



## SOP – Move Mac mails to Exchange

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### 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](mailto: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>