

Migrating Your Email from Ionos to Google Workspace Gmail

Dave Lindstrom - 1/15/2022

Most of us have hundreds or even thousands of old emails that we never look at, but we don't want to delete, in case we ever have to go back to one. Storing all these old emails takes up a lot of space that we continue to pay for.

So, before you migrate old emails, please first to into your old Ionos account and delete everything that don't want to keep. Please do this in the next week or two, as the Ionos contract comes up for renewal, soon.

Good News - Google Workspace has made it easy to migrate your old email to your new Gmail account.

Bad News - you can't pick and choose what to migrate. It will take everything in Inbox and the folders underneath.

If you don't care about these old emails in Ionos, just leave them there. You don't have to migrate them.

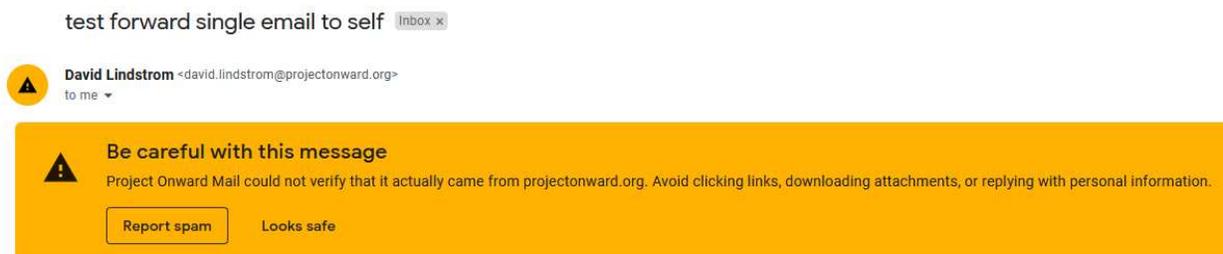
But if you do have some in Ionos that you want to migrate over - you need to first delete everything in the Ionos Inbox that you don't want to migrate. Leave only the stuff that you care about. (Note that it won't take emails in Draft, Sent, Spam or Trash -- just from Inbox and/or folders within it.

More bad news. When you migrate, all emails show up in Gmail -- but the folders do not -- Gmail doesn't recognize or care about folders in Ionos. Rather, they all show up in the Gmail Inbox or Archive (depending on your chosen destination) -- a bunch of emails, still with their original dates, but no longer in folders.

So, don't go bonkers, organizing folders in Ionos.

A note about forwarding to yourself

A quick way to bring over a single email in Ionos is to forward it to your self (ex. your.name@projectonward.org).



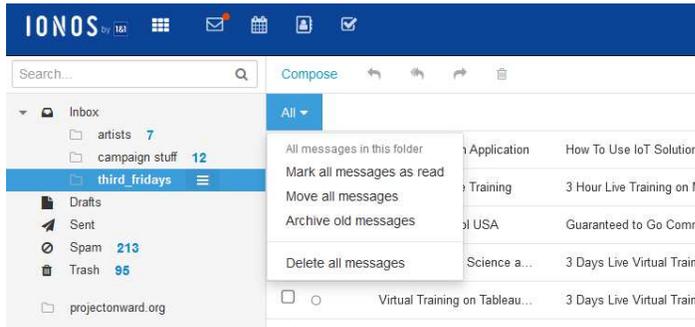
----- Original Message -----
From: Sham Parrot <sham@tanit.com>

As shown above, Gmail might mark this message as potential Spam and ask you whether it is legitimate or not. You can click on "Looks Safe." But be careful - if you get too many warnings like this, Gmail could start blocking emails from your Ionos account. The chance of this happening is further possible if, in Ionos, you check-mark a number of emails and forward a group of them to yourself. In this case, Ionos sends the chosen emails as ".eml" attachments. **But I would advise against bulk-forwarding email, like**

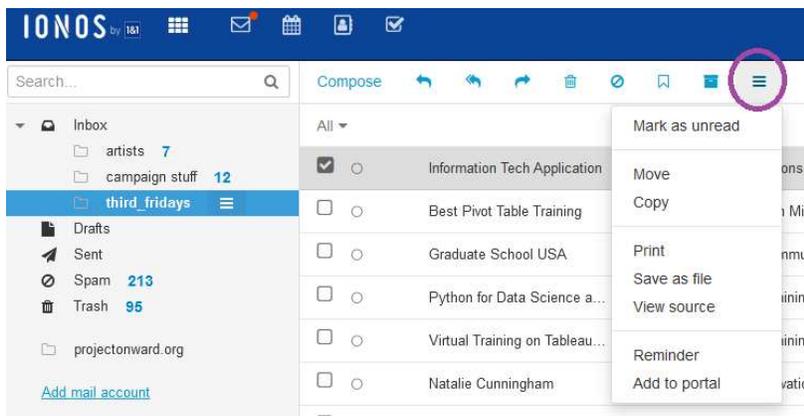
this. Besides possibly it ending up in your Gmail Spam folder, you can't really do anything with them. Gmail doesn't know what to do with .eml attachments when you try to download them.

Deleting stuff in Ionos

As with most systems, when you Delete an email, it goes to the Trash folder. So, you can get it back, if you make a mistake.



As shown above, Ionos doesn't give you much to work with, as far as options.

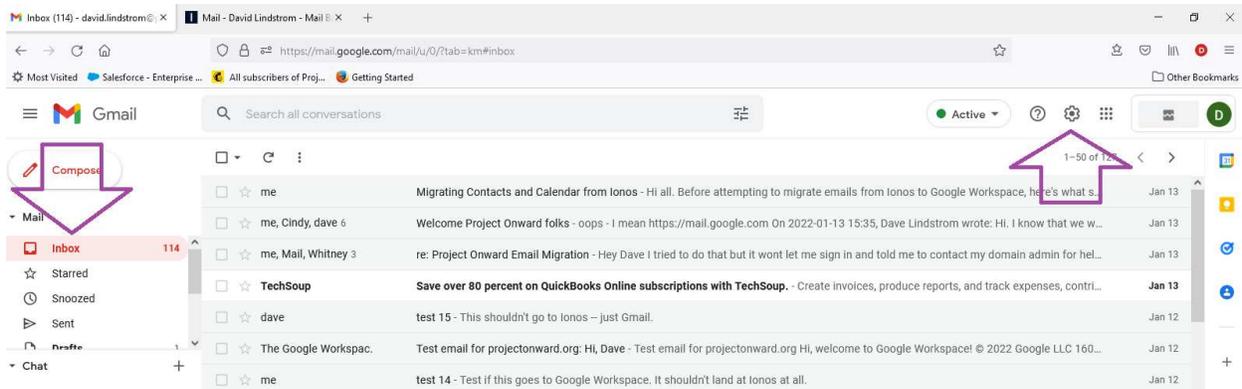


Notice (as above) that, when you put a check mark on an email, some new icons pop-up at the top right -- clicking on the horizontal-lines icon gives you some more menu items. You might find those helpful for organizing. But other than that, you are left with deleting emails one by one, or else marking a number of them with checkboxes, and then deleting the marked ones.

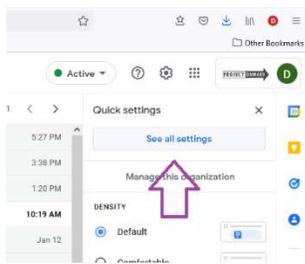
To mark ALL emails in a folder (or in the Inbox), select the folder (or the Inbox folder) -- put a check-mark in one (any) item -- then press Ctrl+A -- (Cmd+A on a Mac).

You might want to create a folder called "Keep" and move the emails for migration into that. Then, when you are ready, Delete all the messages in the Inbox. (All messages that are not in folders in the Inbox will be deleted.) **Just be careful not to mark the "Keep" folder for deleting, as well.**

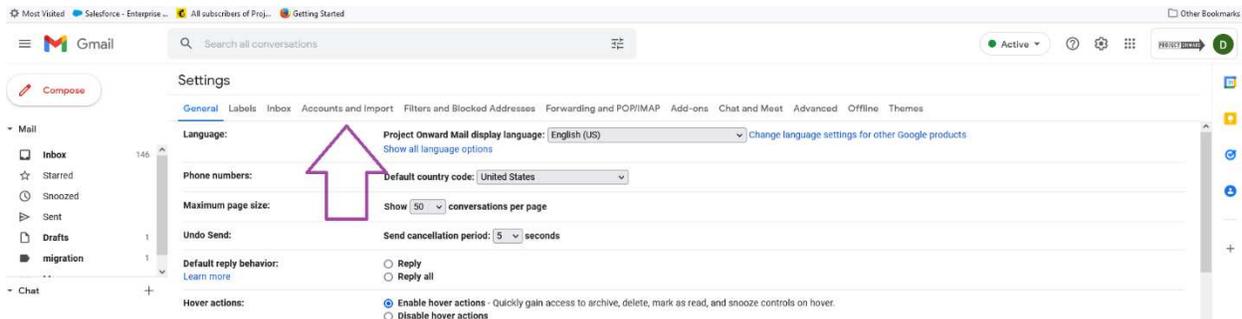
Ready? - Doing the migration (this is the easy part)



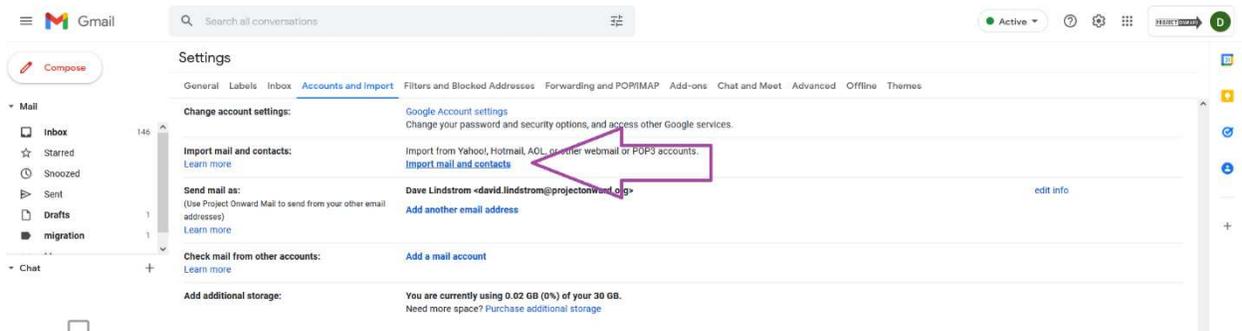
In Gmail, as shown above, click on **“Settings”** in the upper right.



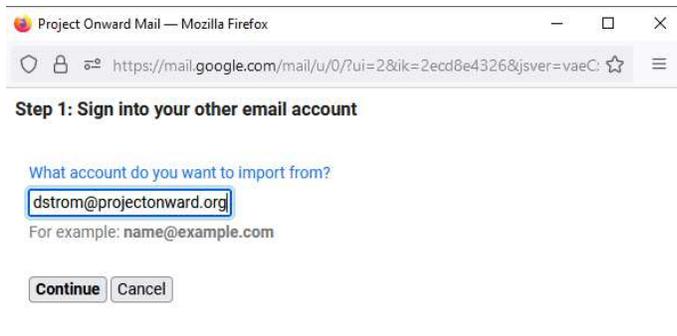
As shown above, you get a preview screen of settings to the right of your emails. Click on **“See all settings.”**



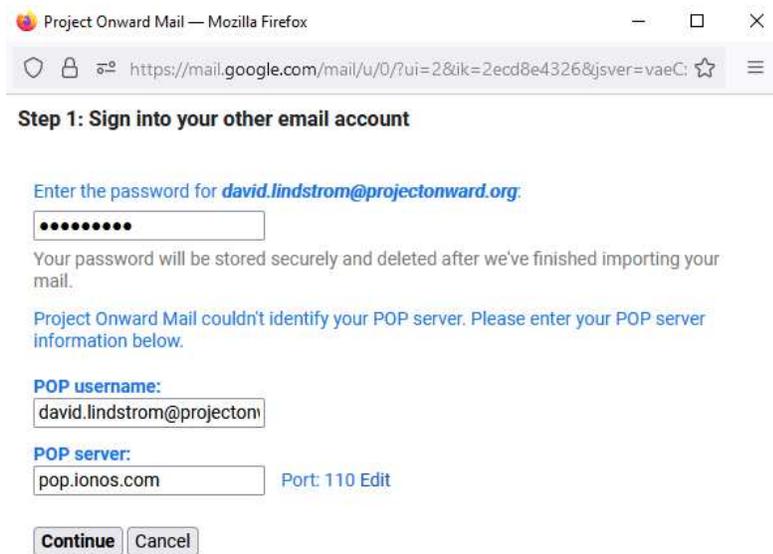
As shown above, in the Settings screen, click on **“Accounts and Import.”**



As shown above, click on **“Import mail and contacts.”**



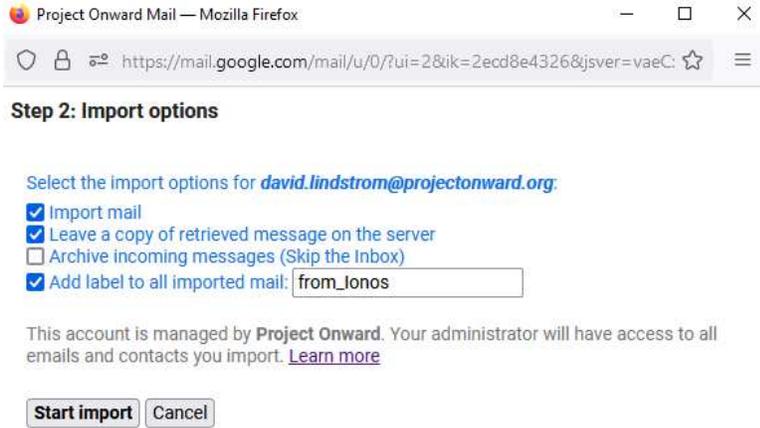
Now, you get a pop-up dialog. (Note - if you don't get a popup, look for a message at the top of your browser. You may have to "allow" Gmail to use pop-ups.) **Type in your email account at Ionos.** In the example above, I typed "david.lindstrom@projectonward.org." **Click the Continue button.**



As shown above, overtype what is in these fields with:

- the password to your email account at Ionos
- your username at Ionos (this will be your email account name - ex. david.lindstrom@projectonward.org)
- the servername: **pop.ionos.com**

Click the Continue button



As shown above, make sure the boxes are checked for:

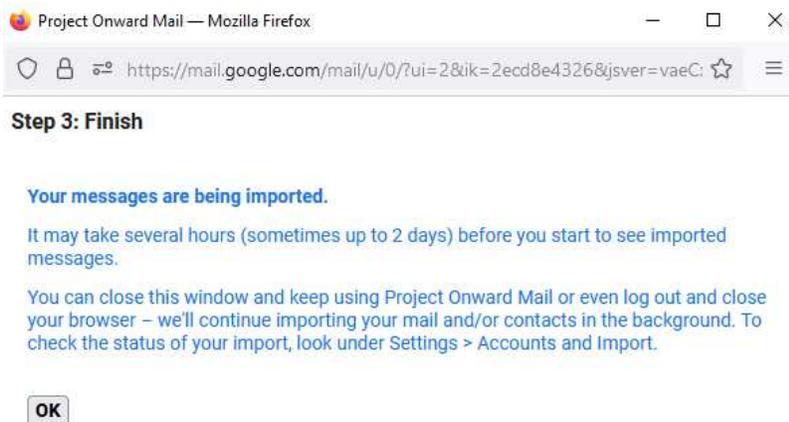
Import mail

Leave a copy of retrieved message on the server

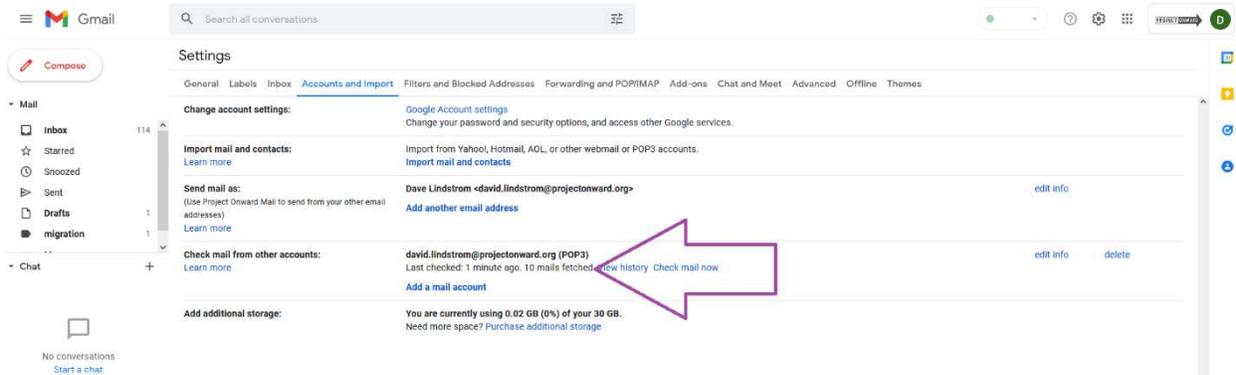
Add label to all imported mail (I put “from_Ionos” -- but found that the label doesn’t really show up on the emails that I imported -- bummer - it would be helpful to distinguish them from the others.)

Choose whether or not to check-in “Archive incoming messages and skip the Inbox.” If you choose this, the migrated emails will stay out of your Inbox. This may be helpful, if you don’t want to clog up your Inbox. **If you want this, go ahead and mark the checkbox** in the above example. Instead, they will be in your “Archive.” What this really means, is that they will be in “All Mail.”

When you are ready, click the “Start Import” button.

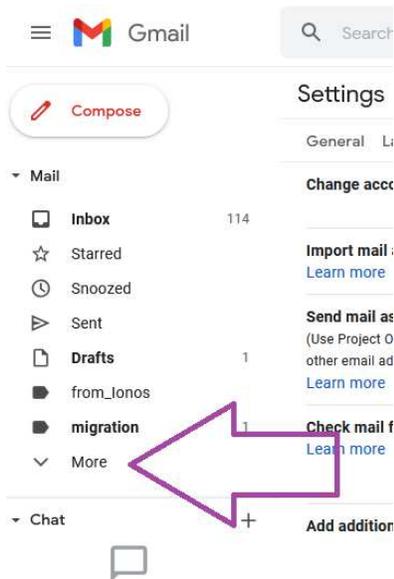


As the above message shows, the length of time for the import will depend on how many messages you are importing. Fifty or less will show up in five minutes or so. Hundreds or thousands? Who knows? **Click on the “OK” button -- you can keep working.**

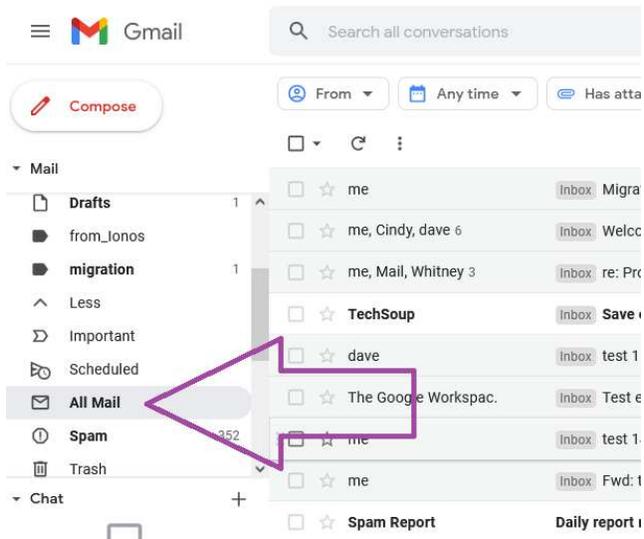


On the same screen from which you started the import, you can monitor it -- in the “Check email from other accounts” section. Where the above arrows points, you will see **“Completed”** when the migration is done. The emails will now be either in your Inbox or in your archive (“All Mail”). The emails will still have their original dates, so they will be ordered underneath your newer emails.

Archive - where is it? It’s the “All Mail” folder



As above, click on “More”, then scroll-down.



Voila - "All Mail."

So, what about folders?

Gmail doesn't have folders. Rather, it has "Labels." These act like folders, so you can organize email, as if the labels are folders. Check out "Labels" in the Gmail "Help" (the "?" icon in the upper-right).