



SOP – Move Mac mails to Exchange

1 Preparations on the Mac

- 1.1 Download and install TextWrangler_4.5.11.dmg on the Mac.
- 1.2 Download and install Office 2011 including Outlook on the Mac.
- 1.3 Check the total amount of storage needed on the Exchange server to store all mails located locally on the Mac, including the mail already in the users Exchange mailbox. Mail helpdesk@uu.se if the Exchange mailbox need to be expanded.

2 Export mail folders in Mac mail to MBOX-files

- 2.1 Open Mac "Mail".
- 2.2 Click on the mailbox (looks like folders) to export under "ON MY MAC".
- 2.3 Go to menu "Mailbox / Archive Mailbox...".
- 2.4 Choose a destination folder. The mailbox name will automatically be created as a subfolder in the destination folder. Click "Choose".
- 2.5 If you have several mailboxes (folders) you'd like to export, repeat steps 2.2 – 2.4 above.
- 2.6 Wait until the ".partial." disappears from the destination folder name. This will happen automatically when the export is done.

3 Convert line ends to Mac classic

- 3.1 Open "TextWrangler".
- 3.2 Go to menu "File / Open..." (or press **CMD+O**). Change file type "Enable: Everything" and open the mbox file saved in previous steps. Click "Open". (If you get the following error you might have a full hard drive or you might have to reboot the Mac: "*There is insufficient memory to complete this operation (MacOS Error code: -108)*")
- 3.3 Go to menu "File / Save As..." (or press **SHIFT+CMD+S**). Change the file name to "mbox" without extension, change to "Line breaks: Classic Mac (CR)", change to "Encoding: Unicode (UTF-8) or Western (Mac OS Roman)". Click "Save". Click "Replace".
- 3.4 Close the document by clicking the cross-button to the left under "Currently Open Documents" (or press **CMD+W**).
- 3.5 Repeat steps 3.2 – 3.4 to convert all mbox files created in previous steps.

4 Import to Outlook

- 4.1 Open "Outlook 2011".
- 4.2 Go to menu "File / Import...". Select to import "Contacts or messages from a text file". Click the right arrow in the lower right corner of the Import-guide.
- 4.3 Select file type "Import messages from an MBOX-format text file". Click the right arrow in the lower right corner of the Import-guide.
- 4.4 Double-click on the mbox-file you converted in previous steps.
- 4.5 Click "Finish" when the import is complete.



- 4.6 Create a new folder by **CTRL+Left mouse button click** on the Exchange folder corresponding to Exchange server (named "FARMBIO" if the users belonging to FBV). Name it the same as the folder containing the mbox-file.
- 4.7 Click on the folder under "ON MY COMPUTER" created in step 4.5 above called "mbox". Select all mails (**CMD+A**).
- 4.8 Go to menu "**Message / Move / Choose Folder...**" (or press **SHIFT+CMD+M**) and select the new folder created in step 4.6 above by typing in the name. Click "**Move**".
- 4.9 Delete the empty folder under "ON MY COMPUTER" called "mbox" by **CTRL+Left mouse button click** on the folder and selecting "**Delete**".
- 4.10 Repeat step 4.2 – 4.9 above to import all of the mbox-files created in previous steps.

5 Post-sync and cleanup

- 5.1 Click on all imported folders and go to menu "**Tools / Send & Receive / Sync This Folder**". Check in the status bar that the folder is up to date before moving on to the next folder.
- 5.2 Check the folder sizes on the Exchange server to ensure the mail is uploaded correctly.
- 5.3 Delete all old mbox-files created during the import to free up hard drive space.

6 References

- 6.1 Export Apple mail to Outlook 2011 for Mac, Apple Support:
<https://discussions.apple.com/thread/3866495>
- 6.2 Importing data into Outlook 2011, Microsoft Support:
<http://support.microsoft.com/kb/2413370>
- 6.3 Download TextWrangler:
<http://www.barebones.com/products/textwrangler/download.html>