “App passwords”



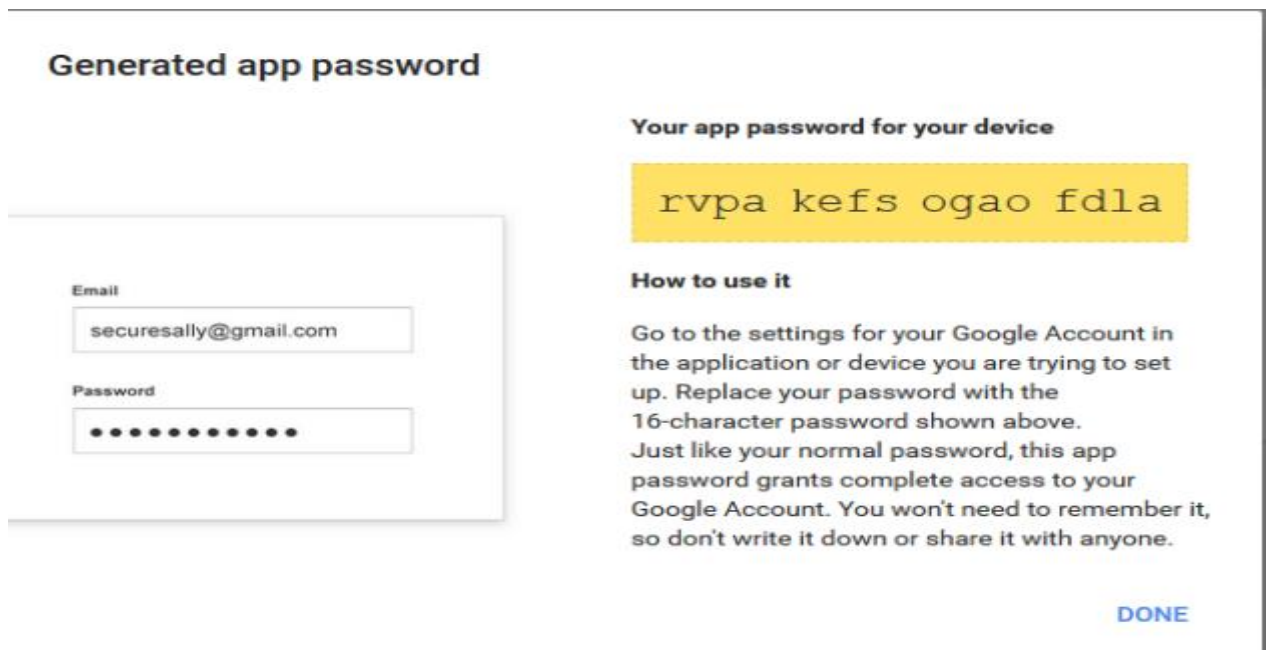
10. Iš sąrašo išrenkame “Mail”, “Windows Computer”/”Mac”, spaudžiame “Generate”

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



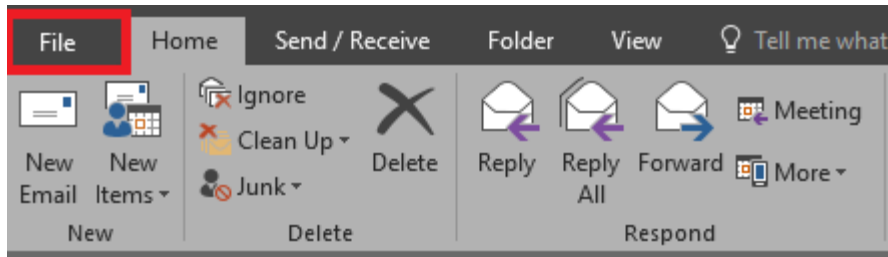
11. Nusikopijuojame pateiktą kodą, kurį naudosime 17 punkte

Save the password, which we will use in step 17



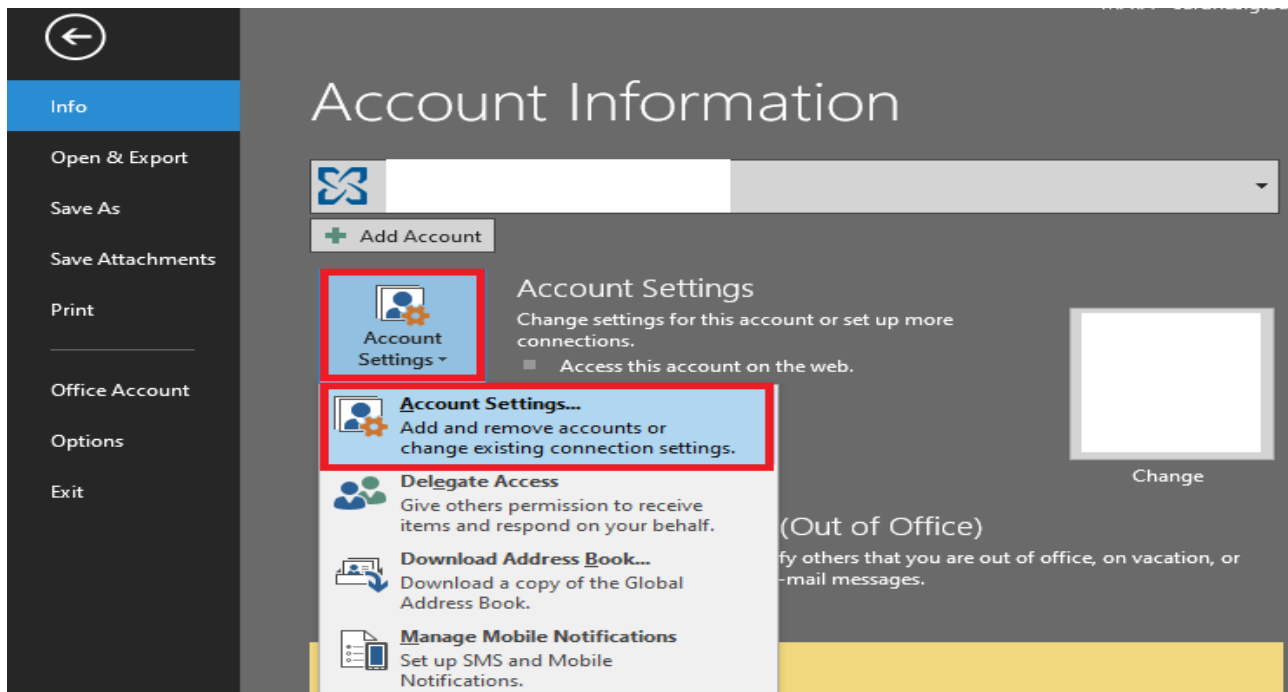
12. Įsijungiame “Outlook” programą, spaudžiame “File”

Open “Outlook”, click “File”



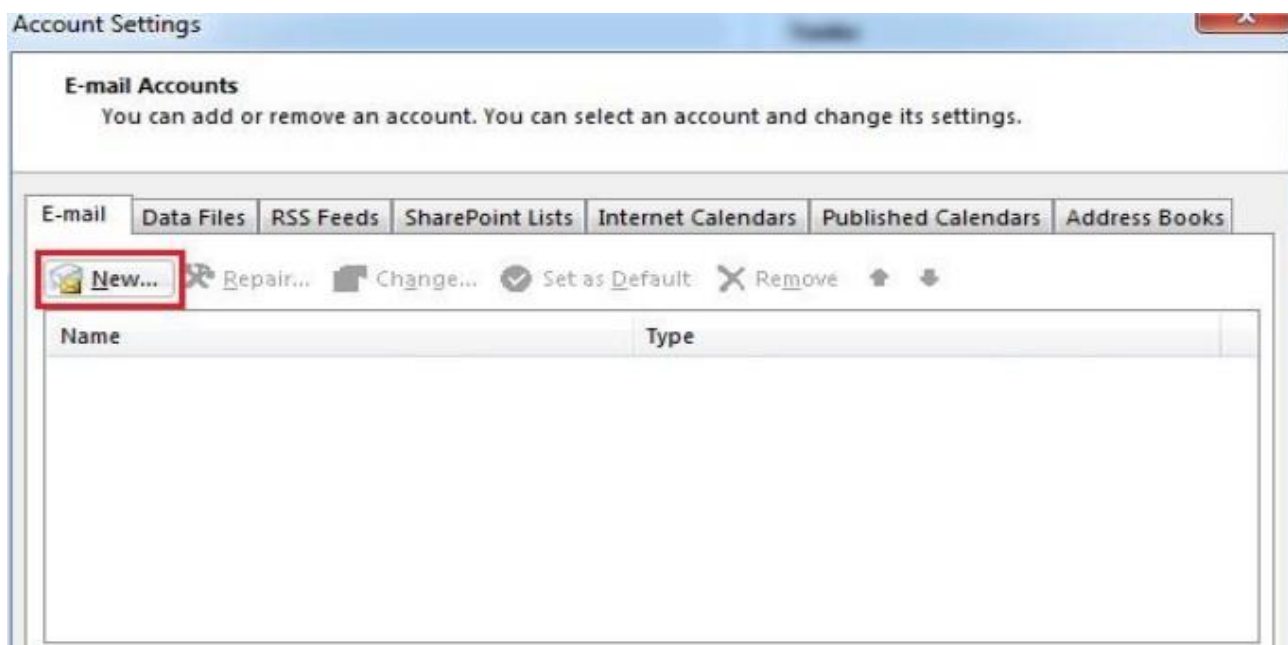
13. Spaudžiame “Account Settings”, ir “Account Settings...”

Click “Account Settings”, and then “Account Settings...”



14. Spaudžiame „New“


Click “New”



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

Choose “Manual setup or additional server types”, and click “Next”

Add Account ×

**Auto Account Setup**  
Manual setup of an account or connect to other server types. 

**E-mail Account**

Your Name:   
Example: Ellen Adams


E-mail Address:   
Example: ellen@contoso.com

Password:   
Retype Password:   
Type the password your Internet service provider has given you.

**Manual setup or additional server types**

16. Pasirenkame “POP or IMAP”

Choose “POP or IMAP”

**Choose Service** 

**Outlook.com or Exchange ActiveSync compatible service**  
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

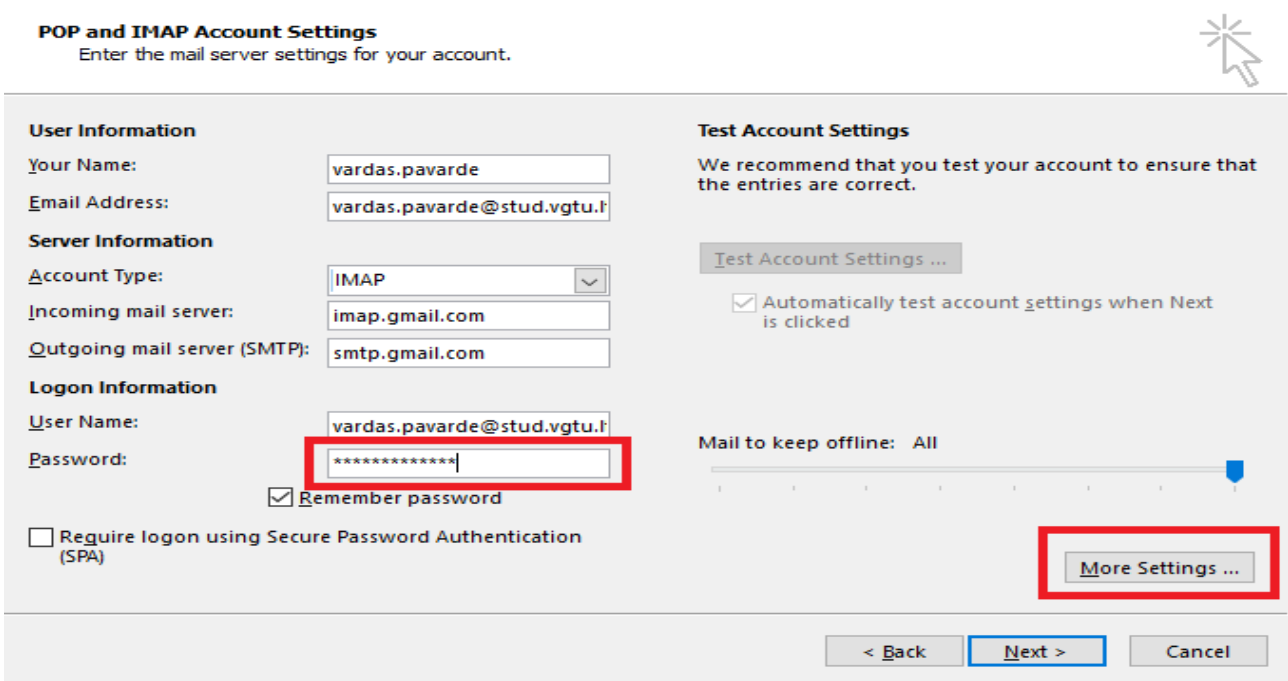
**POP or IMAP**  
Connect to a POP or IMAP email account



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 Settings**  
Enter the mail server settings for your account.



**User Information**  
Your Name: vardas.pavarde  
Email Address: vardas.pavarde@stud.vgtu.lt

**Server Information**  
Account Type: IMAP  
Incoming mail server: imap.gmail.com  
Outgoing mail server (SMTP): smtp.gmail.com

**Logon Information**  
User Name: vardas.pavarde@stud.vgtu.lt  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
We recommend that you test your account to ensure that the entries are correct.  
Test Account Settings ...  
 Automatically test account settings when Next is clicked

Mail to keep offline: All

More Settings ...

< Back Next > 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

General Outgoing Server **Advanced**

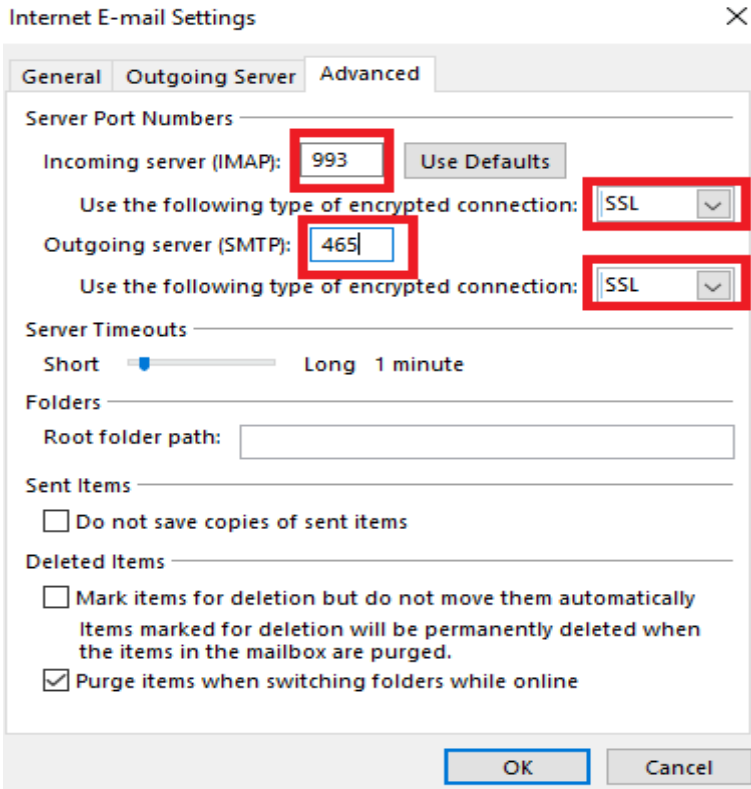
My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server  
 Log on using

User Name:   
Password:   
 Remember password  
 Require Secure Password Authentication (SPA)

19. Pakeičiame Incoming server portą 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

General | **Outgoing Server** | Advanced

Server Port Numbers

Incoming server (IMAP): 993 Use Defaults

Use the following type of encrypted connection: SSL

Outgoing server (SMTP): 465

Use the following type of encrypted connection: SSL

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 purged.

Purge items when switching folders while online

OK Cancel

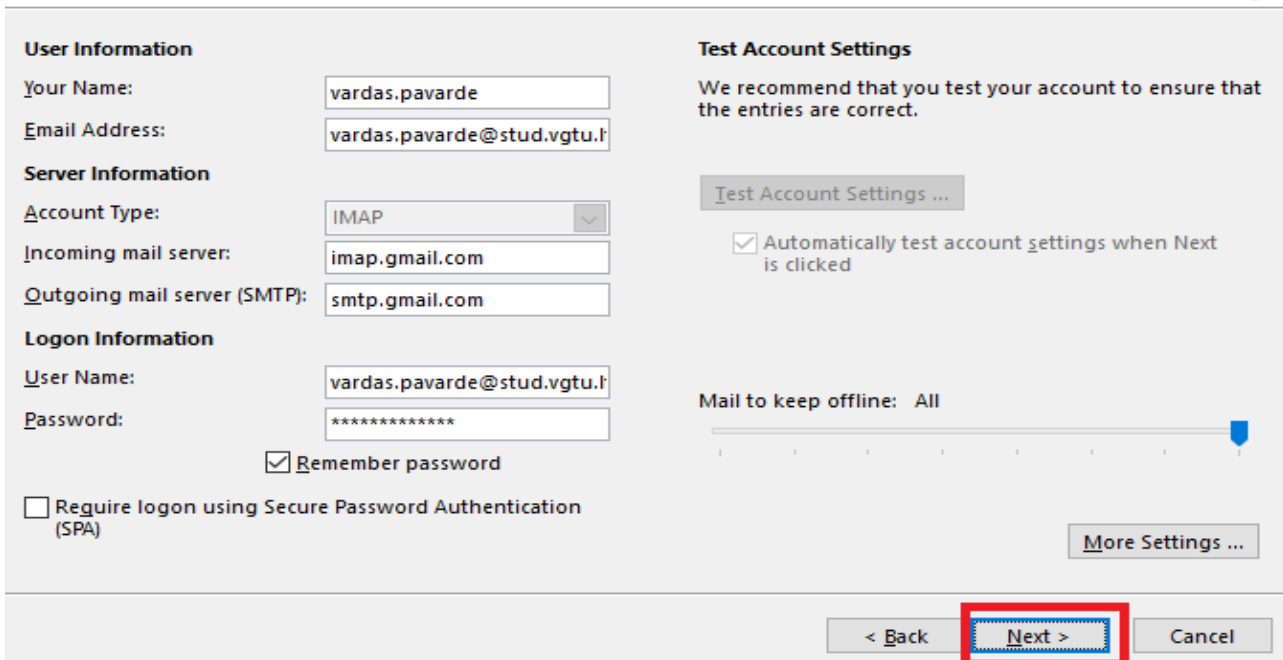
20. Spaudžiame “Next”

Click “Next”

Add Account

#### POP and IMAP Account Settings

Enter the mail server settings for your account.



User Information

Your Name: vardas.pavarde

Email Address: vardas.pavarde@stud.vgtu.lt

Server Information

Account Type: IMAP

Incoming mail server: imap.gmail.com

Outgoing mail server (SMTP): smtp.gmail.com

Logon Information

User Name: vardas.pavarde@stud.vgtu.lt

Password: \*\*\*\*\*

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...

Automatically test account settings when Next is clicked

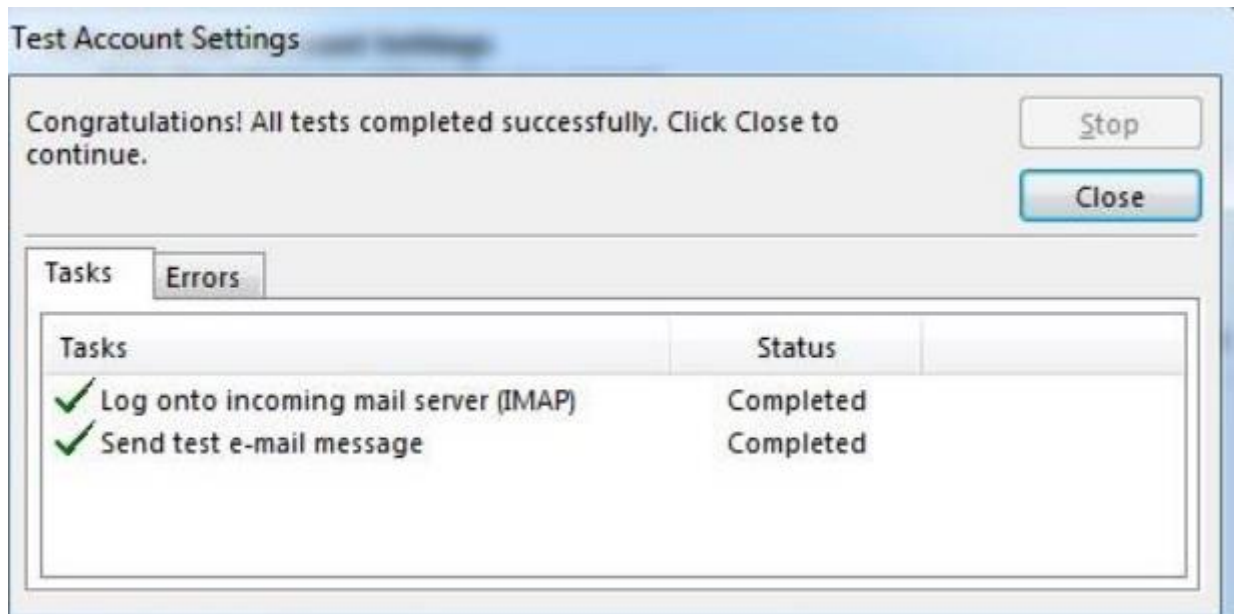
Mail to keep offline: All

More Settings ...

< Back **Next >** Cancel

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

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

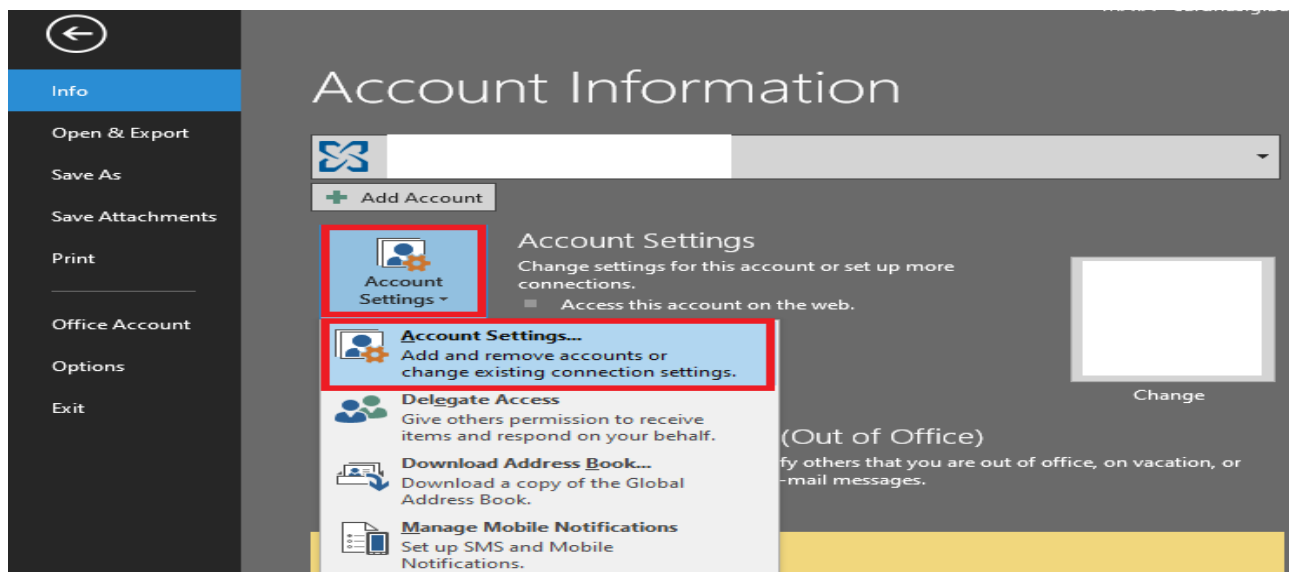


## 2 Dalis: “Office 365” paskyros prijungimas prie “Outlook”

### Part 2: Connecting “Office 365” account to “Outlook”

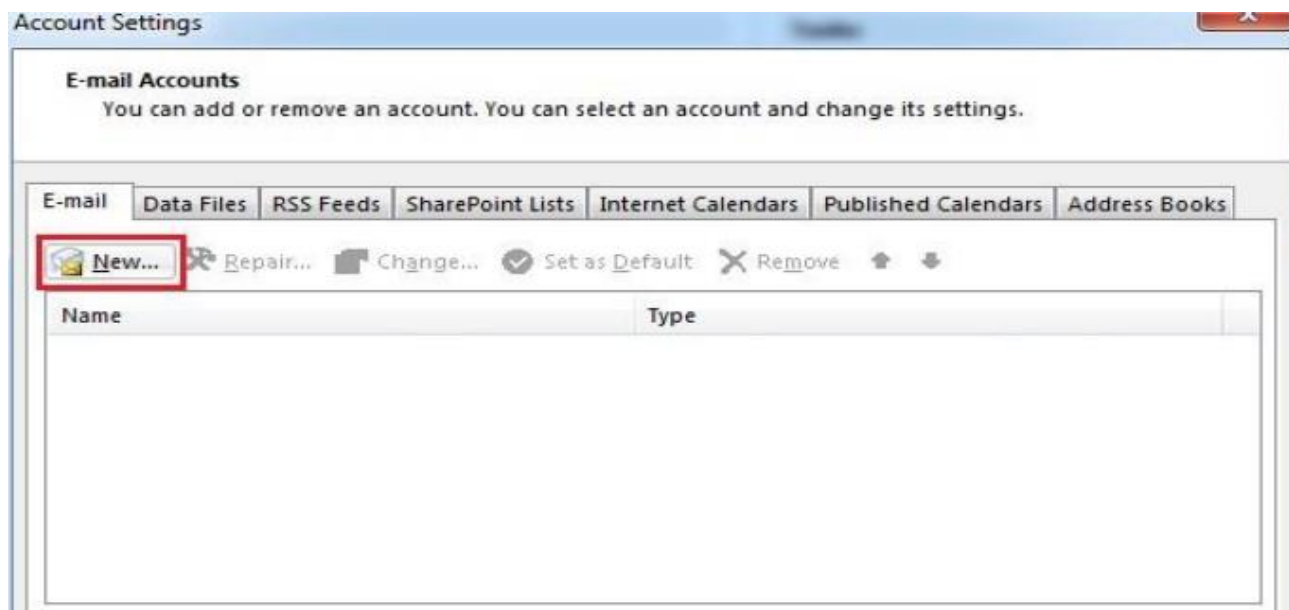
1. Grįžtame į “Account Settings”

Go back to “Account Settings”



2. Spaudžiame “New”

“Click “New”



- 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 Account

Your Name:

Example: Ellen Adams

E-mail Address:

Example: ellen@contoso.com

Password:

Retype Password:

Type the password your Internet service provider has given you.

#### Manual setup or additional server types

< Back

Next >

Cancel

- Iššokus prisijungimo langui suvedame el. paštą ir slaptažodį

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

Add Account

Searching for your mail server settings...

Configuring

Outlook is completing the se

✓ Establishing net

→ Searching for se

Logging on to t

Windows Security

### Microsoft Outlook

Connecting to  @stud.vilniustech.lt

Remember my credentials

OK

Cancel

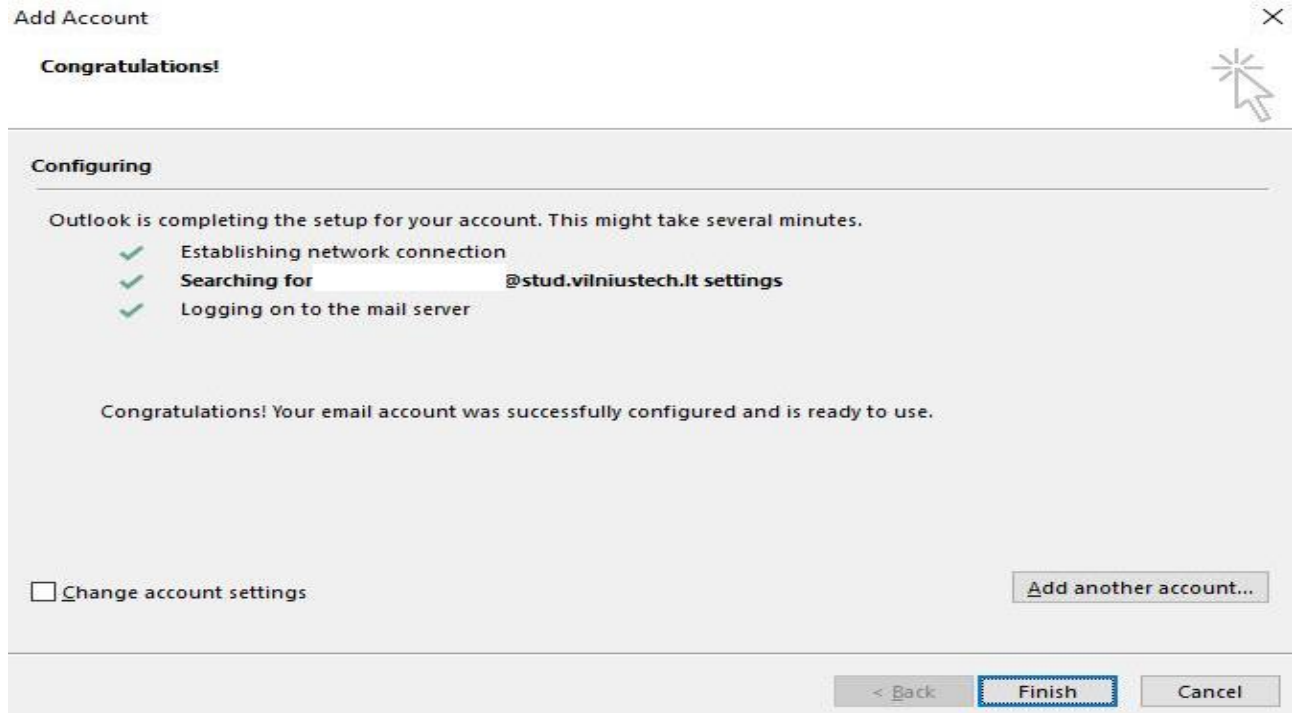
< Back

Next >

Cancel

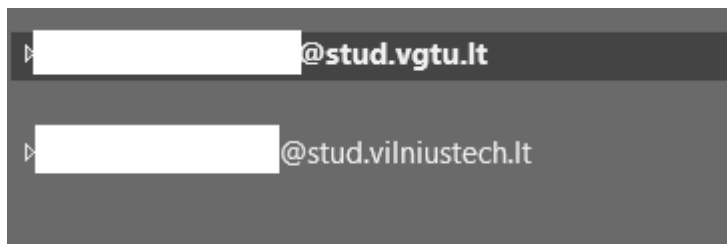
5. Viską atlikus teisingai, matome patvirtinimą, jog paštas sukonfigūruotas „Outlook“ sistemoje

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

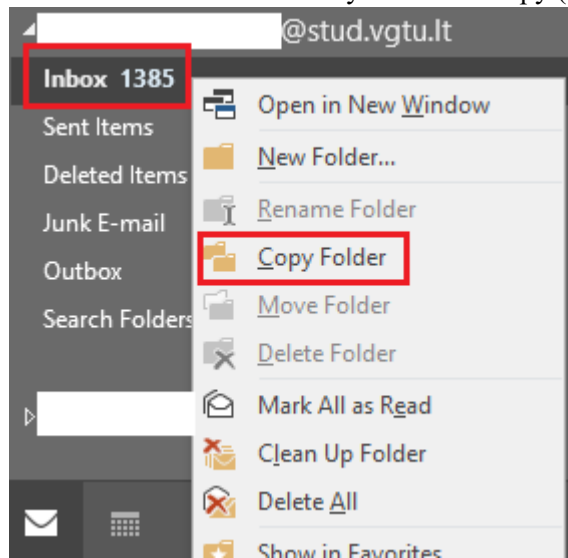


### 3 dalis: Individualių katalogų perkėlimas iš stud.vgtu.lt į stud.vilniustech.lt

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

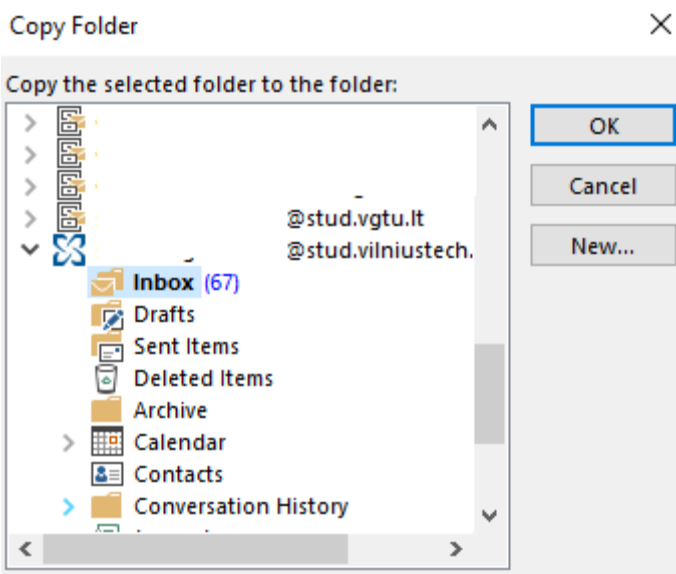
1. Outlook programoje pažymime norimą katalogą (pvz. Inbox), pažymėję su dešiniu pelės klavišu spaudžiame “Copy folder”

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”

Choose the folder you want on your stud.vilniustech.lt account, and click “OK”



3. Laiškai perkelti į stud.vilniustech.lt paskyrą

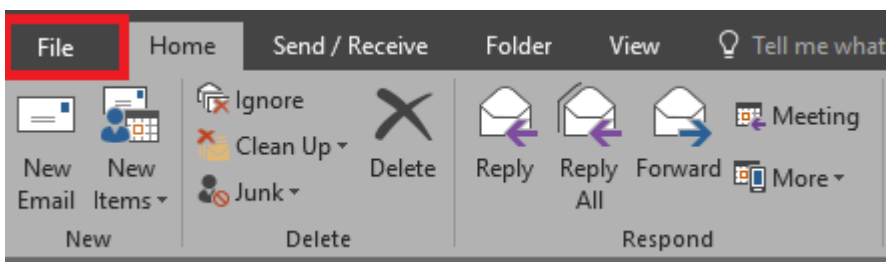
The e-mails are copied to your stud.vilniustech.lt account

## 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

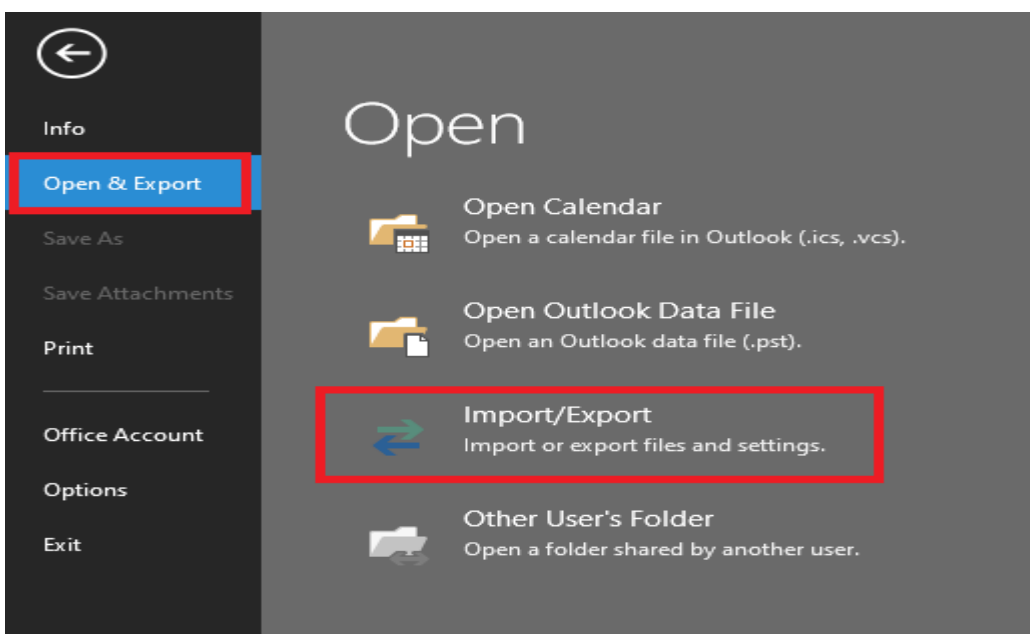
1. “Outlook” programoje spaudžiame “File”

In Outlook, click “File”



2. Spaudžiame “Open & Export“, „Import/Export“

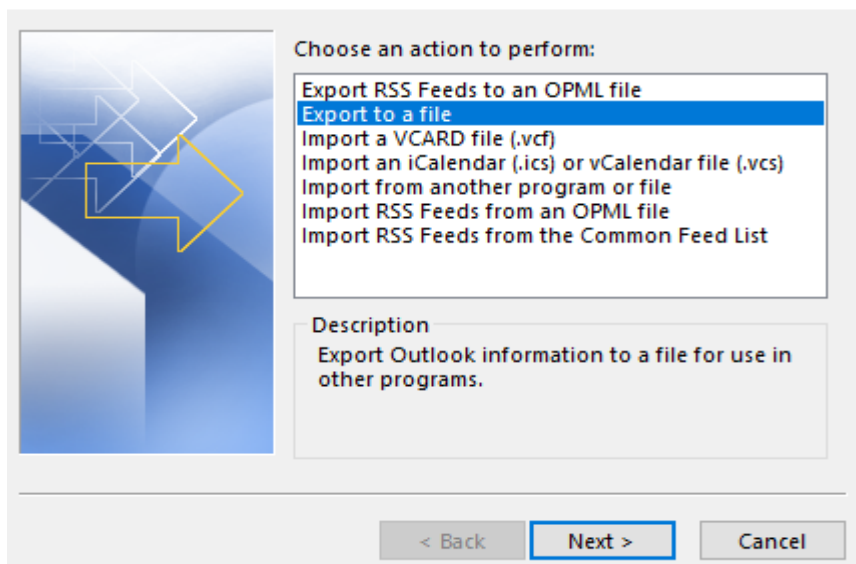
Click “Open & Export”, “Import/Export”



3. Pasirenkame “Export to a file”

Choose “Export to a file”

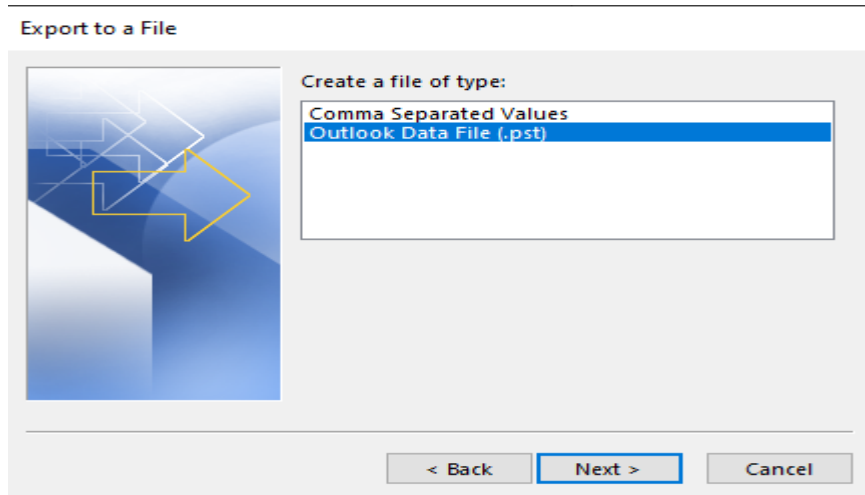
Import and Export Wizard





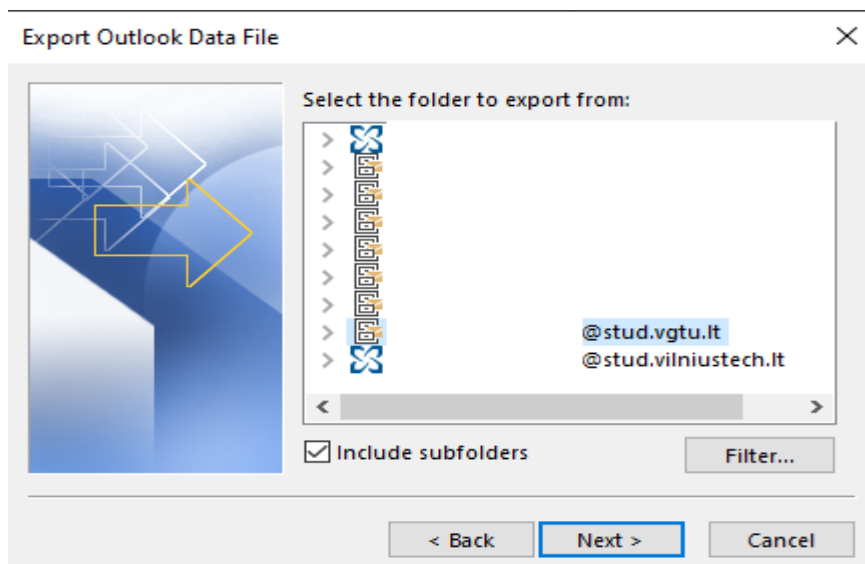
4. Pasirenkame “Outlook Data File (.pst)”

Choose “Outlook Data File (.pst)”



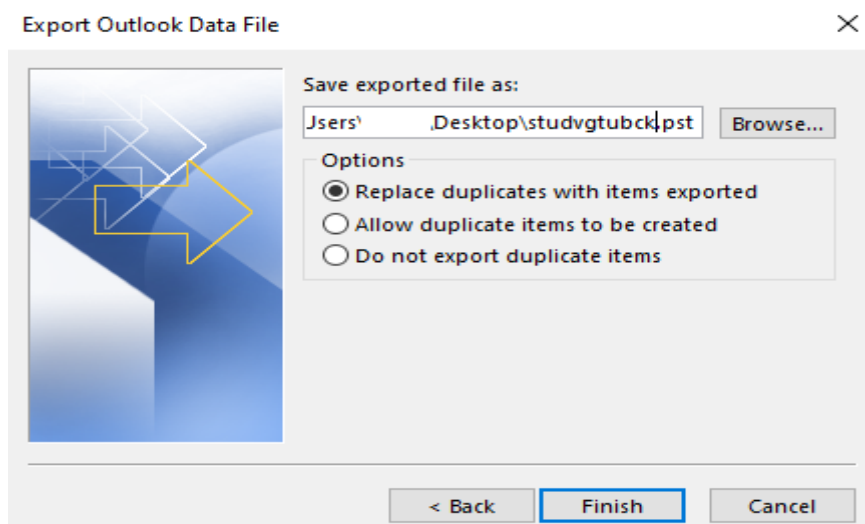
5. Pasirenkame savo stud.vgtu.lt paštą

Choose your @stud.vgtu.lt mail



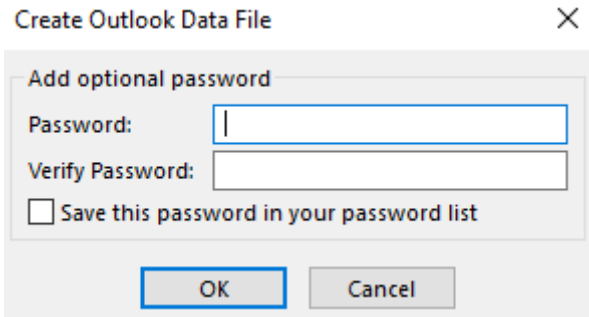
6. Išsaugojame .pst failą sau patogioje vietoje

Save the .pst file in a convenient location



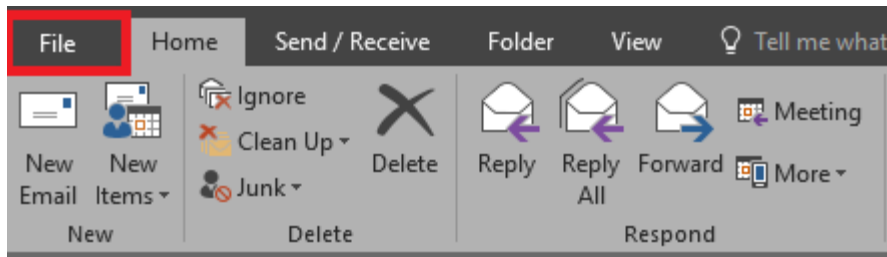
7. Slaptažodžio galima nedėti, spaudžiame “OK”

The password is optional, click “OK”



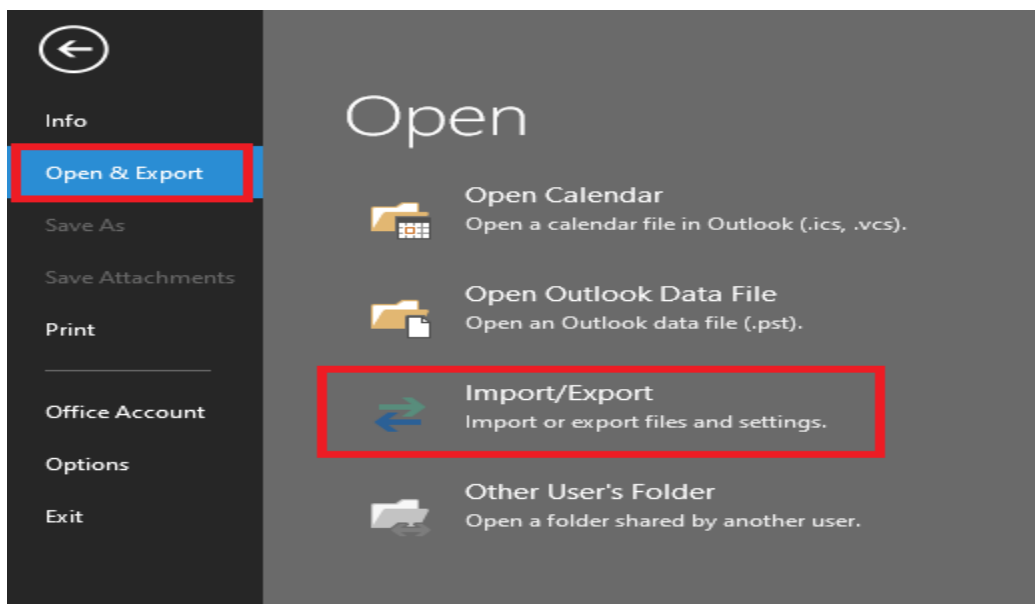
8. Eksportui pasibaigus grįžtame į “File”

After exporting, go back to “File”



9. Spaudžiame “Open & Export“, „Import/Export“

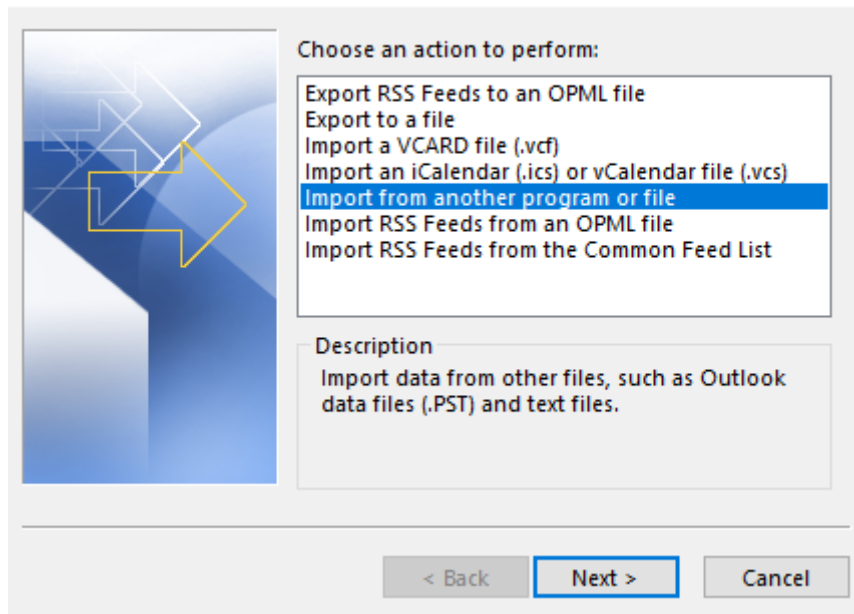
Click „Open & Export“, „Import/Export“



10. Pasirenkame “Import from another program or file”

Choose “Import from another program or file”

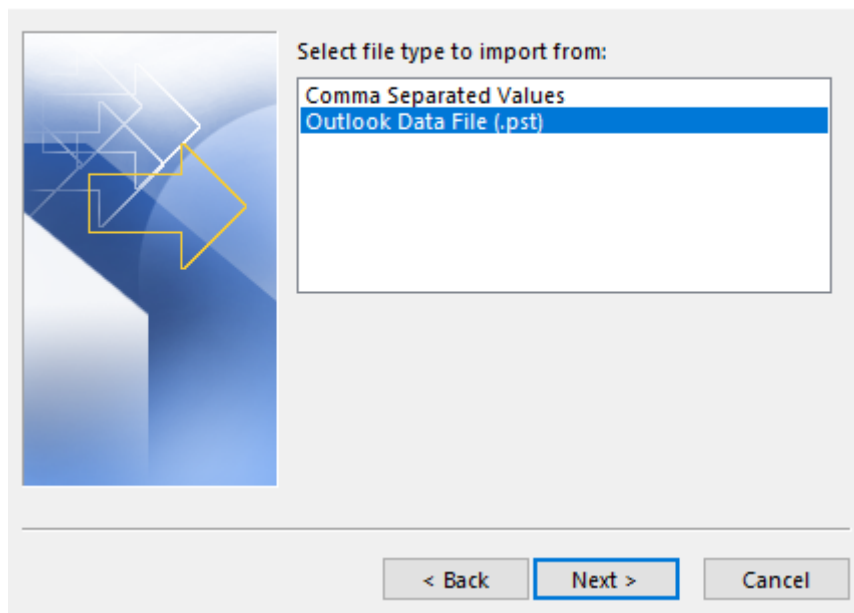
Import and Export Wizard



11. Pasirenkame “Outlook Data File (.pst)”

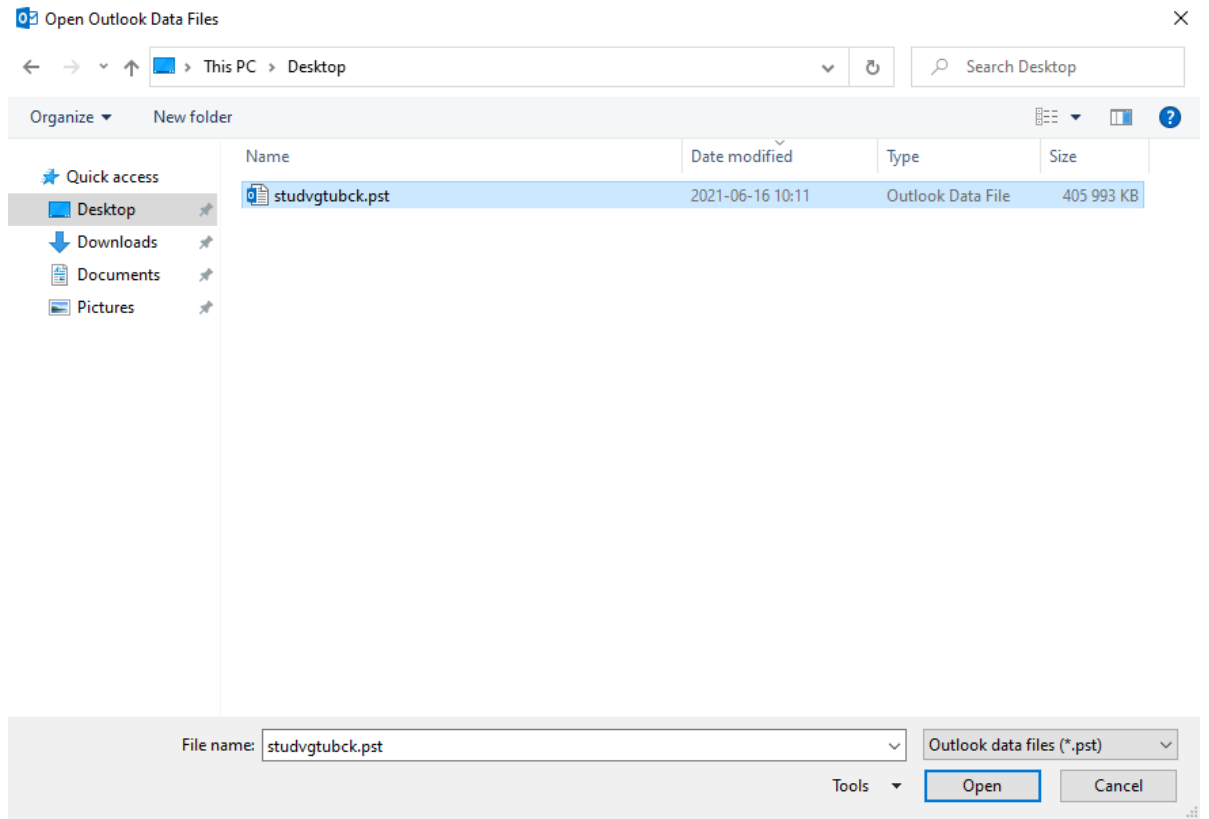
Choose “Outlook Data File (.pst)”

Import a File



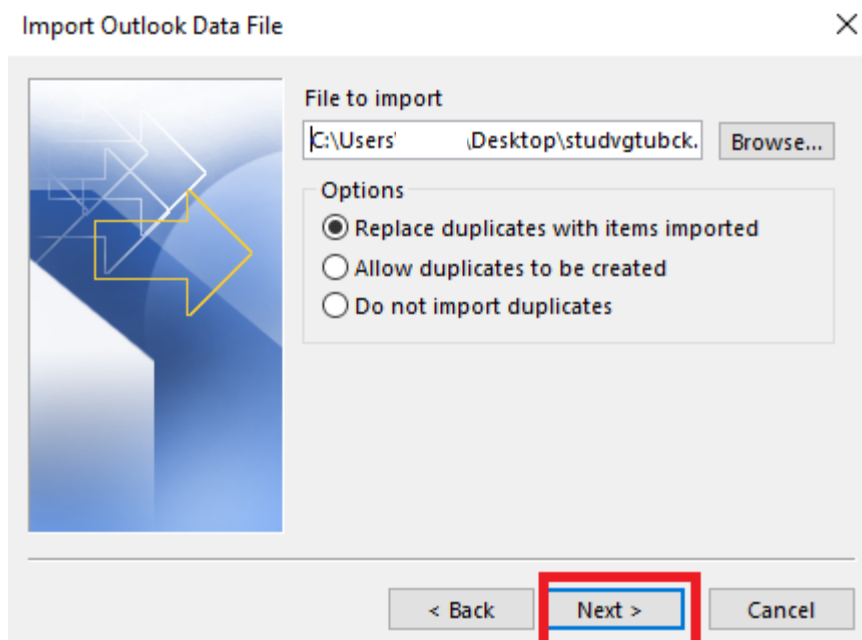
12. Spaudžiame “Browse” ir susirandame failą, kurį išsaugojome 6 žingsnyje

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



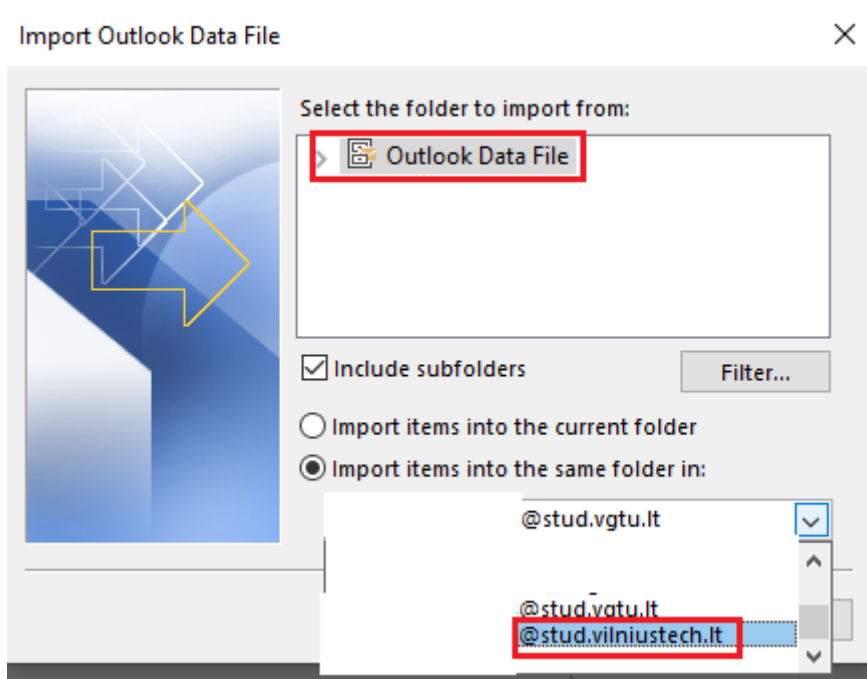
13. Spaudžiame “Next”

Click “Next”



14. Pasirenkame **@stud.vilniustech.lt** paštą, viršuje paliekame pažymėtą „Outlook Data File“, spaudžiame „Finish“

Choose your **@stud.vilniustech.lt** mail, leave „Outlook Data File“ selected in the top field, and click „Finish“



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**