How do I Backup my bConnected Data Before I Graduate?

Before leaving Haas, MBA students can back up their bMail, bCal, bDrive and Contacts by using the **Google Takeout** tool. Once this is done you will be left with an **.mbox** file that you can then import into Thunderbird or other mail clients. Below are the steps you need to take to back up your bConnected account and to ensure that you continue to receive email sent to your @mba.berkeley.edu address

Please note that there is also the option to back up to an Outlook .PST file *and then import your mail into Outlook. Please submit a helpdesk request if you need help with backing up to Outlook.*

> WARNING: *We highly recommend that you backup your bMail before you set up any type of forwarding, especially via the campus @cal service. Once you set up lifetime forwarding via the campus @cal service you will no longer have access to your bMail account to do a backup of your mail, calendar, contacts, etc… So in order:*
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> 1. *Backup via instructions below*
> 2. *Update @mba.berkeley.edu email forwarding*
> 3. *Convert bMail email to a forwarding alias.*

Backing up your bConnected Account

When you follow the instructions below your data will stay on the server, once you have everything you need from your account you can simply stop using it.

- Use the instructions here **to back up your data via Google Takeout**

Once your mail is backed up, you have the following client options to import it back into a readable format

- **Import your .mbox file into Thunderbird on your PC**. This will be only a backup of your current mail and you will only be able to read your mail, calendar and contacts. Although you do have the option of setting up a working account on Thunderbird (such as a personal Gmail account, Hotmail, Yahoo, etc.) so you can send/receive mail.

- **Import your .mbox file into Thunderbird on your Mac**. This will be only a backup of your current mail and you will only be able to read your mail, calendar and contacts. Although you do have the option of setting up a working account on Thunderbird (such as a personal Gmail account, Hotmail, Yahoo, etc.) so you can send/receive mail.

- **Import your .mbox file into Apple Mail.** This will be only a backup of your current mail and you will only be able to read your mail, calendar and contacts. Although you do have the option of setting up a working account on Thunderbird (such as a personal Gmail account, Hotmail, Yahoo, etc.) so you can send/receive mail.

Setting up your Alumni Forwarding Service

After your Haas email account expires you will no longer be able to access it, but we do offer an ongoing email forwarding service that will forward any mail that goes to your "**@mba.berkeley.edu**" address to an account of your choosing. There has been communication from the CIO about transitioning your email to email forwarding.

Self-service email forwarding setup is also available online:

http://www.haas.berkeley.edu/groups/alumni/connections/email.html

If you have any questions, please contact the Haas Alumni Office. They can be reached at:
alumnihelp@haas.berkeley.edu