

Guía de Migración Datos Microjuris.com a Gmail.com

Fecha: 17 de Julio de 2015.

Versión .02

Como bien sabe, en las pasadas semanas se le han enviado notificaciones relacionadas a que, a partir del 29 de julio de 2015, por cambios en la plataforma de correos electrónicos en Google que va a afectar a todos los clientes cuyo correo electrónico tiene la extensión @microjuris.com, el contenido de su correo electrónico no estará disponible.

Es importante que, independientemente si desea continuar utilizando el correo electrónico o no después del 29 de julio si desea conservar el contenido de sus correos electrónicos, contactos y/o documentos debe seguir las instrucciones que le incluimos mas adelante.

De tener alguna duda con relación a los siguientes pasos, mientras usted los va realizando le recomendamos que contacte a la persona en su oficina encargada de estos asuntos o nos contacte.

Una vez tenga creado el correo electrónico al que quiere hacer la migración de toda su información y esté frente a su computadora utilizando como navegador Google Chrome siga los siguientes pasos:

1. Migración Correo Micorjuris.com:

Los pasos discutidos en este documento lo pueden encontrar en <https://support.google.com/mail/answer/21289?rd=1> .

También se incorporaron algunos parámetros y pantallazos (fotos) relevantes a este proceso.

Primer paso es habilitar (abrir) su correo electrónico de @microjuris.com la cuenta para poder realizar la transferencia.

Va a seleccionar el ícono o símbolo de una herradura o tuerca a mano derecha y seleccione la opción de “settings”.

Start importing emails

Choose the type of account you're importing *from*:

[A different Gmail or Google Apps address](#) ^

First, change your settings in your other account:

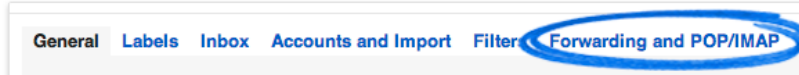
1. Open the Gmail account you want to import *from*.

2. Click the gear in the top right.



3. Select **Settings**.

4. Select the **Forwarding and POP/IMAP** tab.



5. In the "POP Download" section, select **Enable POP for all mail**.

6. In the drop-down menu next to "2. When messages are accessed with POP," choose what to do with messages in this account, such as **keep Gmail's copy in the inbox** (recommended).

7. Click **Save Changes** at the bottom of the page.

Antes de salvar los cambios se debe ver así:

POP Download:

[Learn more](#)

1. Status: **POP is enabled** for all mail that has arrived since 8/23/10
- 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 ▾

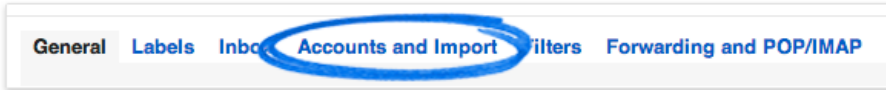
Como ya usted ha creado su correo electrónico a esta cuenta es a la cual se le transferirá los correos que se encontraban en su cuenta de @microjuris.com. Para poder hacer esto seguir los siguientes pasos en su nueva cuenta. Una vez mas va a ir a la sección de la herradura y seguir los pasos que se encuentran en las fotos.

Then, change your settings in your new account:


1. Open the Gmail account you want to import to.
2. Click the gear in the top right.



3. Select **Settings**.
4. Select the **Accounts and Import** tab.



5. In the **Check mail from other accounts (using POP3)** section, click **Add a POP3 mail account you own**.
6. Enter the full email address of the other account, then click **Next Step**.
7. Enter your password. If you use 2-Step Verification, you'll need to enter a new [app password](#).
8. Now you have a few options to choose from. Here's our recommended settings:
 - **Leave a copy of retrieved messages on the server** - Leave unchecked. This setting is controlled in the POP settings of your other account.
 - **Always use a secure connection (SSL) when retrieving mail** - Keep checked.
 - **Label incoming messages** - Check the box if you'd like to easily see which emails in your inbox came from this account.
 - **Archive incoming messages** - Leave unchecked. Only check if you don't want to see new messages from the other account in your inbox.
9. Click **Add Account**. If you get an error message while getting set up, click the **Show error details** link to find out more about what's not working.
10. Once your account has been added successfully, you'll be asked if you want to be able to [send mail as this address](#). This lets you compose messages in Gmail, but have them appear to be sent from your other email account.

Gmail will check your other account for new emails periodically. You can see when the other account was last checked from the [Accounts and Import](#)  tab in Settings.

Estos son algunos pantallazos del proceso de añadir la cuenta de correo POP3 la misma contiene una serie parámetros que tienen que ser ingresados para que la migración funcione correctamente.

Add a mail account you own

Enter the email address of the account to get mail from
(Note: You may add 5 more of your accounts)

Email address:

Add a mail account you own

Enter the mail settings for nombre.usuario@micorjuris.com. [Learn more](#)

Email address: nombre.usuario@micorjuris.com

Username:

Password:

POP Server:

Port:



Leave a copy of retrieved message on the server. [Learn more](#)

Always use a secure connection (SSL) when retrieving mail. [Learn more](#)

Label incoming messages:

Archive incoming messages (Skip the Inbox)

Una vez que se añada la cuenta correctamente, el sistema tardará algunos minutos en lo que comienza a cargar lo correos de @microjuris.com a @gmail.com .

Le recomendamos que solo tenga abierta una cuenta de correo a la vez para evitar conflictos al momento de realizar los cambios de la configuración.

Este proceso puede tardar unos días dependiendo de la cantidad de data que tiene en su correo electrónico. Aproximadamente se transfiere un giga de información diaria.

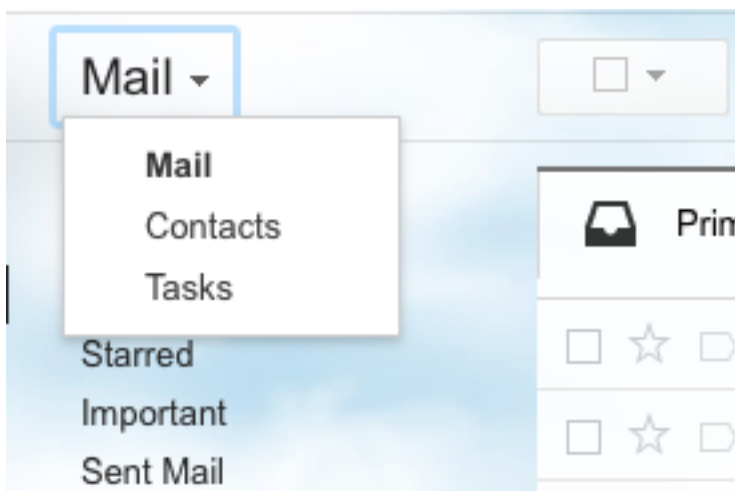
2. Migración Contactos de su cuenta de @Micorjuris.com:

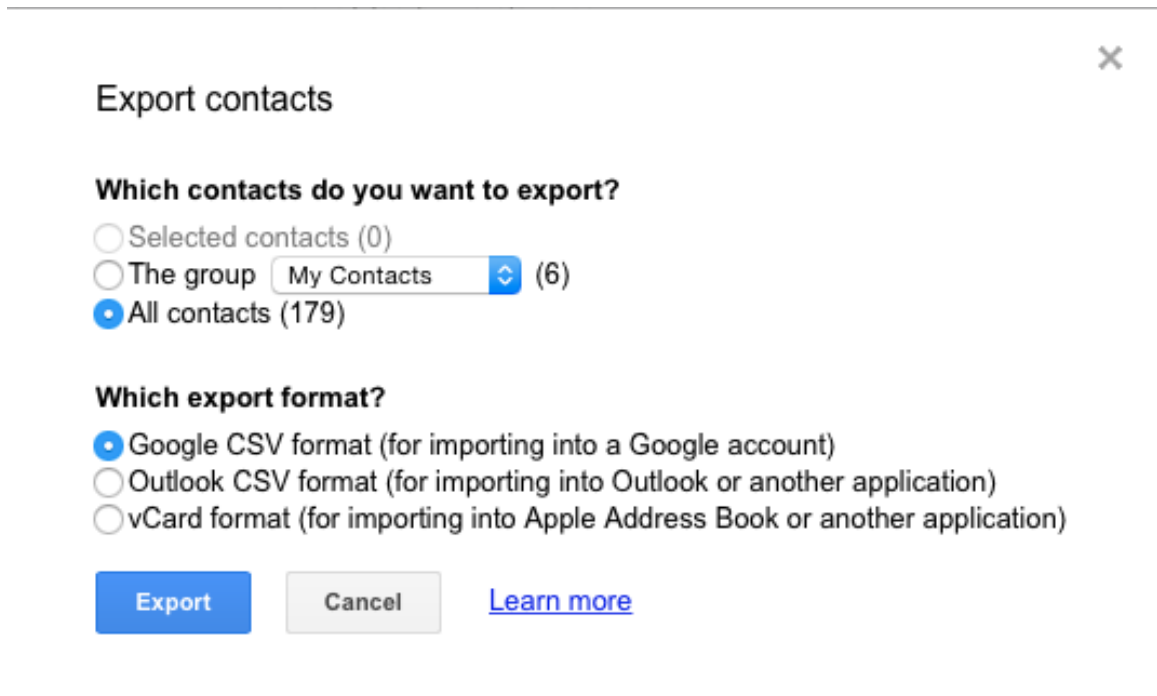
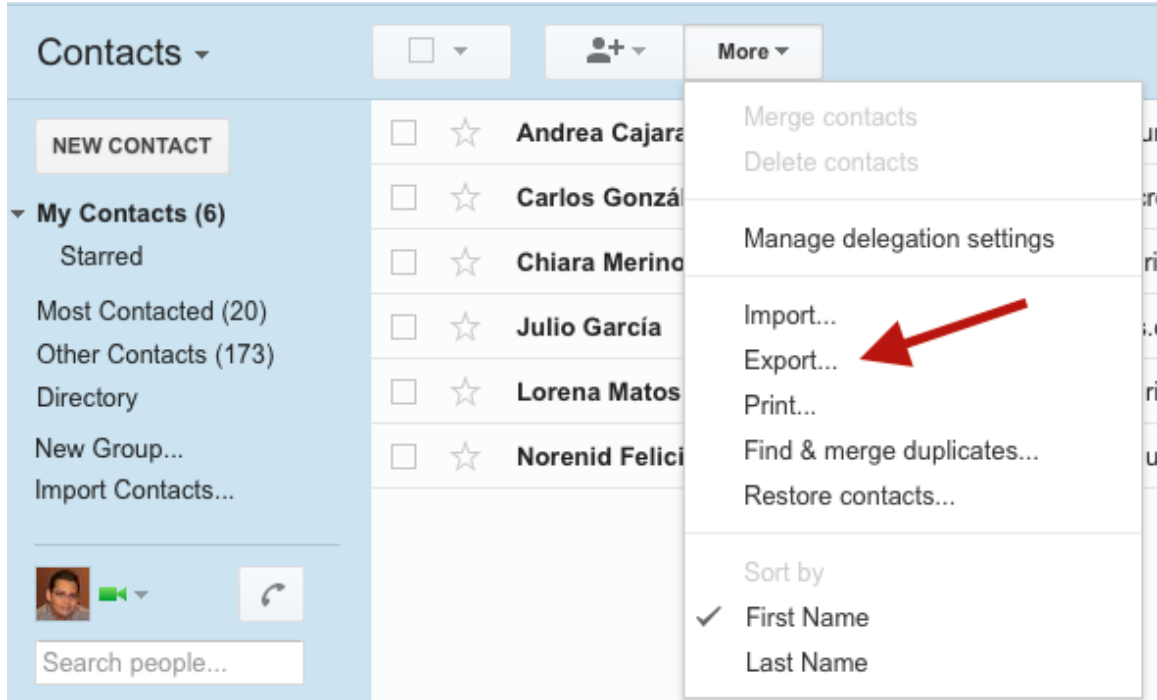
La información de cómo hacerlo la puede conseguir en

Exportación de Contactos: <https://support.google.com/mail/answer/24911?hl=en>

Export Gmail contacts into CSV file

1. Sign in to Gmail.
2. At the top left, click **Gmail > Contacts**.
3. Click **More > Export...** .
4. Choose whether to export all contacts or only one group.
5. Select the format in which you'd like to export your contacts' information. Note that some of these formats can lose some contact information.
 - To transfer contacts between Google Accounts, use the **Google CSV** format. This is the recommended way to back up your Google Contacts.
 - To transfer contacts to Outlook, Yahoo! Mail, Hotmail, or various other apps, use the **Outlook CSV** format.
 - To transfer contacts to Apple Address Book, use the **vCard** format.
6. Click **Export**.
7. Choose **Save to Disk > OK**.
8. Select a location to save your file, and click **OK**.





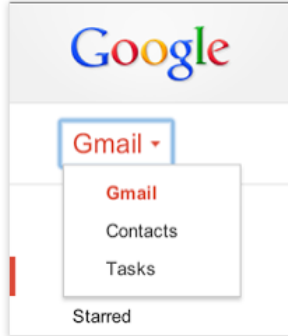
Este ultimo paso creará un archivo google.csv y lo descargará en la computadora del cliente. Este archivo se utilizará para cargar la información a la cuenta de gmail.

Importar Contactos: <https://support.google.com/mail/answer/14024>

Import contacts as a CSV file

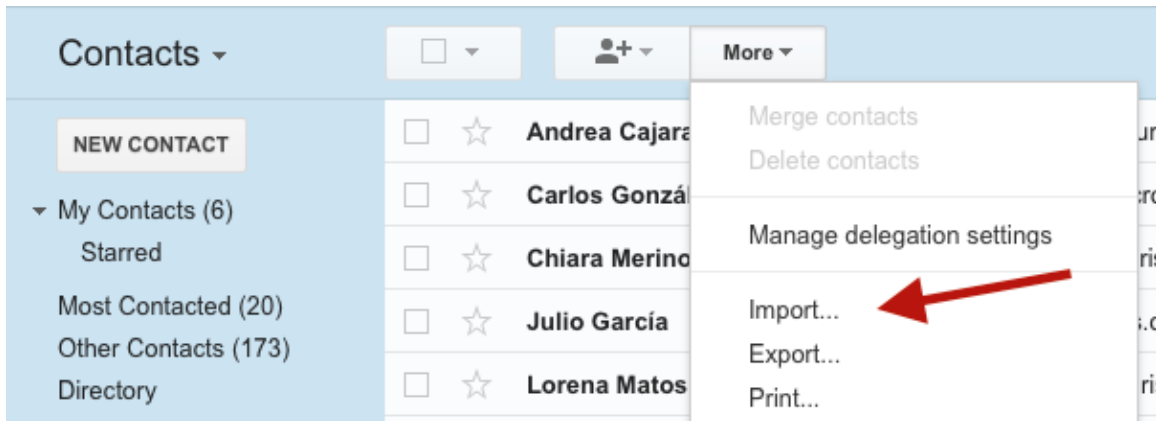
To import contacts to Gmail:

1. Create a [custom CSV file](#), or [export the address book](#) from your other webmail provider or email client as a CSV file.
2. Sign in to Gmail.
3. At the top-left corner, click **Gmail > Contacts**.



4. Above the contacts list, click **More > Import....**
5. Click **Choose File**.
6. Select the file you'd like to upload.
7. Click **Import**.

When it's done, Gmail will display the number of contacts imported.



Debe seleccionar el archivo creado en el paso anterior en este caso google.csv



Import contacts

We support importing CSV files from Outlook, Outlook Express, Yahoo! Mail, Hotmail, Eudora and some other apps. We also support importing vCard from apps like Apple Address Book. [Learn more](#)

Please select a CSV or vCard file to upload:

no file selected

3. Transferencia de Documentos de Microjuris.com:

<https://support.google.com/accounts/answer/3024190?source=gsearch>

Download your data

You can download the data associated with your Google Account so that you can use it in another service or keep a copy for your records.

You can request this info using the "Download your Data" tool. Here's how:


Start your download

1. Sign in to [My Account](#).
2. In the "Personal Info & Privacy" section, select **Control your content**.
3. In the "Download your Data" box, select **Create Archive**.
4. Select the Google products you'd like to include in your download and select **Next**.
5. Choose the file type that you'd like your data in and how you want to get it (either by a download link or directly into your Google Drive).
6. Select **Create archive**.

Once the archive is created, you'll get an email to let you know it's ready. Depending on the amount of information in your account, this process could take a few minutes or several hours, but most people get their link the same day they request it.

Note: Your content from Google Play Music isn't included when you create an archive. To download your music, use the [Google Play Music Manager](#).

If you're missing a product that you use, [let us know](#). There is usually a way for us to get your data to you.

☰  nathaniel@corp.microjuris.com ▾

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Download your data

Create an archive with a copy of your data from Google products.

[CREATE ARCHIVE](#) 

Luego que se genere el enlace, con el mismo podrán descargar los documentos y cargarlos a la nueva plataforma utilizando los procesos de subida de documentos de google drive: <https://support.google.com/drive/answer/2424368?hl=en>