

# Email Migration "Must Knows"

## IMAP

Most free email providers use Internet Message Access Protocol (IMAP), this protocol allows you to access your email from anywhere on any device (and also makes migration easier too).

## Microsoft Outlook

We recommend making the switch to Microsoft 365 for most users, the built in business ready tools (including Outlook) allow you to bring all of your business tasks under one umbrella.

## Attachments

When making the switch to your business domain, we recommend looking for important attachments and saving those separately. On Gmail you can specifically look for attachments with the prefix "has: attachment".

## Size Requirements

There are data size requirements to keep in mind when migrating, for Microsoft's tool for instance you can migrate a maximum of 500,000 items and emails with a size up to 35 MB.