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Cigati Google Workspace Backup Tool – Mailbox Migration

User Manual or Software Guide

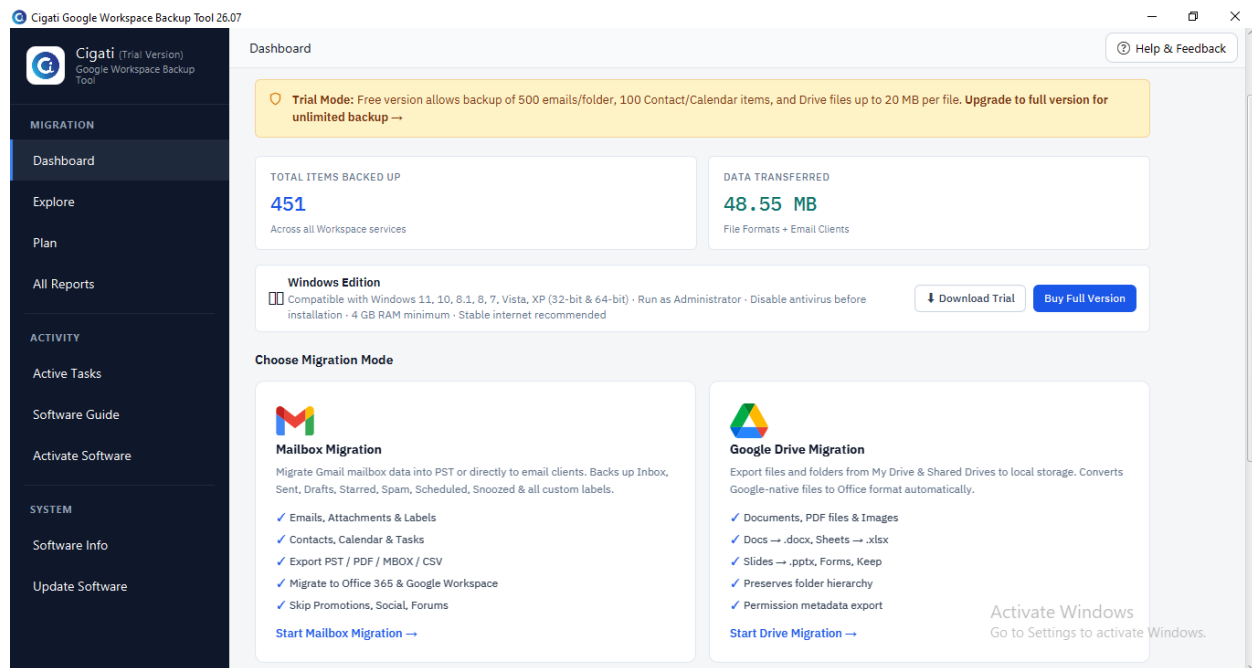
Introduction

The **Cigati Google Workspace Backup Tool** is a comprehensive software solution designed to securely manage Google Workspace data backup and migration tasks. Built with the latest **Google APIs** and **Microsoft APIs**, the tool provides a reliable environment for transferring data while maintaining accuracy, security, and compatibility with modern cloud platforms. Its secure authentication system ensures protected account access and enables smooth migration operations without affecting data integrity.

The software allows users to efficiently back up and migrate Google Workspace (formerly G Suite) data, including emails, contacts, calendars, and other mailbox components. It provides dedicated migration options for different workloads, such as Mailbox Migration and Google Drive Migration. The **Mailbox Migration** feature enables users to transfer complete mailbox data, while the **Google Drive Migration** option supports the movement of files, folders, shared drives, deleted items, and other Drive content. With an intuitive interface and optimized migration process, the tool helps administrators perform large-scale data transfers securely with minimal interruption.

- **CSV-Based Bulk Migration** – Migrate multiple Google Workspace (formerly G Suite) accounts at once by importing user details through CSV files.
- **Preserve Mailbox Structure** – Maintains the original folders, labels, and sub-folder hierarchy throughout the migration process.
- **Selective Migration Filters** – Apply filters based on date, sender, recipient, subject, CC, BCC, email body, folders, and size for targeted data transfer.
- **Detailed Migration Tracking** – Generates reports and logs to monitor migration progress, completed tasks, skipped items, and errors.
- **Secure Local Data Processing** – Processes migration tasks on the local system without storing user credentials or data on external servers.

- **Complete Email Content Protection** – Keeps attachments, embedded images, and inline email content intact during backup and migration.



Understand Google APIs and Microsoft Graph API

Google APIs are a collection of services that allow applications to securely connect with Google Workspace platforms such as Gmail, Google Drive, Contacts, Calendars, and other Google services. The Cigati Google Workspace Backup Tool uses these APIs to access and process Google Workspace data securely. These APIs support OAuth 2.0 authentication, enabling safe account authorization and reliable backup and migration operations with improved performance.

Microsoft Graph API is a unified API framework provided by Microsoft that enables applications to interact with Microsoft 365 services, including Outlook, Exchange Online, OneDrive, Teams, Contacts, and Calendars. The Cigati tool uses the Microsoft Graph API to securely migrate Google Workspace data to Microsoft 365 while preserving data accuracy, maintaining security standards, and ensuring compatibility between cloud platforms.

Things to Prepare Before You Begin

Before starting the migration process, ensure that the following requirements are fulfilled for a smooth and successful operation:

- A **valid Google Workspace (formerly G Suite) account** or administrator account with the required access permissions.
- A reliable **internet connection** for account authentication, data backup, and migration activities.
- **Administrator rights** on the system to install and operate the application properly.
- Required **OAuth authentication** access or necessary Google Workspace permissions based on the selected connection method.
- Temporarily disable antivirus or security software during installation if it prevents the setup process from completing.
- Install the latest version of the Cigati Google Workspace Backup Tool to access updated features and improved performance.

System Requirements

- **Hard Disk Space:** 1 GB Free Space Required for Installation
- **RAM:** Minimum 8 GB (Recommended 16 GB)
- **Supported Platforms:** Windows 11, 10, 8.1, 8, 7, Vista, and XP (32-bit & 64-bit)

Installation Process

Step-by-Step Installation

Download the Software: Visit the official **Cigati website** and download the **Google Workspace Backup Tool** on your system.

Official URL: <https://www.cigatisolutions.com/g-suite-backup/>

Run the Installer: Locate the downloaded setup file, run it as **Administrator**, and follow the on-screen instructions to complete the installation.

Complete Setup: Select your preferred installation location, accept the license agreement, and finish the setup. Desktop and Start Menu shortcuts will be created automatically.

Launch Application: Open the application from the desktop icon or Start menu. The software will initialise and display the main interface, ready for use.

Trial Version Limits

- Exports up to **500 emails per folder**.
- Migrates up to **100 items** per category (**Contacts, Calendars, Tasks, and Notes**).

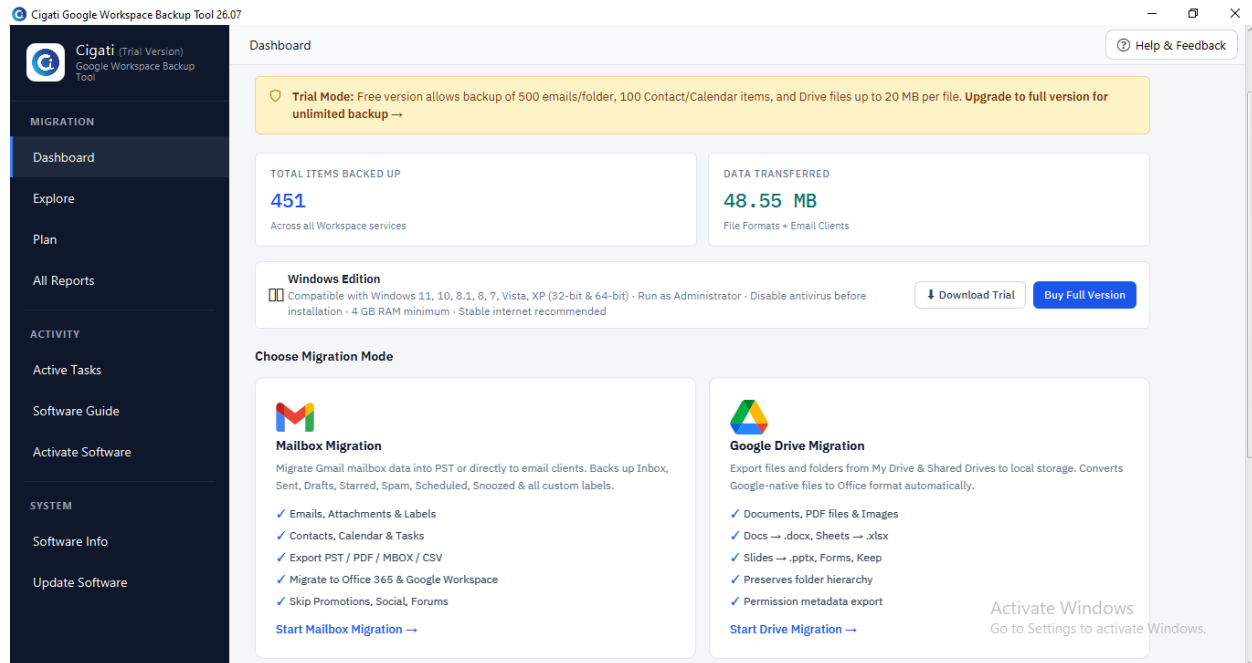
- Supports Google Drive files up to **20 MB per file**.

Start the Working Process

The **Cigati Google Workspace Backup Tool** is a reliable solution for backing up and migrating Google Workspace data, including **Gmail emails, Drive files, Contacts, Calendars**, and Keep data. It securely authenticates accounts and exports data to formats such as **PST, PDF, MBOX**, and **CSV**. The software supports direct migration to Microsoft 365 or another Google Workspace account while preserving folder structure and attachments. Its secure local processing and advanced migration engine ensure accurate, fast, and efficient data transfers.

Step 01 – Install and Open the Software

- **Download the Setup Package:** Download the latest version of the Cigati Google Workspace Backup Tool setup file from the official Cigati Technologies website.
- **Launch the Installer:** Open the downloaded .exe file and run the installation wizard to begin the setup process.
- **Review License Terms:** Read the End User License Agreement (EULA), select the option to accept the terms, and click Next to continue.
- **Select Installation Folder:** Choose the preferred location where you want to install the software. You can use the default path or click Browse to select a different location.
- **Create Application Shortcuts:** Select the option to create shortcuts on the Desktop and Start Menu for quick access, then click Next.
- **Complete Installation:** Verify the selected installation settings and click Install. The setup wizard will copy all required files to your system.
- **Finish Setup:** After the installation is completed, click Finish. You can launch the Cigati Google Workspace Backup Tool immediately by selecting the launch option.



Step 02: Launching the Panel Interface

After opening the software, the first screen displays a detailed Dashboard that provides a complete view of Google Workspace (formerly G Suite) migration and backup operations. This dashboard helps users manage migration tasks, review activity status, access different features, and configure software settings from one centralized interface.

Left Navigation Panel

The left-side menu includes all important sections and options available within the software.

Migration Section

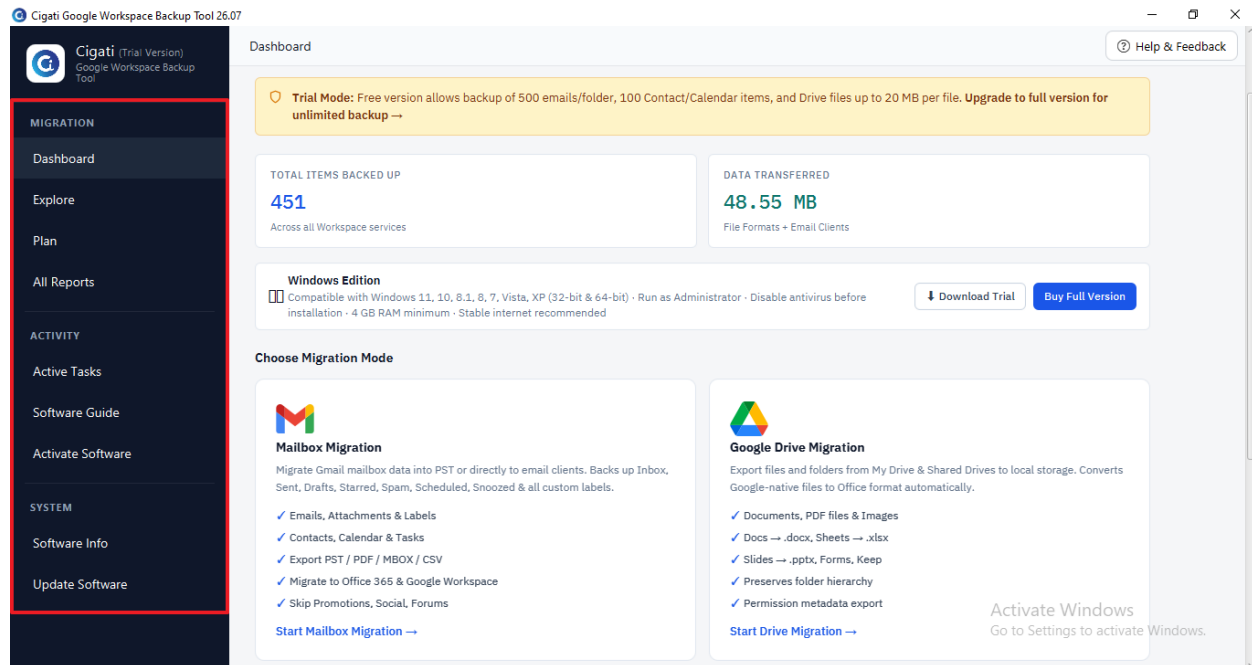
- **Dashboard:** Provides a quick summary of migration activities, backup information, data transfer status, and shortcuts to available migration options.
- **Explore:** Allows users to view and access various migration and backup features supported by the software.
- **Plan:** Opens the license section where users can check license details, review available plans, and understand feature availability before starting the migration process.
- **All Reports:** Displays detailed migration reports, including completed tasks, progress information, successful transfers, skipped items, and errors.

Activity Section

- **Active Tasks:** Shows ongoing, scheduled, or pending migration tasks along with their current status.
- **Software Guide:** Provides helpful information about the software features, functions, and available options to help users understand the tool better.
- **Activate Software:** Allows users to enter and apply their license key to activate the software and access full migration features.

System Section

- **Software Info:** Displays product information, including software version details and other related information.
- **Update Software:** Checks for the latest available updates and allows users to install the updated version for improved performance and features.



Center Panel Overview

The Dashboard is the main workspace of the Cigati Google Workspace (formerly G Suite) Migration & Backup Tool. It provides a centralized view of migration tasks, software details, backup statistics, and available migration features. Users can easily monitor activities and access different migration options directly from the dashboard.

Main Dashboard Sections

1. Migration Summary

- Displays the overall count of items processed or backed up from Google Workspace services.

- Shows the total data volume transferred during migration or backup operations.
- Provides a quick overview of the current migration progress and activity status.

2. Trial Version Details

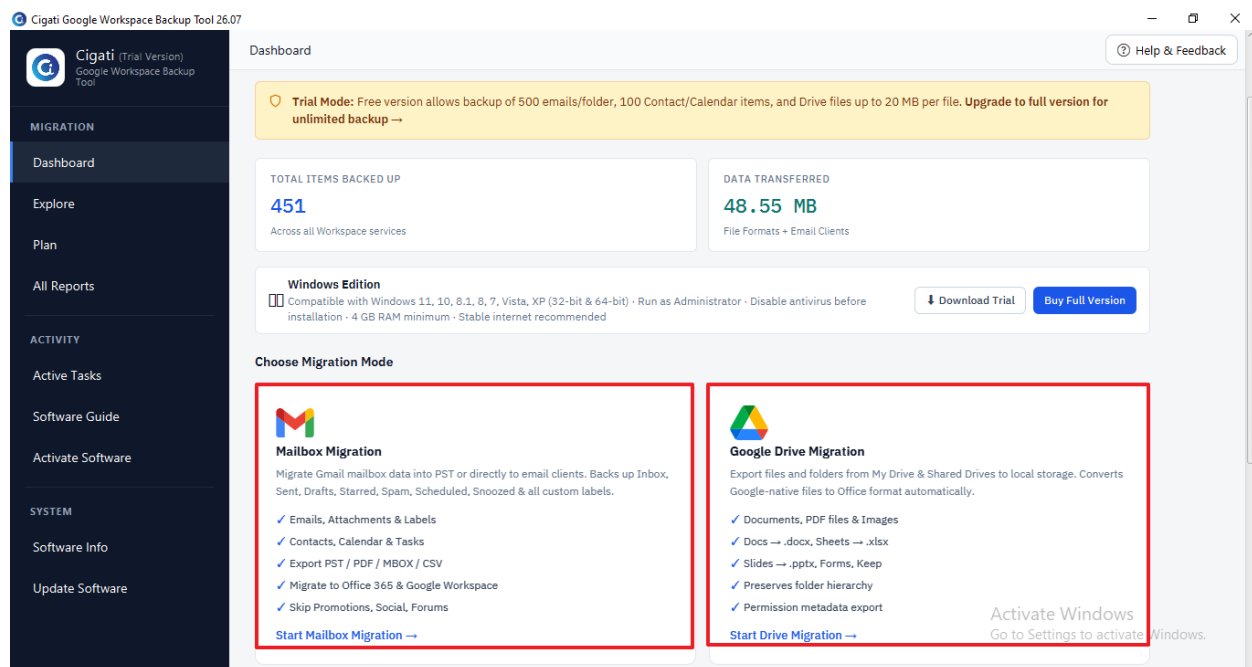
- A trial version notification indicates the restrictions available in the demo edition.
- Users can check the trial limitations and view the option to upgrade to the full version.
- The licensed version provides complete access to migration and backup features without usage restrictions.

3. Software Information

- Provides details about supported Windows versions and system requirements.
- Allows users to download the latest trial setup or purchase the complete software license.
- Helps users verify compatibility before starting migration tasks.

4. Available Migration Options

The dashboard provides two major migration modules for transferring Google Workspace data:



Mailbox Migration

Allows users to migrate Gmail mailbox data, including:

- Emails, attachments, and labels.
- Contacts, calendars, and Google Keep data.

Google Drive Migration

Enables users to migrate Google Drive data, including:

- Documents, PDFs, images, shared drives, shared-with-me files, and trash items.

- | | |
|---|---|
| <ul style="list-style-type: none"> • Export options such as PST, PDF, MBOX, and CSV. • Migration to Microsoft 365 (Office 365) and Google Workspace accounts. • Options to include or exclude Gmail categories such as Promotions, Social, and Forums. | <ul style="list-style-type: none"> • Conversion of Google Docs, Sheets, and Slides into Microsoft Office-compatible formats. • Retention of the original folder structure during migration. • Shared Drive to Shared Drive migration with ownership details, timestamps, and file information preserved. |
|---|---|

Continue with Mailbox Migration

Click on Mailbox Migration to continue the process.

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Dashboard

Trial Mode: Free version allows backup of 500 emails/folder, 100 Contact/Calendar items, and Drive files up to 20 MB per file. [Upgrade to full version for unlimited backup →](#)

TOTAL ITEMS BACKED UP
451
Across all Workspace services

DATA TRANSFERRED
48.55 MB
File Formats + Email Clients

Windows Edition
Compatible with Windows 11, 10, 8.1, 8, 7, Vista, XP (32-bit & 64-bit) · Run as Administrator · Disable antivirus before installation · 4 GB RAM minimum · Stable internet recommended

[Download Trial](#) [Buy Full Version](#)

Choose Migration Mode

Mailbox Migration
Migrate Gmail mailbox data into PST or directly to email clients. Backs up Inbox, Sent, Drafts, Starred, Spam, Scheduled, Snoozed & all custom labels.

- ✓ Emails, Attachments & Labels
- ✓ Contacts, Calendar & Tasks
- ✓ Export PST / PDF / MBOX / CSV
- ✓ Migrate to Office 365 & Google Workspace
- ✓ Skip Promotions, Social, Forums

[Start Mailbox Migration →](#)

Google Drive Migration
Export files and folders from My Drive & Shared Drives to local storage. Converts Google-native files to Office format automatically.

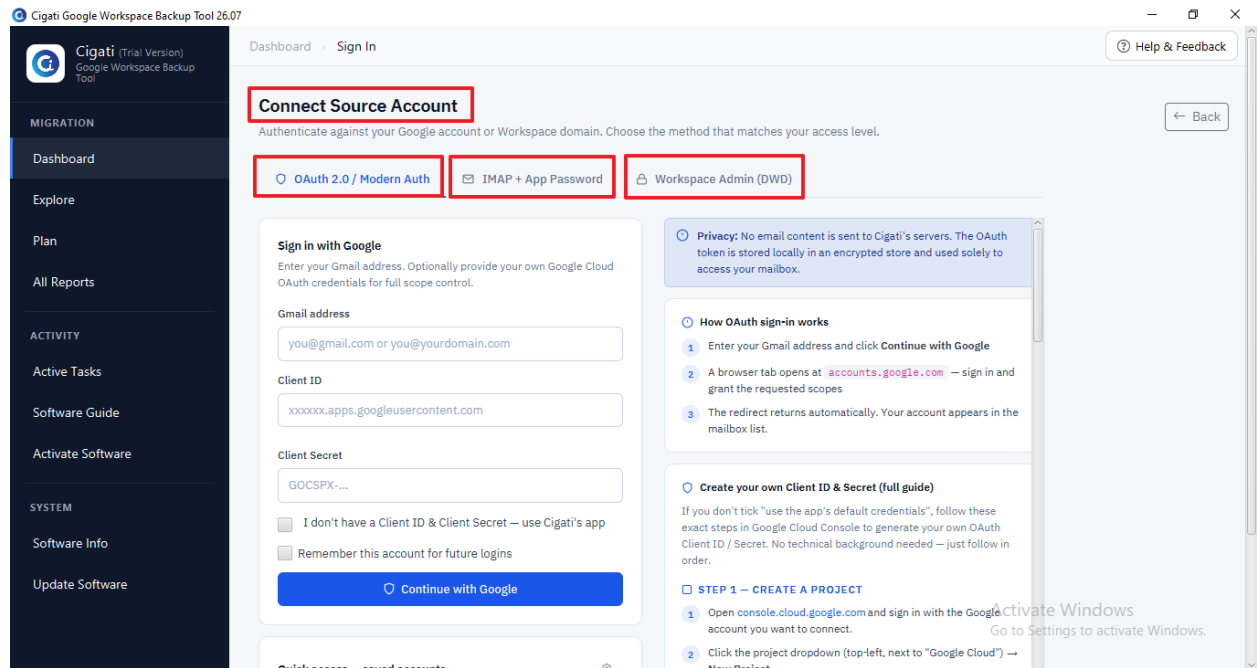
- ✓ Documents, PDF files & Images
- ✓ Docs → .docx, Sheets → .xlsx
- ✓ Slides → .pptx, Forms, Keep
- ✓ Preserves folder hierarchy
- ✓ Permission metadata export

[Start Drive Migration →](#)

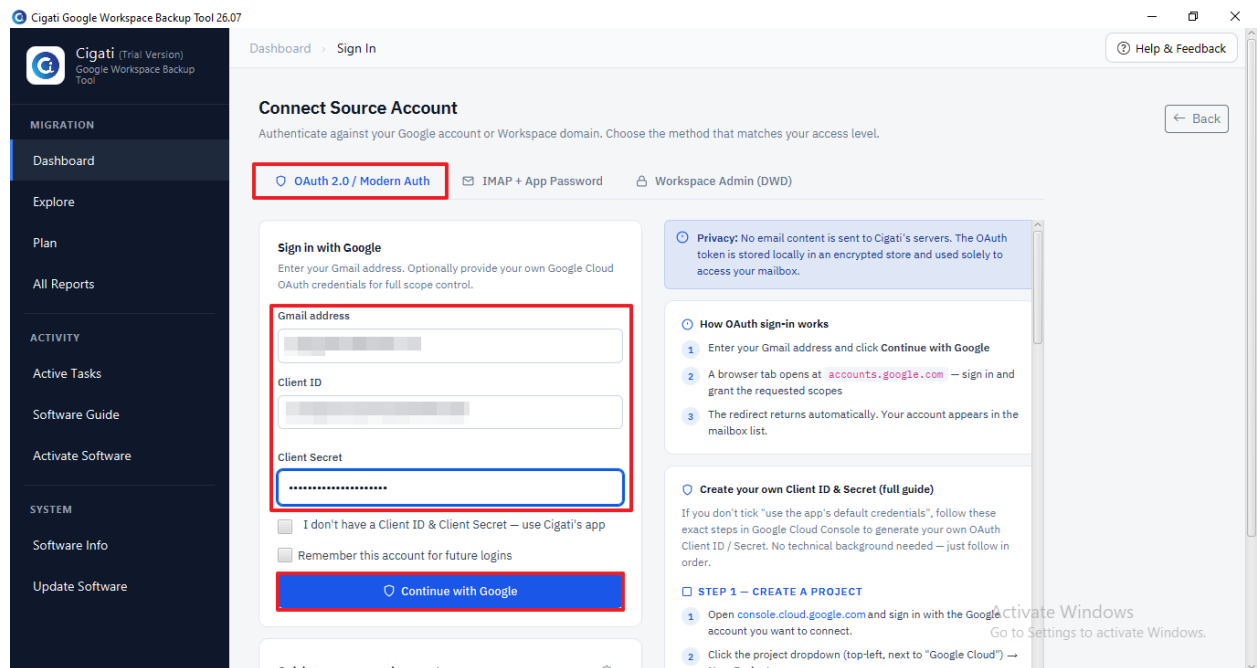
Activate Windows
Go to Settings to activate Windows.

Step 03: Connect Source Account

Use the appropriate authentication method to connect your source account securely. Enter the required credentials, such as **OAuth2.0 / Modern Authentication** details, **IMAP with App Password**, or **Google Workspace (formerly G Suite) Admin** credentials based on your selected source platform.



Step 03.1: Connect the Source Account Using OAuth2.0 / Modern Authentication



1. Open the **Connect Source Account** window and select the **OAuth2.0 / Modern Authentication** method.

2. Enter the **Gmail address** of the source account that you want to connect.
3. Provide the **Client ID** and **Client Secret** generated from your Google Cloud OAuth application.
4. Click **Continue with Google** and complete the Google authentication process to authorise the account.

How to Create Client ID and Client Secret: [Generate Google Client ID and Client Secret](#)

Step 03.1.1: Configure Authentication Options

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Dashboard > Sign In

Help & Feedback

Connect Source Account

Authenticate against your Google account or Workspace domain. Choose the method that matches your access level.

OAuth 2.0 / Modern Auth IMAP + App Password Workspace Admin (DWD)

Sign in with Google

Enter your Gmail address. Optionally provide your own Google Cloud OAuth credentials for full scope control.

Gmail address

☒ I don't have a Client ID & Client Secret — use Cigati's app

☐ Remember this account for future logins

Continue with Google

Quick access — saved accounts

Choose a saved Google account...

Continue with selected account

Privacy: No email content is sent to Cigati's servers. The OAuth token is stored locally in an encrypted store and used solely to access your mailbox.

How OAuth sign-in works

- 1 Enter your Gmail address and click **Continue with Google**
- 2 A browser tab opens at accounts.google.com — sign in and grant the requested scopes
- 3 The redirect returns automatically. Your account appears in the mailbox list.

Create your own Client ID & Secret (full guide)

If you don't tick "use the app's default credentials", follow these exact steps in Google Cloud Console to generate your own OAuth Client ID / Secret. No technical background needed — just follow in order.

STEP 1 — CREATE A PROJECT

- 1 Open console.cloud.google.com and sign in with the Google account you want to connect.
- 2 Click the project dropdown (top-left, next to "Google Cloud") →

- Enter the **Gmail address** of the source account that you want to connect.
- If you do not have your own **Client ID** and **Client Secret**, select **"I don't have a Client ID & Client Secret — use Cigati's app"** to use the default OAuth application.
- (Optional) Select **"Remember this account for future logins"** to save the account details for future use.
- Click **Continue with Google** and complete the Google authentication process to authorise the account.

Step 03.1.2: Use Quick Access - Saved Accounts

Cigati Google Workspace Backup Tool 26.07

Dashboard Sign In

Help & Feedback

Connect Source Account

Authenticate against your Google account or Workspace domain. Choose the method that matches your access level.

☒ OAuth 2.0 / Modern Auth ☐ IMAP + App Password ☐ Workspace Admin (DWD)

Sign in with Google

Enter your Gmail address. Optionally provide your own Google Cloud OAuth credentials for full scope control.

Gmail address

ysgxygdschadbkshkv cvf

☒ I don't have a Client ID & Client Secret — use Cigati's app

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STEP 1 — CREATE A PROJECT

- 1 Open console.cloud.google.com and sign in with the Google account you want to connect.
- 2 Click the project dropdown (top-left, next to "Google Cloud") → Settings to activate Windows. New Project.

- Click on '**Choose a Saved Account**' to view the list of previously saved accounts.
- **Browse** the available accounts and select the account you want to use.
- **Review** the selected account details to ensure you have chosen the correct account.
- Click **Continue with Selected Account** to proceed with the authentication process.

Step 03.2: Connect the Source Account Using IMAP + App Password

Cigati Google Workspace Backup Tool 26.07

Dashboard Sign In

Help & Feedback

Connect Source Account

Authenticate against your Google account or Workspace domain. Choose the method that matches your access level.

☐ OAuth 2.0 / Modern Auth ☒ IMAP + App Password ☐ Workspace Admin (DWD)

IMAP Login

Use a Gmail App Password to connect via IMAP. Requires 2-Step Verification enabled on your Google account.

Gmail address

App Password

16-character App Password — spaces are stripped automatically. How to generate →

☐ Remember this account for future logins

Quick access — saved IMAP accounts

Choose a saved IMAP account...

Do not use your regular Gmail password here. You must generate a dedicated App Password from your Google Account security settings.

How to generate an App Password — full guide

- 1 Go to myaccount.google.com → Security
- 2 Under "How you sign in to Google", click **2-Step Verification** and turn it ON if it isn't already (you'll need your phone for OTP).
- 3 Go back to Security, search the top search bar for **"App Passwords"** and open it. Sign in again if Google asks.
- 4 In the **App name** box type anything, e.g. "Mail Backup Tool", then click **Create**.
- 5 Google shows a 16-character password in a yellow box (e.g. `abcd efgh ijkl mnop`). Copy it exactly.
- 6 Paste it into the **App Password** field on the left (spaces are removed automatically) and click **Continue with IMAP**.

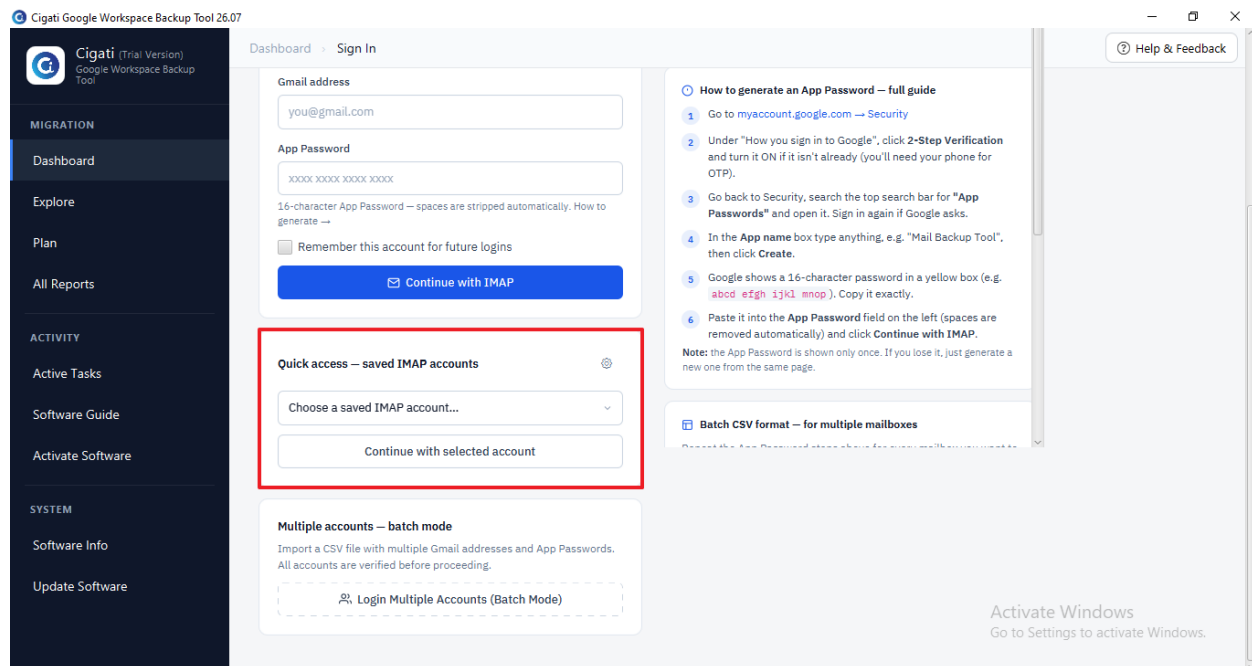
Note: the App Password is shown only once. If you lose it, just generate a new one from the same page.

Batch CSV format — for multiple mailboxes

1. Open the **Connect Source Account** window and select the **IMAP + App Password** authentication method.
2. Enter the **Gmail address** and **App Password** of the source account that you want to connect.
3. **(Optional)**: Select "**Remember this account for future logins**" to save the account details for future use.
4. Click **Continue with IMAP** to authenticate and connect the source account.

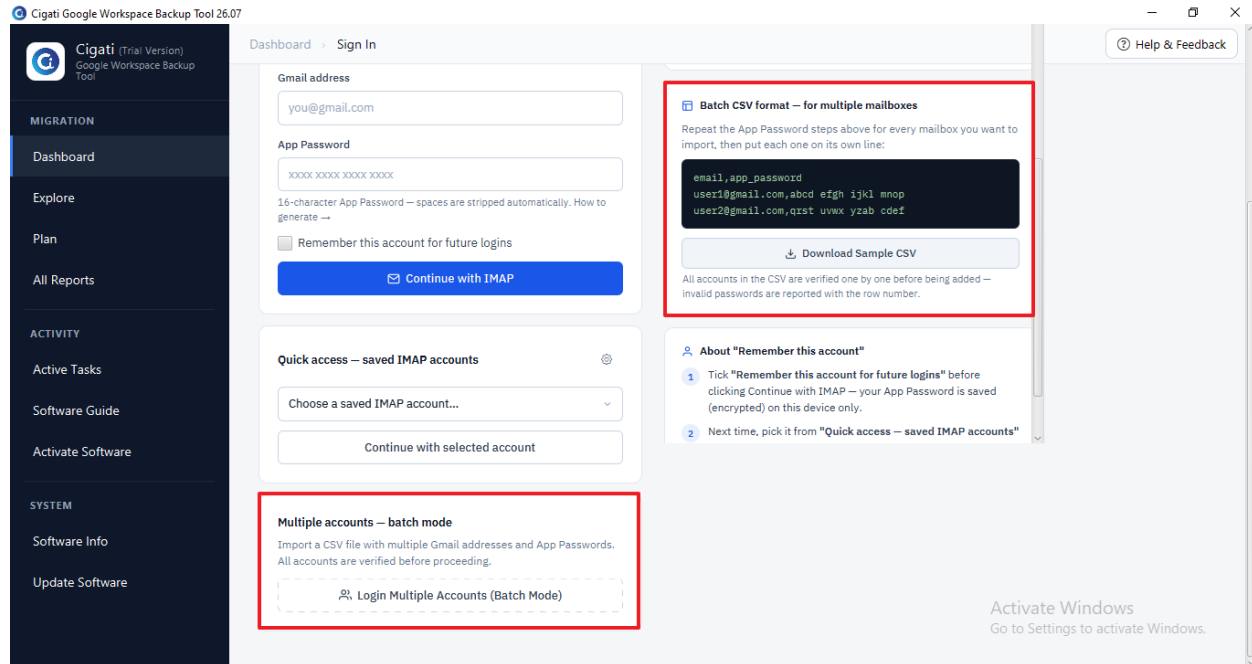
How to Create an App-Passwd: [Turn On Two-Step Verification / Generate App Password for Gmail](#)

Step 03.2.1: Use Quick Access - Saved IMAP Accounts

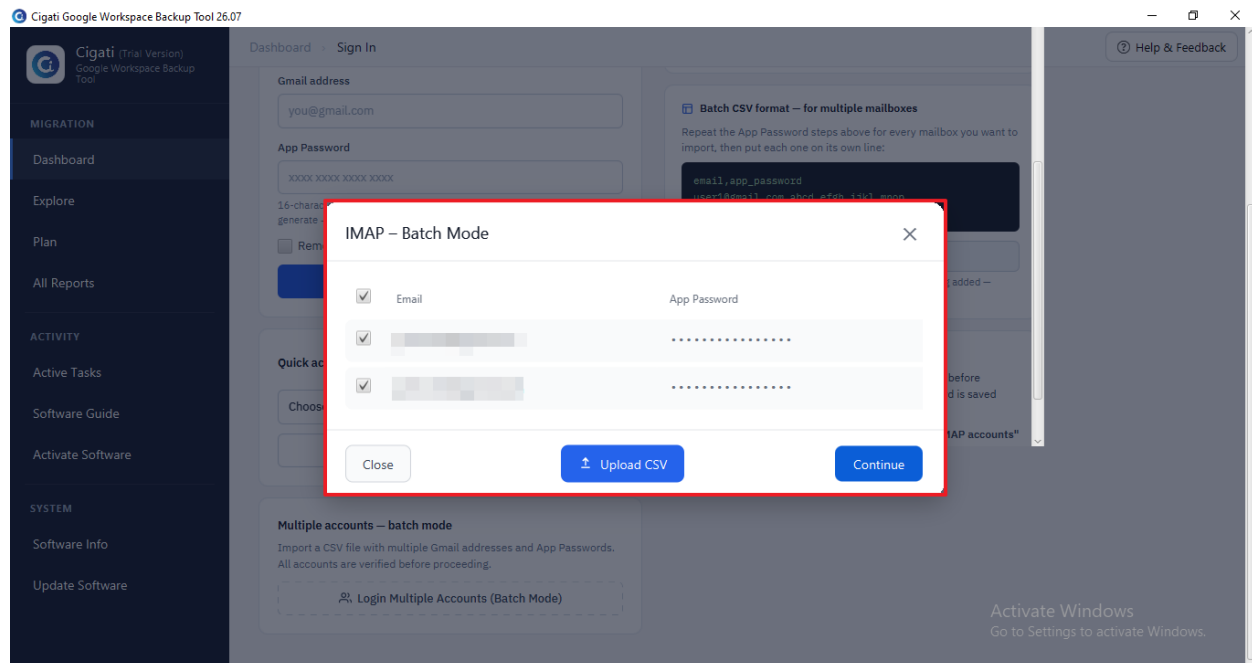


- Click on '**Choose a saved IMAP account**' to view the list of previously saved accounts.
- **Browse** the available accounts and select the account you want to use.
- **Review** the selected account details to ensure you have chosen the correct account.
- Click **Continue with Selected Account** to proceed with the authentication process.

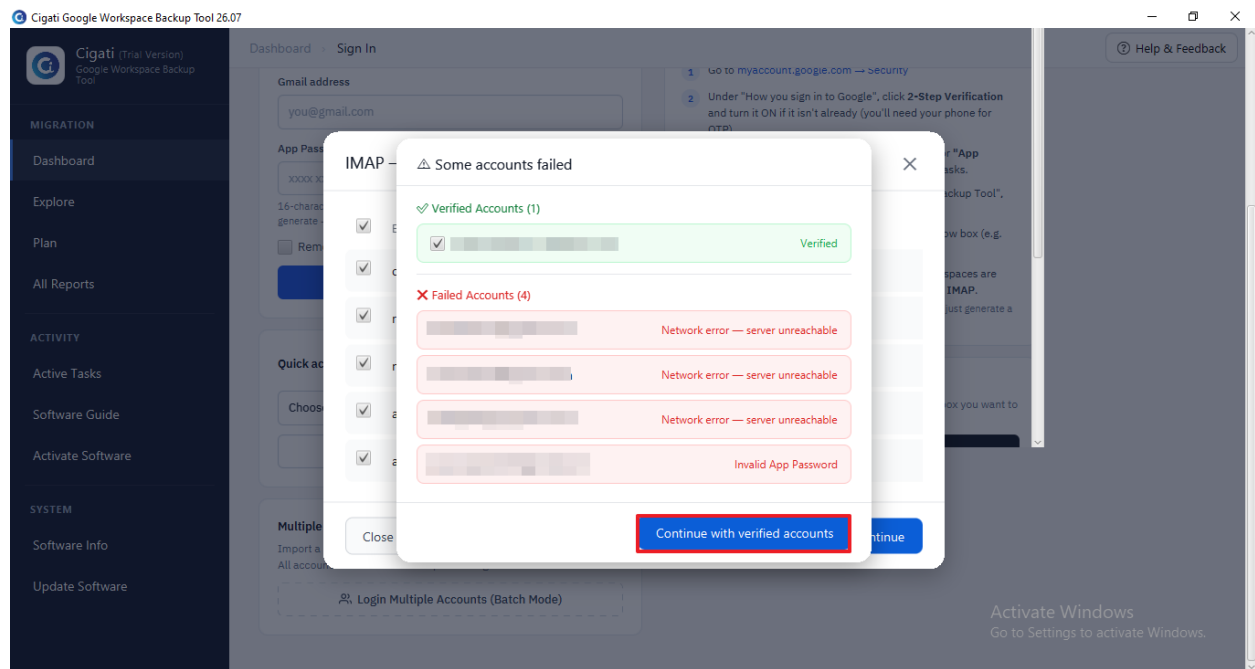
Step 03.2.2: Access Multiple Accounts in Batch Mode



- Click **Login Multiple Accounts (Batch Mode)**
- The **IMAP - Batch Mode** window will open.
- Click **Upload CSV** and select the CSV file containing the account details.
- **Choose** the Gmail accounts that you want to authenticate in batch mode.
- Click **Continue** to log in to the selected accounts.



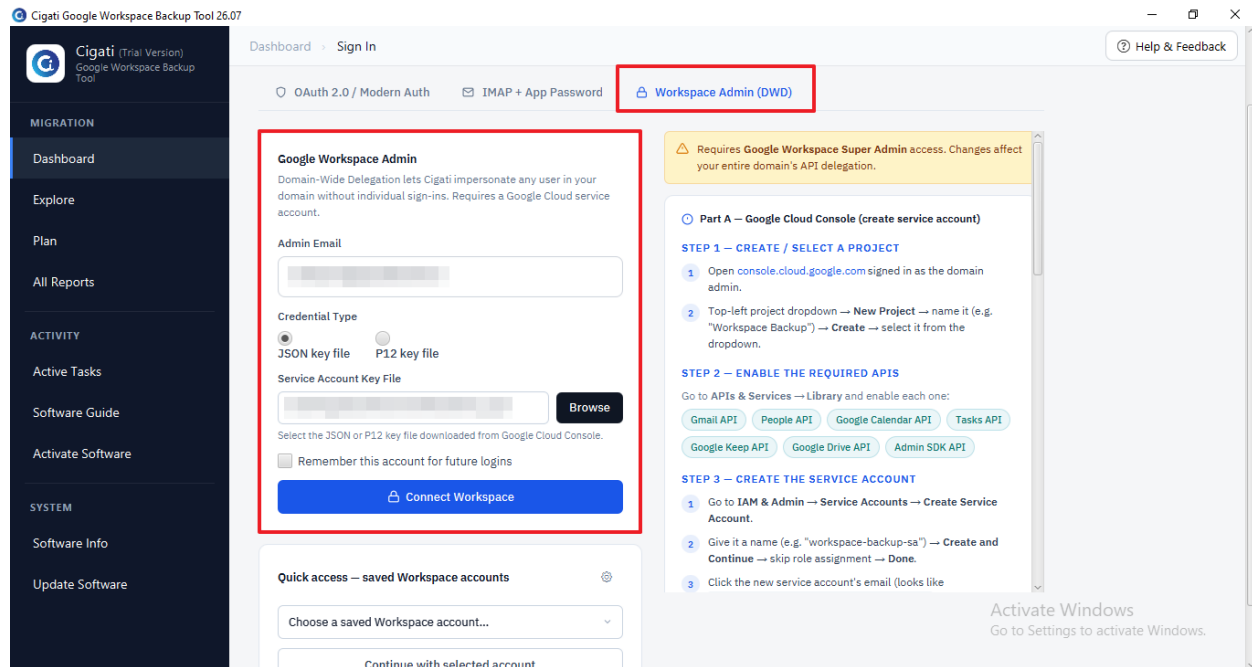
Note: If you want to **generate** a CSV file in the required format, click **Download Sample CSV** on the right panel to view the template and create your CSV accordingly.



View Verified and Failed Accounts

The system verifies the IMAP accounts in batch mode and shows the migration status, where some accounts are successfully **verified** while others **fail** due to errors such as **network issues** or **server unavailability**, allowing the user to **proceed** only with the **verified accounts**.

Step 03.3: Connect the Source Account Using Workspace Admin (DWD)



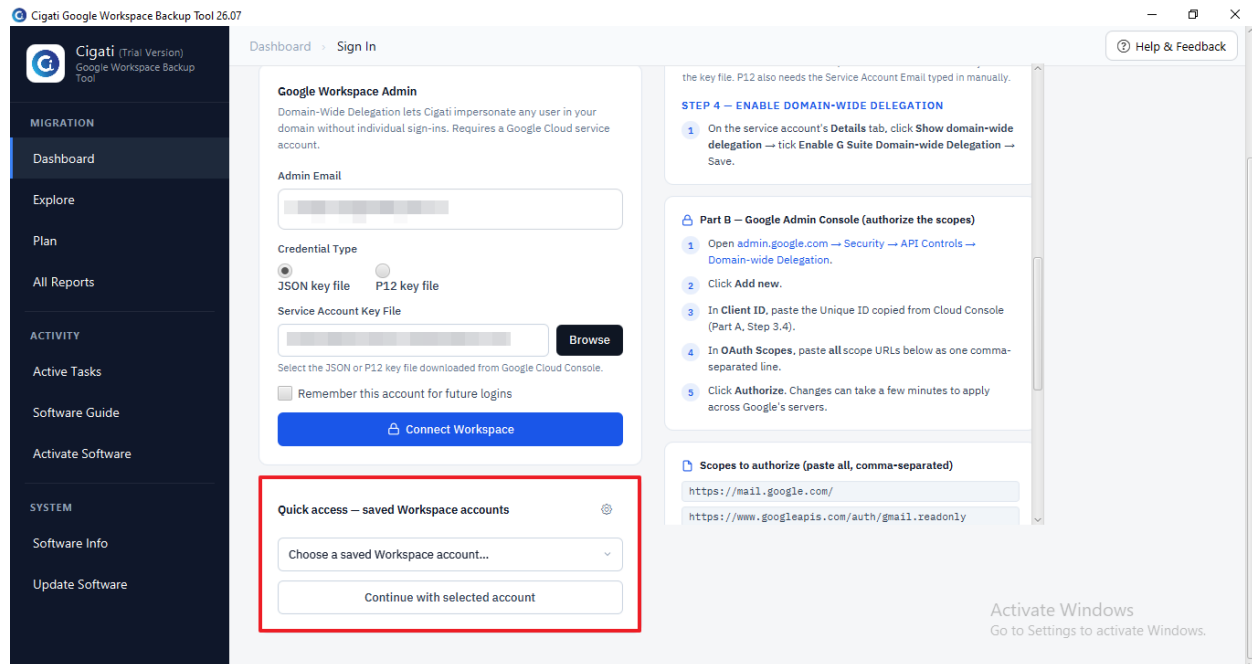
1. Open the **Connect Source Account** window and select the **Workspace Admin (DWD)** authentication method.
2. Enter your **Google Workspace (formerly G Suite) Admin** email address in the Admin Email field.
3. Select the appropriate **Credential Type** by choosing either a **JSON key file** or a **P12 key file**.
4. Click **Browse** and upload the downloaded **JSON/P12 service account key file**.
5. **(Optional)** Enable **Remember** this account for future logins to save the account details.
6. Click **Connect Workspace** to authenticate the Google Workspace (formerly G Suite) account and proceed with the migration process.

How to Create JSON and P12 File

P12 File: [Project Creation, Add Scopes at Domain Level, Enable API Access in Google Cloud Console & Create p12 File](#)

JSON File: [Project Creation, Add Scopes at Domain Level, Enable API Access in Google Cloud Console & Create JSON File](#)

Step 03.3.1: Use Quick Access – Saved Workspace Accounts



- Click on '**Choose a saved Workspace account**' to view the list of previously saved accounts.
- **Browse** the available accounts and select the account you want to use.
- **Review** the selected account details to ensure you have chosen the correct account.
- Click **Continue with Selected Account** to proceed with authentication.

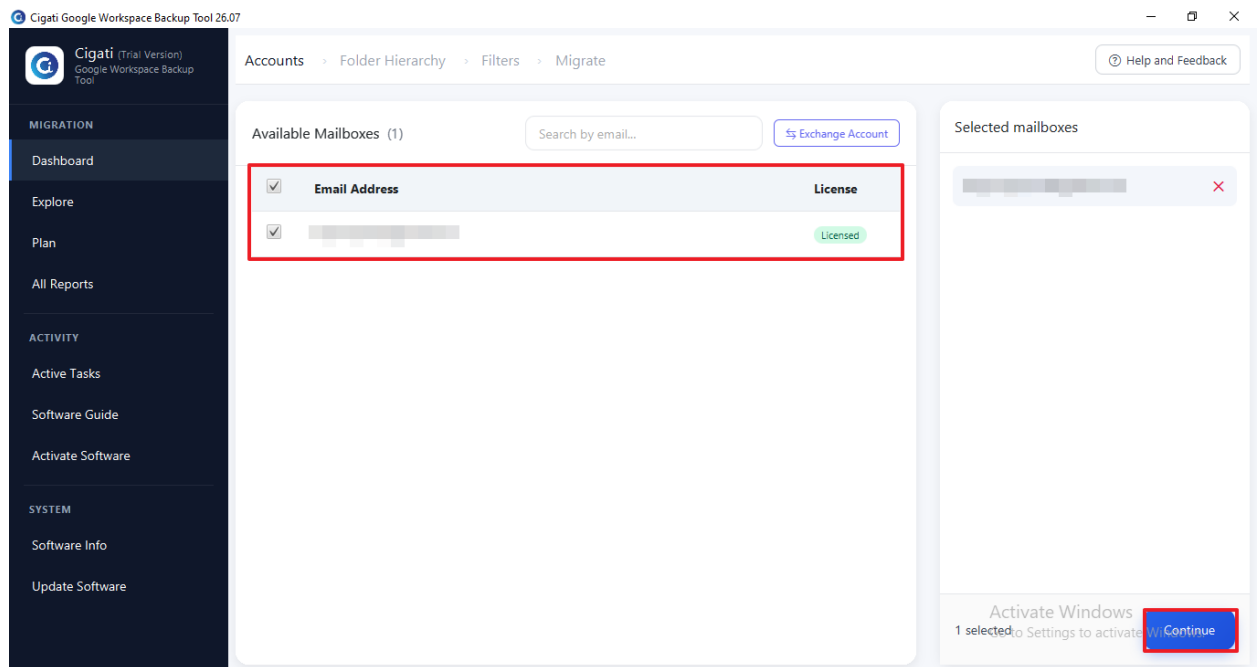
Step 04: Selecting Mailboxes for Migration

Once the source Google Workspace (formerly G Suite) account is connected successfully, the tool automatically retrieves and displays all available mailboxes in the Available Mailboxes section. Users can review the mailbox list and choose the accounts they want to migrate.

The mailbox selection interface provides multiple options to simplify mailbox management and allow users to customize their migration selection.

- **Available Mailboxes:** Displays the complete list of mailboxes retrieved from the connected Google Workspace account.
- **Mailbox Selection Option:** Allows users to select or unselect individual mailboxes for migration manually.
- **Select All Option:** Provides a quick way to select or clear all available mailboxes at once for bulk migration.

- **Search Feature:** Helps users locate a specific mailbox quickly by searching with an email address or related details.
- **License Status:** Indicates the migration eligibility and license availability for each selected mailbox.
- **Selected Mailboxes Section:** Shows the list of mailboxes that have been chosen for the migration process.
- **Remove Mailbox (X) Option:** Allows users to remove any selected mailbox from the migration list before proceeding.
- **Exchange Account Option:** Enables users to add a new source account or switch between connected accounts for migration.
- **Selection Count:** Displays the total number of mailboxes currently selected for migration.
- **Continue Button:** Moves users to the next stage of the migration workflow after completing mailbox selection.

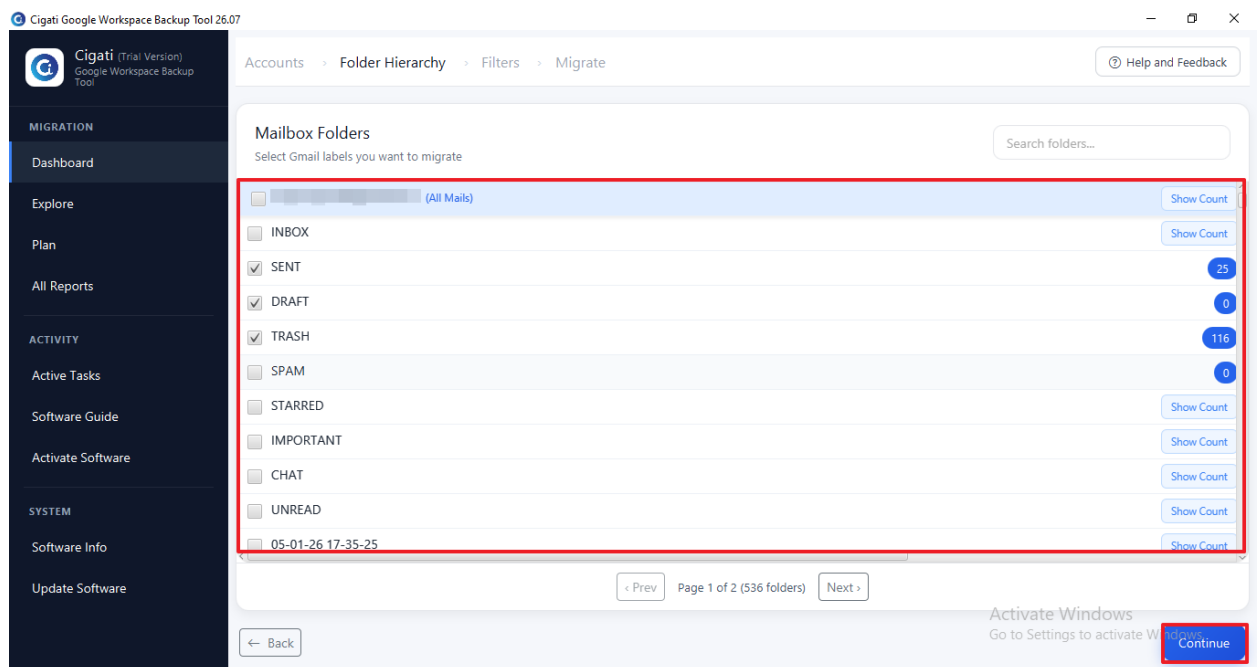


Step 05: Selecting Mailbox Folders

After choosing the mailboxes, the software opens the Folder Hierarchy section, where all available Gmail folders and labels from the selected account are displayed. Users can review the complete mailbox structure and select only the folders required for migration. This helps avoid transferring unwanted data and provides better control over the migration process.

The folder selection panel includes the following options:

- **Mailbox Folder Selection:** Displays all available Gmail folders, labels, and mailbox categories that can be selected for migration.
- **Folder Select/Deselect Option:** Allows users to choose specific folders, remove selected folders, or select all available folders with a single action.
- **Mailbox Account Details:** Shows the connected Gmail account information along with an option to select the complete mailbox data using the All Mails option.
- **Folder Structure View:** Provides a complete view of default Gmail folders and user-created labels available in the selected mailbox.
- **Search Function:** Allows users to quickly locate a specific folder or label by entering its name in the search field.
- **Item Count Display:** Shows the total number of emails or items stored inside each selected folder.
- **Scrollable Folder Panel:** Enables users to navigate through large mailbox structures containing multiple folders and labels.
- **Continue Button:** Proceeds to the next stage of the migration process after completing folder selection.
- **Back Button:** Allows users to return to the previous step and make changes to mailbox selections or migration settings.



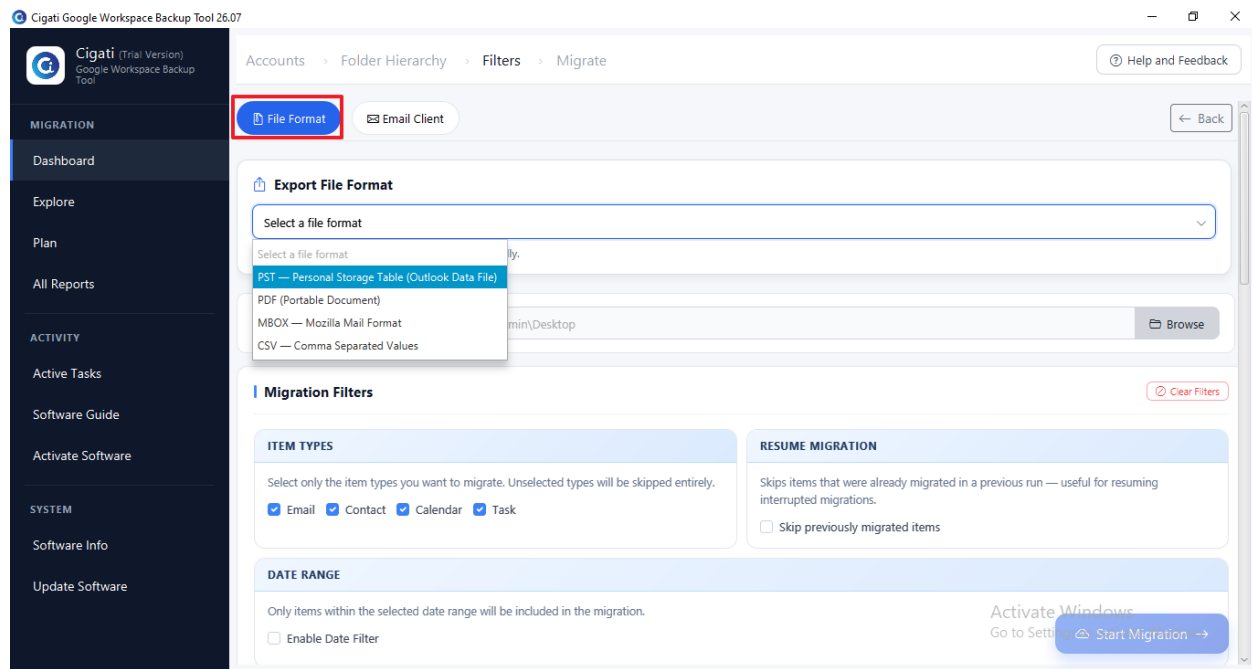
Step 06: Choose Export Format or Destination Email Client

The Filters section allows users to configure the migration process according to their specific requirements. Users can select whether to export Google Workspace (formerly G

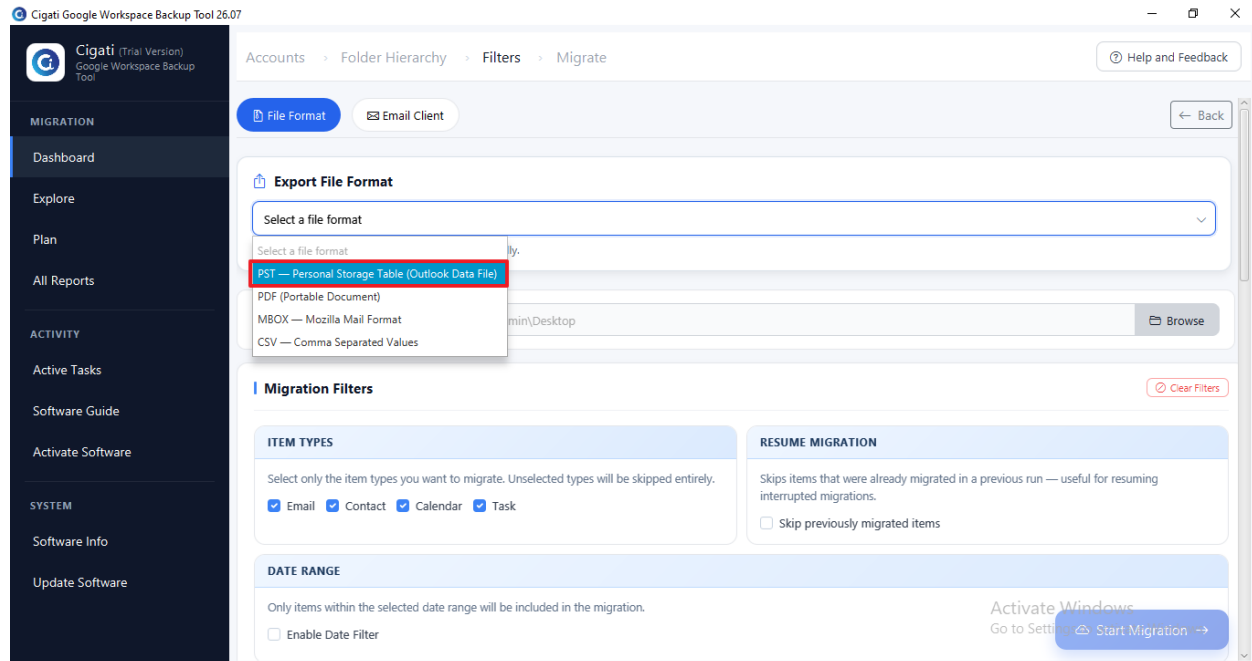
Suite) data into local file formats such as **PST**, **PDF**, **MBOX**, and **CSV**, or migrate the data directly to email platforms like **Microsoft 365** and **Google Workspace Admin** accounts. This section also provides advanced migration controls, including item selection, date-based filtering, duplicate management, attachment handling, and the option to continue previously interrupted migrations.

Step 06.1: Export Google Workspace Data to a File Format

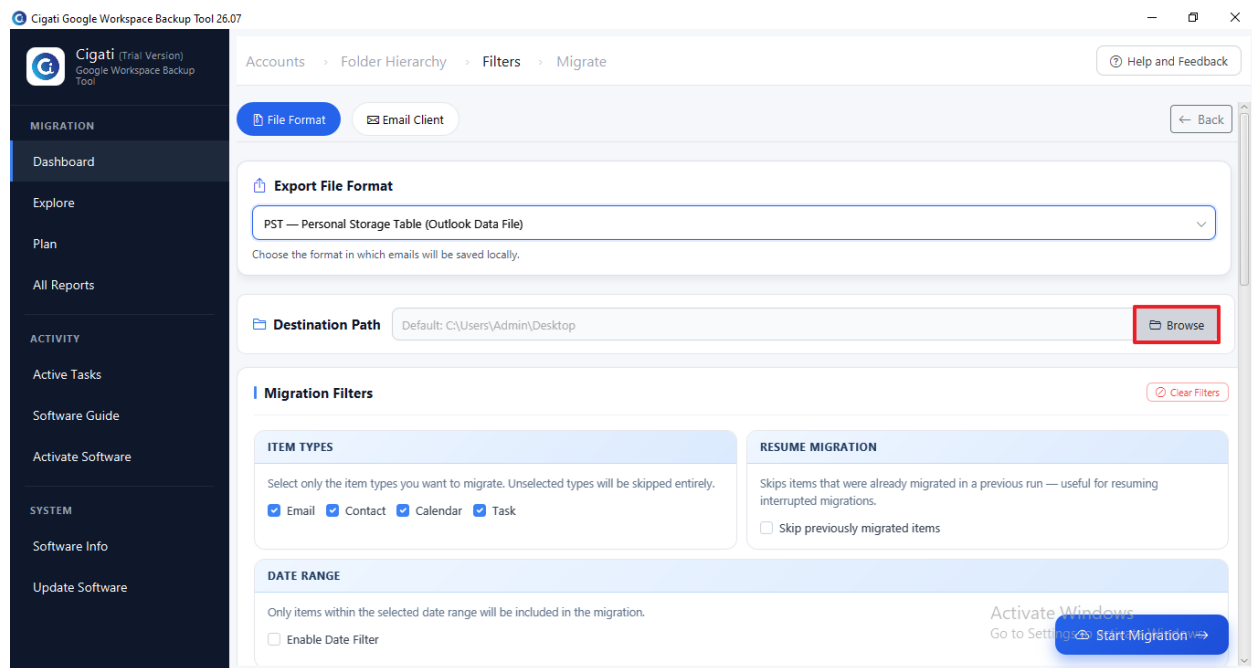
Step 1: Open the File Format tab to save Google Workspace data into a selected local file format.



Step 2: Select the required export format, such as PST, from the Export File Format drop-down menu.



Step 3: Click the Browse button and choose the destination folder where the exported files will be stored.

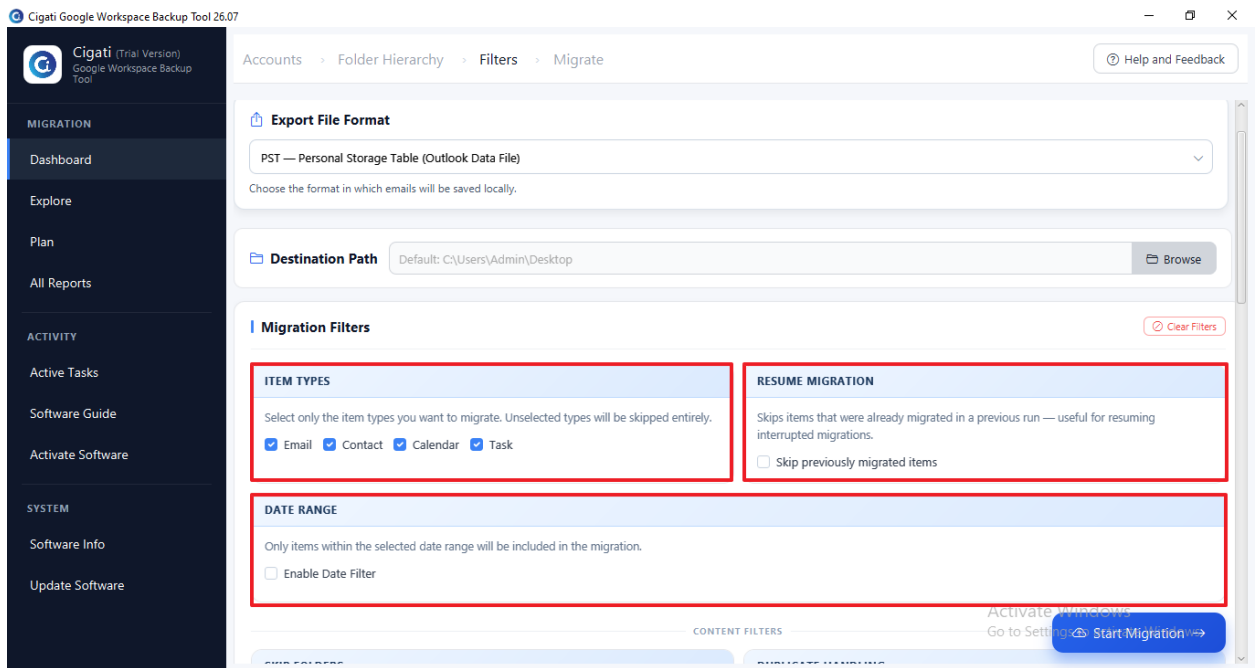


Migration Filters – Overview

The Migration Filters section helps users migrate only the required data by applying different conditions and preferences. These filters reduce unnecessary data transfer and provide better control over the migration process.

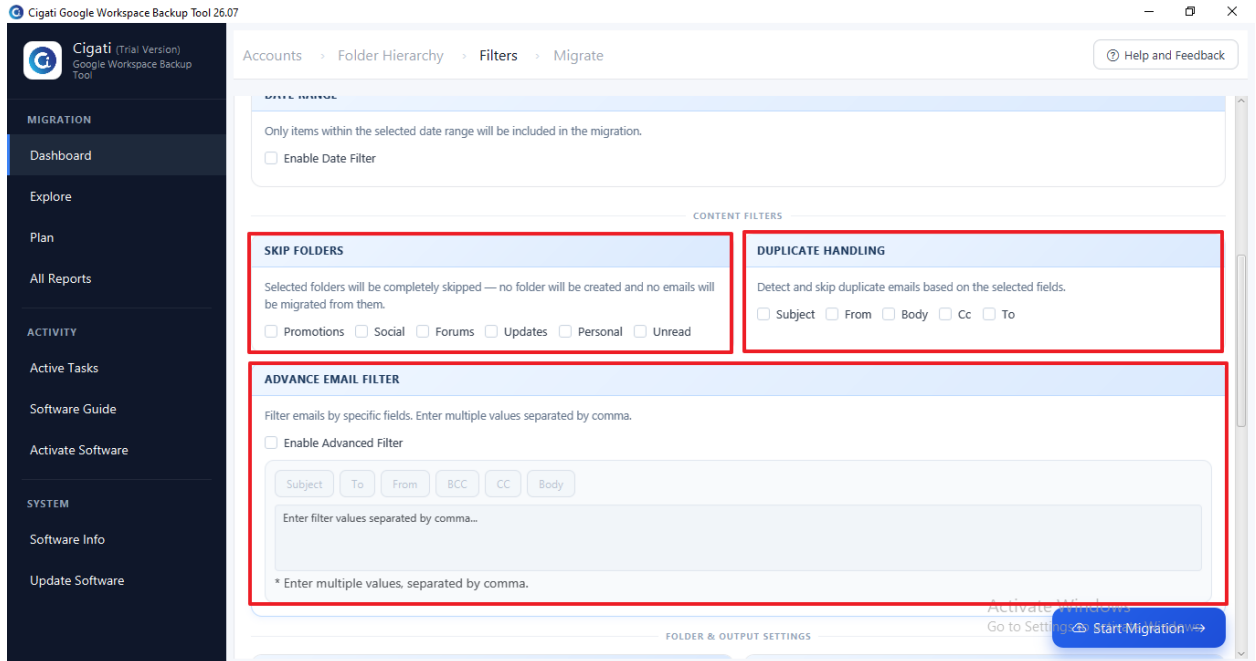
Item Selection Options

- **Item Types:** Allows users to select specific data categories for migration, including emails, contacts, calendars, and tasks.
- **Resume Migration:** Continues an incomplete migration by skipping items that have already been migrated successfully.
- **Date Range Filter:** Migrates only those items that fall within the selected start and end dates.



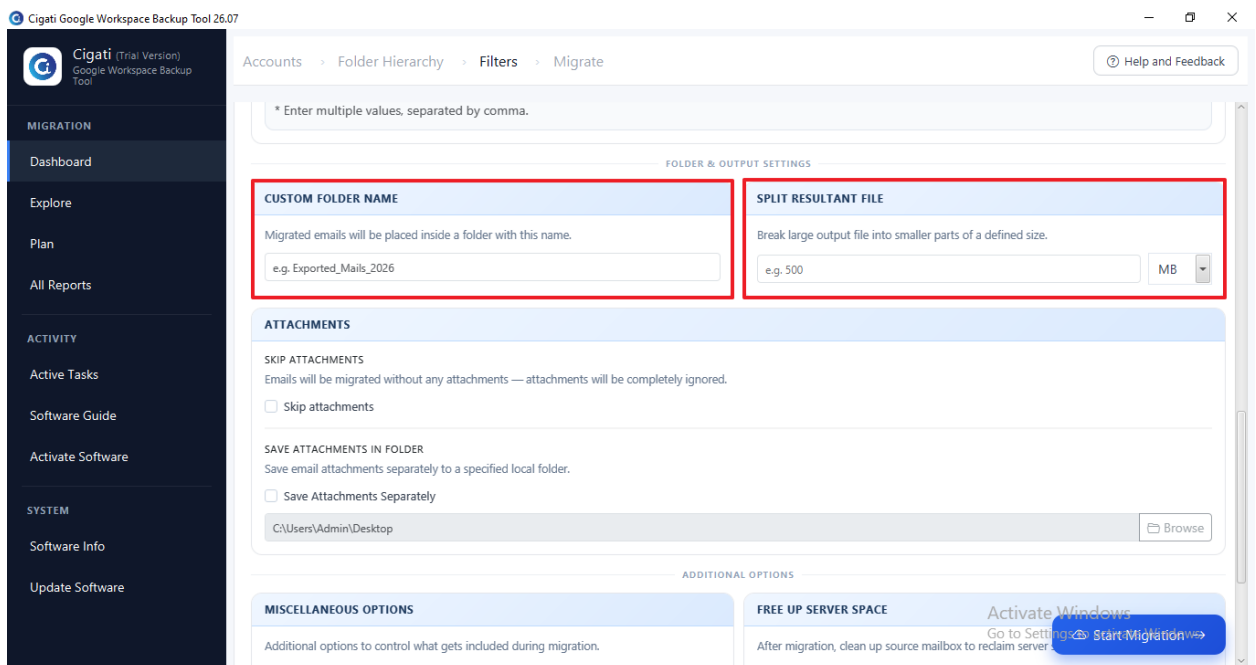
Content Filtering Options

- **Skip Folders:** Excludes selected Gmail folders, categories, or labels from the migration process.
- **Duplicate Handling:** Identifies duplicate emails and prevents repeated migration based on selected email attributes.
- **Advanced Email Filter:** Allows filtering emails using specific fields, including Subject, Sender (From), Recipient (To), CC, BCC, and message body content.



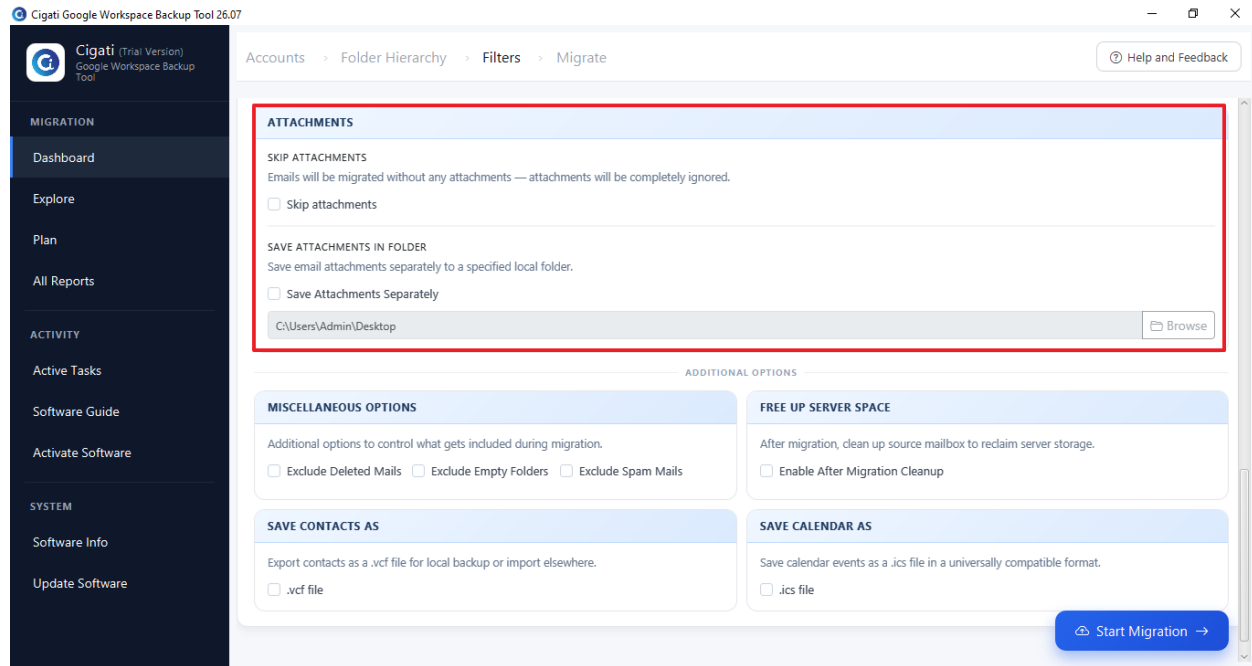
Folder and Output Settings

- **Custom Folder Name:** Allows users to assign a preferred name for the destination folder where migrated data will be stored.
- **Split Resultant File:** Divides large output files into smaller files according to the specified size limit in MB or GB.



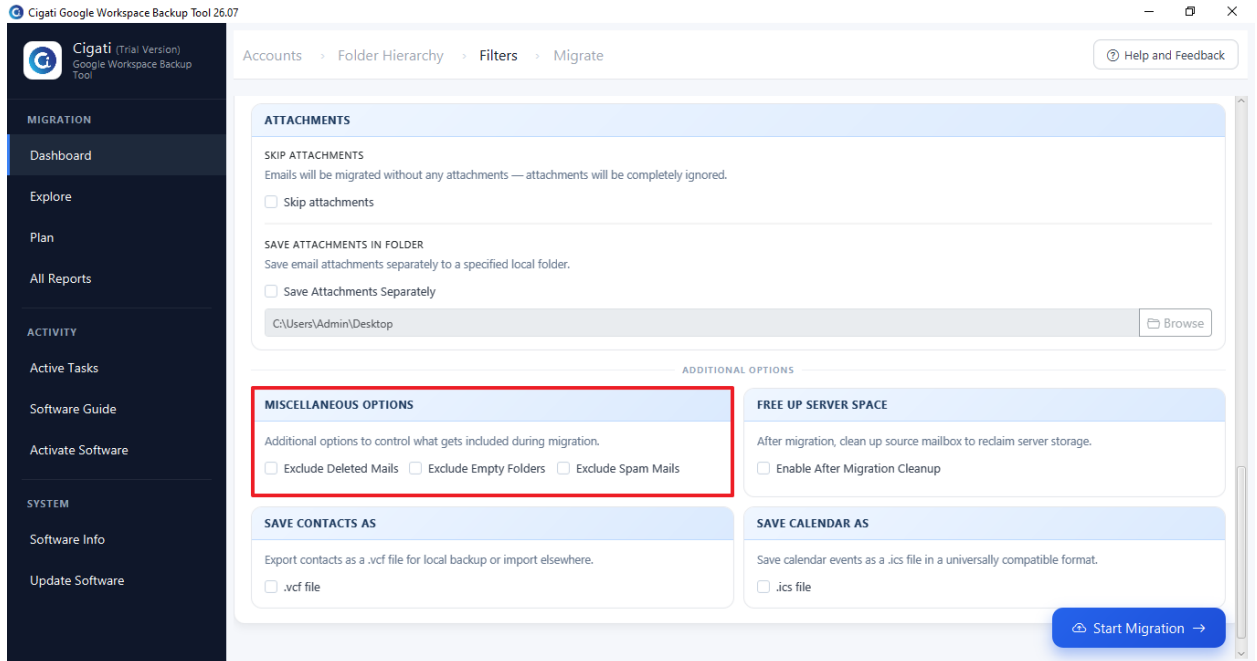
Attachment Settings

- **Skip Attachments:** Migrates email messages without transferring attached files.
- **Save Attachments Separately:** Stores email attachments separately in a selected folder location.
- **Merged PDF Size Limit:** This option is available only for PDF exports. It allows large merged PDF files to be divided into multiple smaller files according to the defined size limit, with a maximum file size of 500 MB per PDF.



Additional Migration Options

- **Miscellaneous Settings:** Provides additional controls to exclude unwanted data, such as deleted items, empty folders, or spam folders.

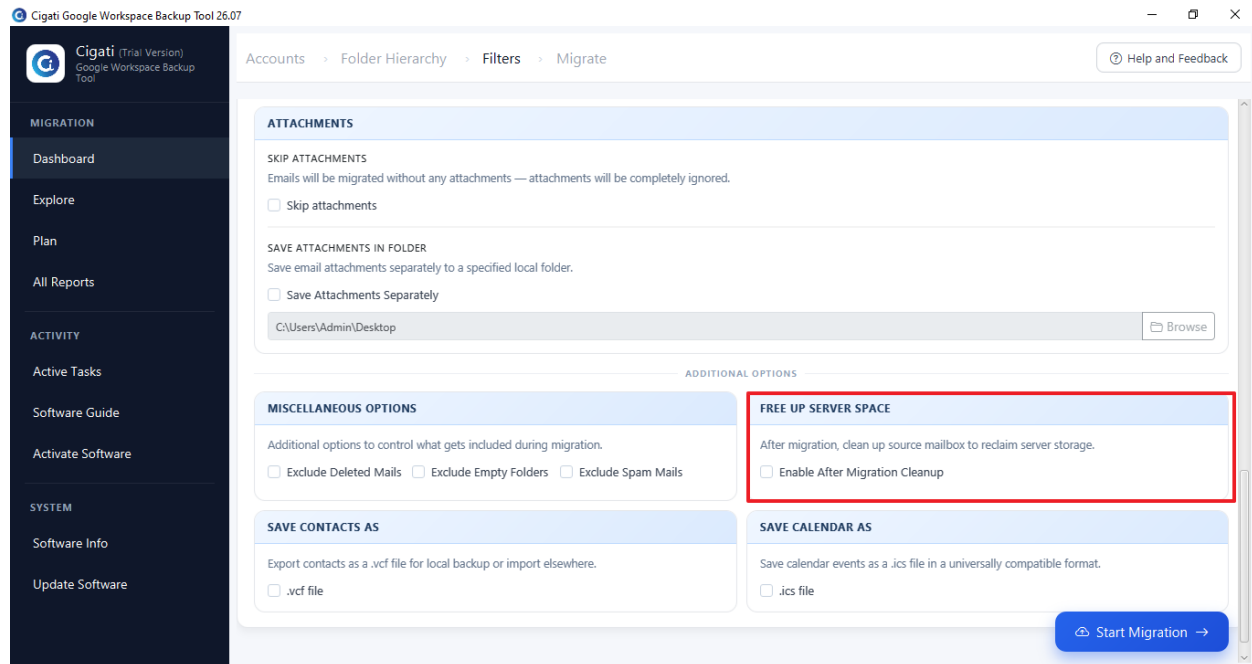


- **Free Up Server Space:** Allows users to remove successfully migrated data from the source account after migration completion.

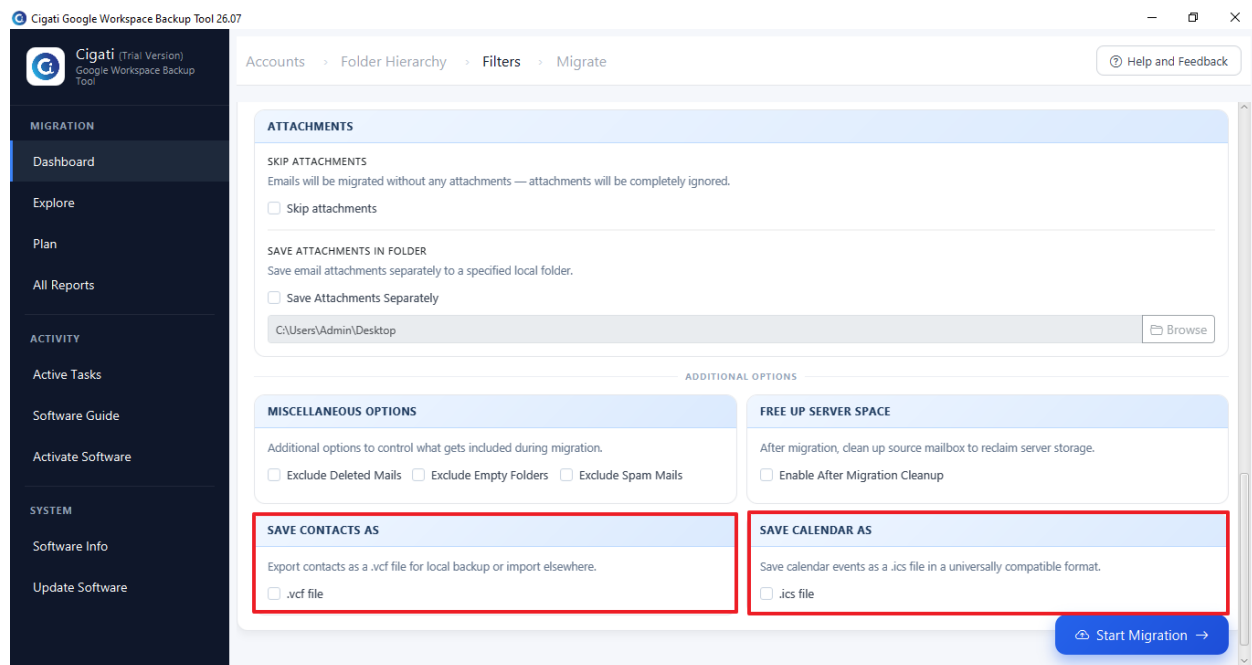
Available cleanup options include:

- **Move to Bin:** Moves migrated items to the source account's Trash/Bin folder, allowing recovery if required.
- **Delete Permanently:** Removes migrated items permanently without moving them to the Trash folder.

The cleanup process starts only after successful migration completion and depends on the option selected by the user.

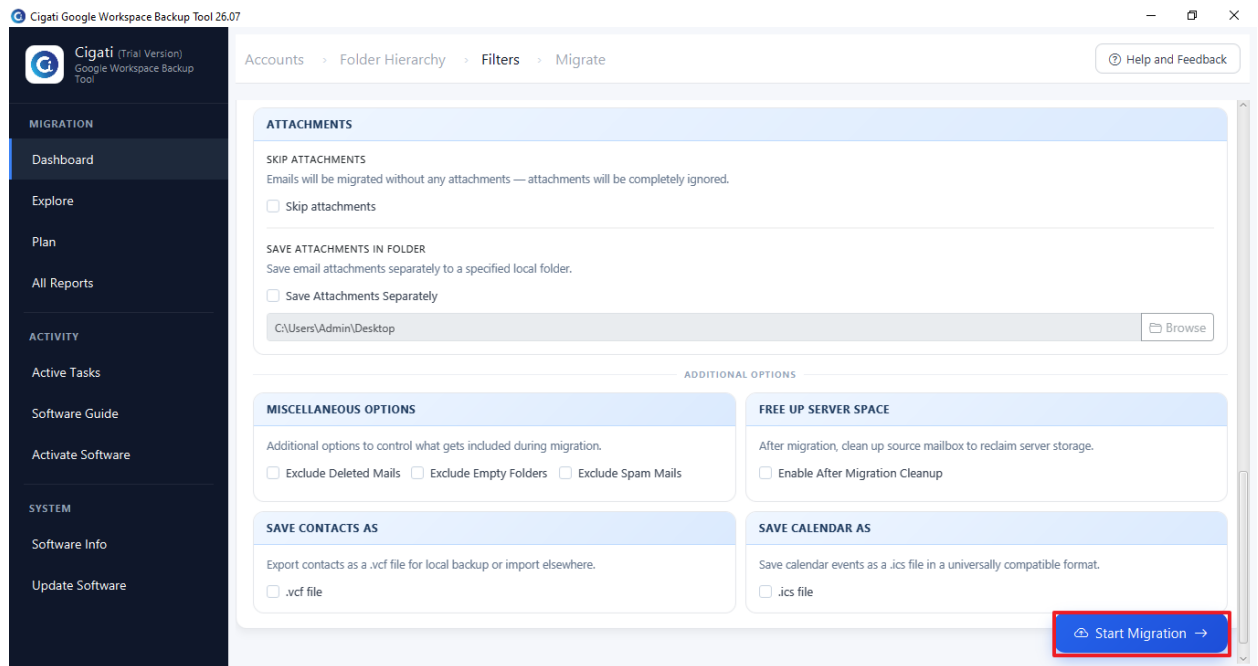


- **Save Contacts As:** Exports contacts into VCF format, making them compatible with different applications and devices.
- **Save Calendar As:** Exports calendar data in ICS format, which can be imported into most calendar applications.

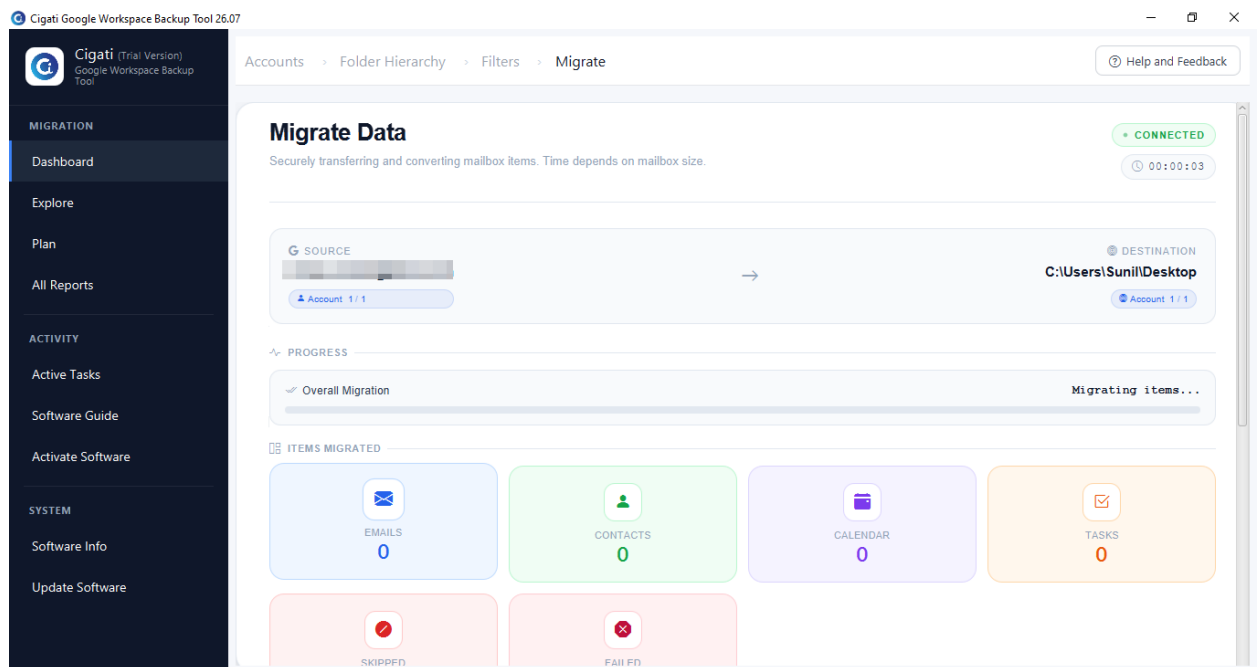


Step 07: Start Migration

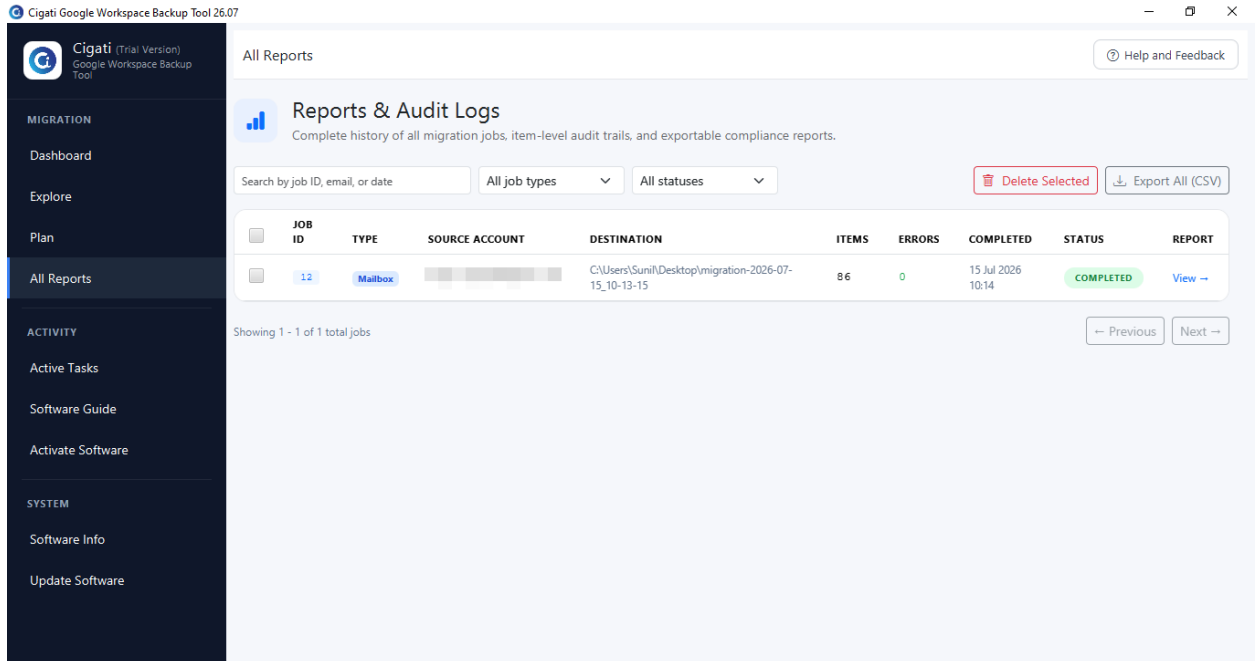
- After configuring all required filters and migration preferences, click the **Start Migration** button to begin transferring data.



- The software starts moving selected Google Workspace data to the chosen destination according to the configured settings.



- Users can track migration progress through the **Active Tasks** section and review complete details from the **All Reports** section.



Step 08: Migrate Data – Overview

The Migrate Data screen provides complete details about the migration process, including progress status, transfer statistics, and completion information.

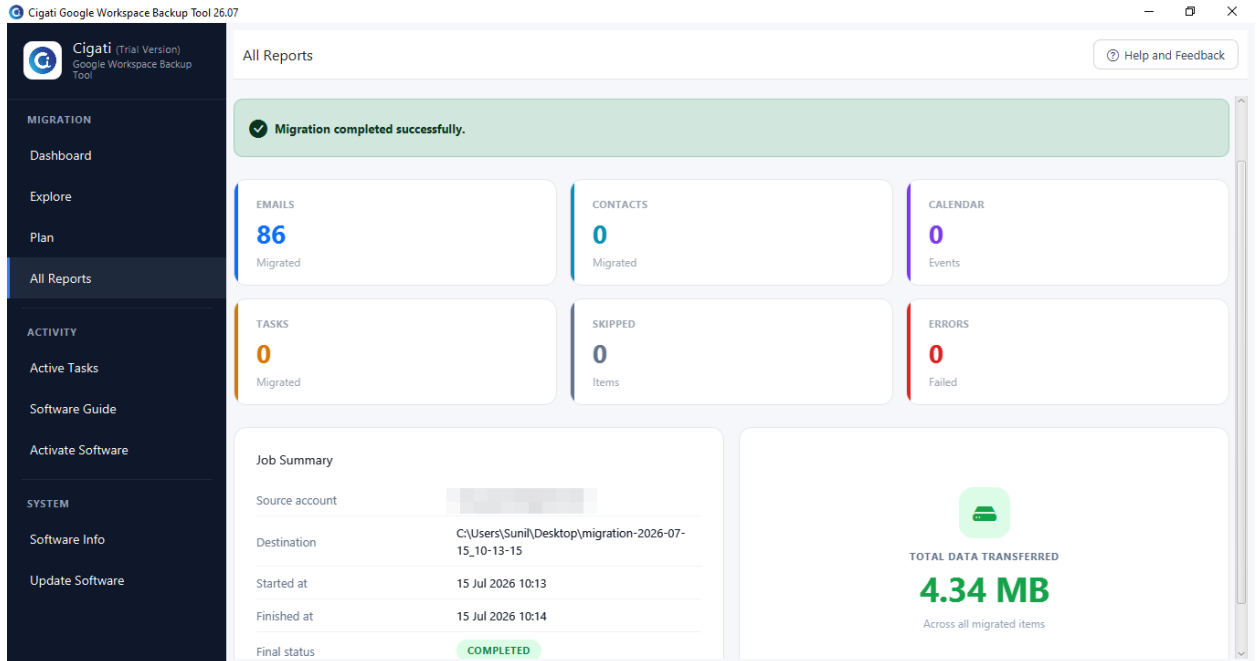
Migration Status: Displays the final migration result, connection status, and total time taken to complete the migration.

Source and Destination Information: Shows details of the source Google Workspace account and the selected destination location.

Overall Migration Progress

Provides the current migration status and confirms successful completion of the transfer process.

- **Migrated Items Summary:** Displays statistics for migrated emails, contacts, calendars, tasks, skipped items, and failed items.
- **Folder Migration Status:** Shows the progress of individual folders and identifies the folder currently being processed.
- **Folder Statistics:** Provides details about completed folders and the total number of items migrated.
- **Data Transfer Details:** Displays the total amount of data transferred during the migration operation.
- **Completion Option:** Allows users to return to the Accounts section after completing the migration.



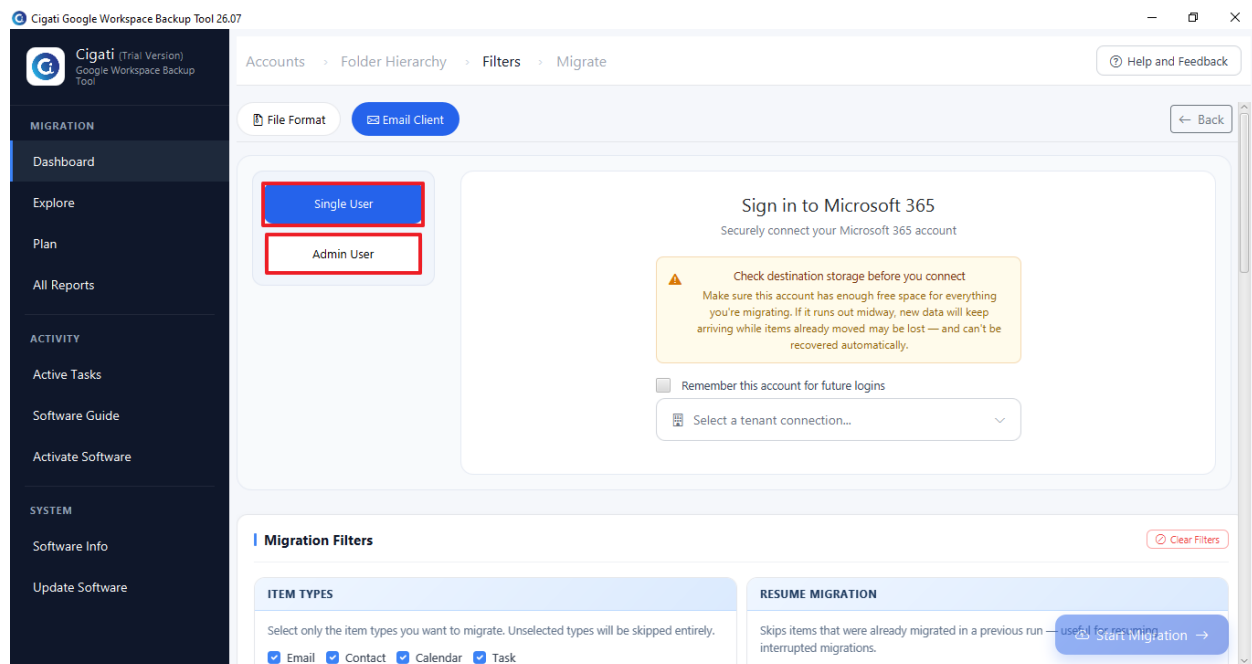
Step 06.2: Select Microsoft 365 as Destination Platform

After choosing Microsoft 365 as the destination, configure the target Microsoft 365 account where Google Workspace data will be migrated.

Click Continue to proceed with the connection setup.

The software provides two authentication methods:

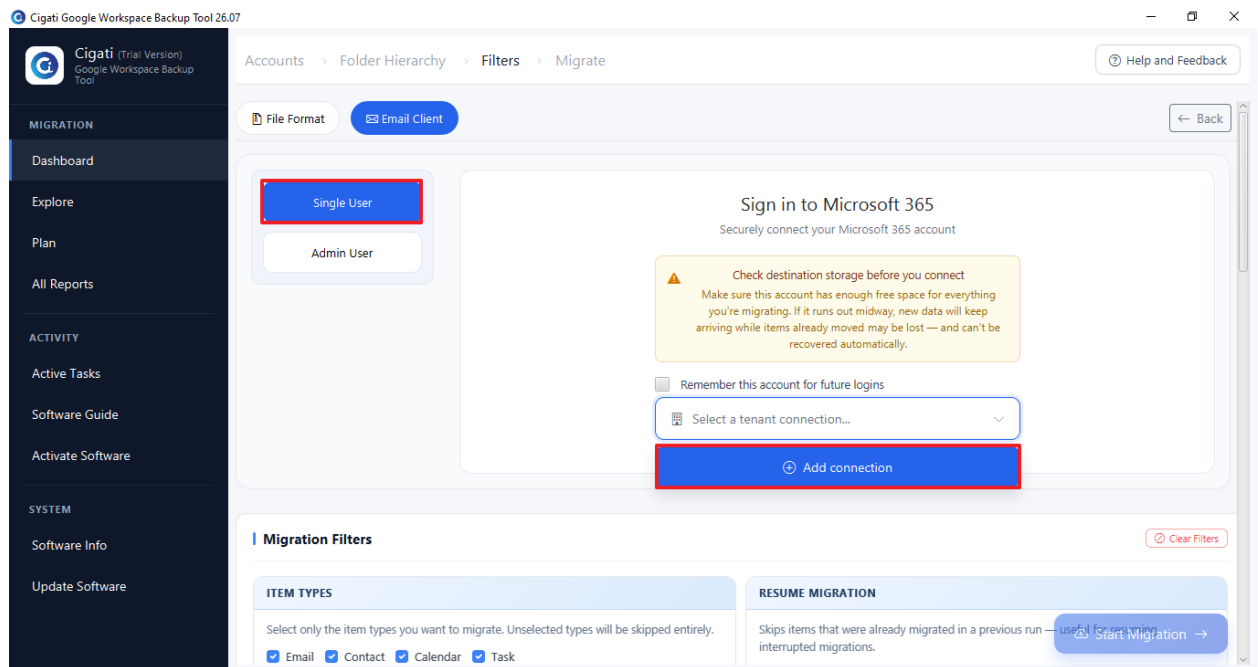
- **Single User Mode**
- **Admin User Mode**



Step 06.2.1: Connect Through Single User Mode

Follow these steps to connect an individual Microsoft 365 mailbox:

1. Select **Single User** from the left-side menu to migrate data to a specific Microsoft 365 account.
2. Enable the **Remember** this account for future logins option if you want the software to save the connection details.
3. Open the **Select** a tenant connection drop-down menu to view available Microsoft 365 connections.
4. If no tenant connection exists, click **Add Connection** to create a new Microsoft 365 account connection.



5. **After successful authentication**, continue with the migration configuration.
6. **Confirm** that the Microsoft 365 Connected status message appears, indicating that the account has been connected successfully.



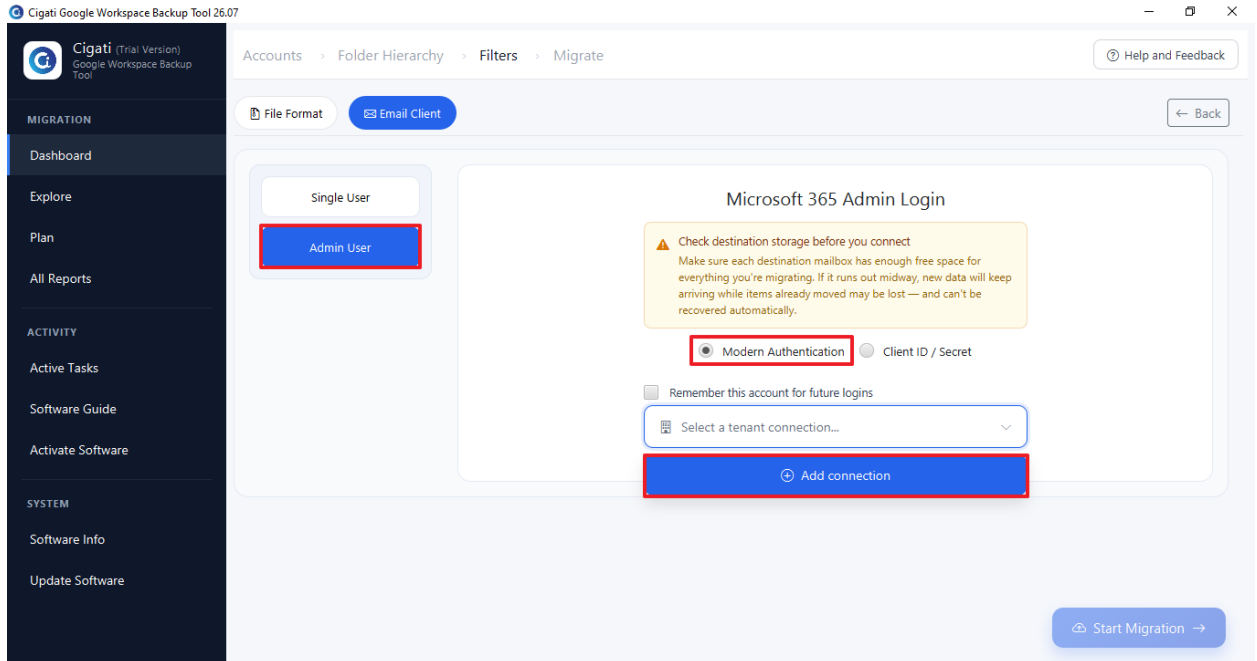
Authorization has been granted successfully.
Please switch to your application. You can close this page.

Step 06.2.2: Connect Using Admin User Mode with Modern Authentication

The Admin User Mode allows administrators to migrate mailbox data by connecting the software with a Microsoft 365 administrator account. This method uses Modern Authentication to establish a secure connection with the Microsoft 365 tenant.

Follow these steps to configure the connection:

1. Select **Admin User** from the left-side panel to perform migration using a Microsoft 365 administrator account.
2. Choose the **Modern Authentication** option.
3. Enable the **Remember this account** for future logins option if you want to save the connection details for future migration tasks.
4. Open the Select a tenant connection drop-down menu to view available Microsoft 365 tenant connections.
5. If no tenant connection is available, click **Add Connection** to create a new Microsoft 365 administrator connection.



6. **Enter** the Microsoft 365 administrator email address and sign in.
7. Provide the required Microsoft 365 account credentials to **complete authentication**.



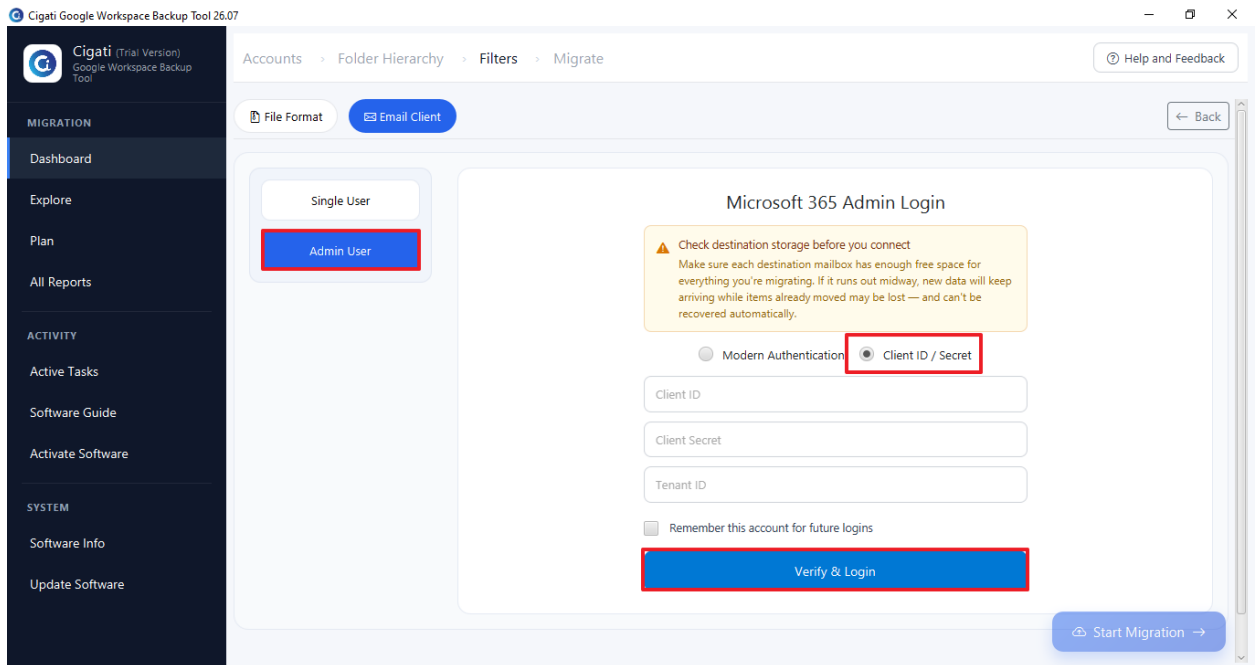
Step 06.2.3: Connect Using Admin User Mode with Client ID and Client Secret

The Client ID / Secret Authentication method allows administrators to connect Microsoft 365 using an application registered in Microsoft Entra ID (Azure Active Directory).

Follow these steps to establish the connection:

1. Select **Admin User** from the left navigation panel.
2. Choose the **Client ID / Secret Authentication** option.

3. Enter the required **Microsoft Entra ID** application details:
 - **Client ID**
 - **Client Secret**
 - **Tenant ID**
4. Enable the **Remember this account** for future logins option to save the authentication details for future use.
5. Click **Verify & Login** to validate the application credentials and create a secure connection with Microsoft 365.



Creating Client ID and Client Secret

To use this authentication method, administrators must first register an application in Microsoft Entra ID and configure the required API permissions.

The required mailbox permissions include:

- **User.ReadWrite.All**
- **Mail.ReadWrite**
- **Contacts.ReadWrite**
- **Calendars.ReadWrite**

These permissions allow the application to access mailbox data, contacts, and calendar information during migration.

Step 06.2.4: Select Microsoft 365 Tenant Users

After successfully granting permissions, the software retrieves user accounts from the connected Microsoft 365 tenant and displays them in the Tenant Users section.

Administrators can review the available users and select the mailboxes required for migration.

Tenant Users Panel: Displays all Microsoft 365 user accounts retrieved from the connected tenant.

User Selection Option: Allows users to select or remove individual licensed mailboxes for migration.

Search Users: Helps locate a specific Microsoft 365 account quickly by entering the user name or email address.

License Status Indicator: Shows whether a user account has an active license.

Only licensed user mailboxes are available for migration selection, except supported shared mailbox scenarios.

Download Sample CSV: Provides a sample CSV template that can be used for bulk user selection and mailbox mapping.

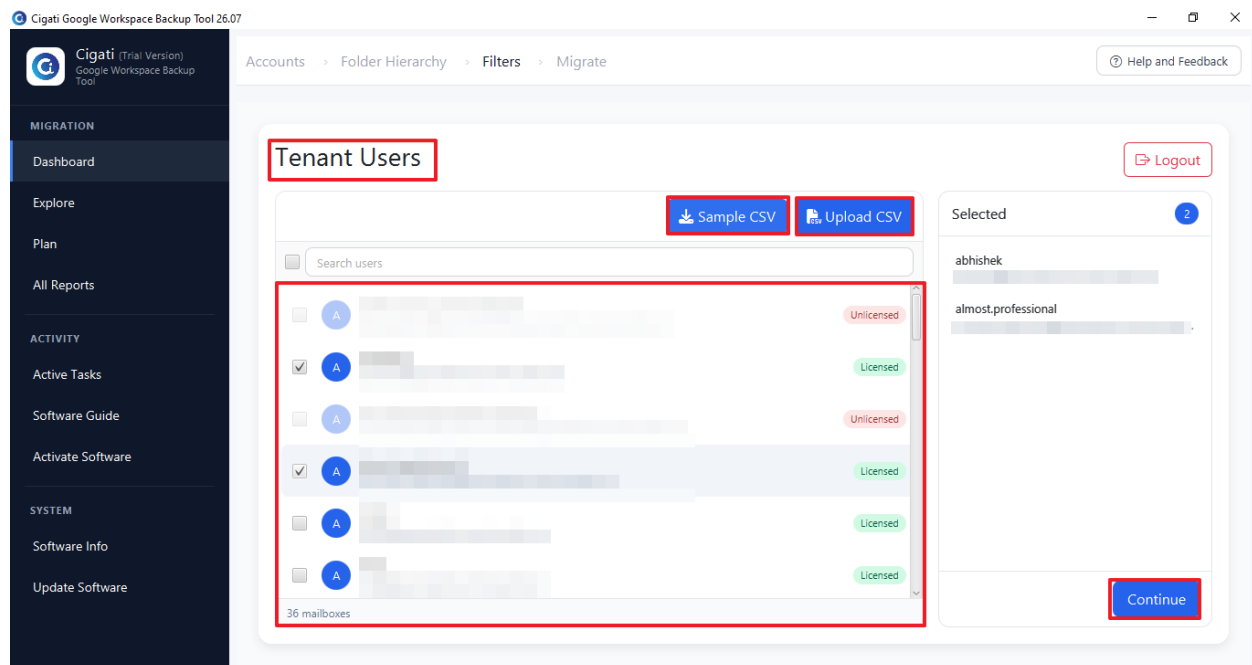
Upload CSV: Allows administrators to upload a CSV file containing user information for selecting multiple mailboxes at once.

Selected Users Panel: Displays all mailboxes selected for migration.

Selected User Counter: Shows the total number of user mailboxes currently selected.

Continue Button: Moves to the next migration configuration step after completing user selection.

Logout Option: Disconnects the current Microsoft 365 tenant connection and allows users to connect with another tenant account.



Note: For large-scale migrations involving multiple accounts, the CSV import option helps administrators select and map users more efficiently.

Step 06.2.5: Map Google Workspace Mailboxes to Microsoft 365 Mailboxes

The Map Mailboxes section allows administrators to associate source Google Workspace (formerly G Suite) mailboxes with their corresponding Microsoft 365 destination mailboxes. Mailbox mapping ensures that data from each source account is transferred to the correct destination account during migration.

Source Mailbox Selection

The left panel displays all selected Google Workspace mailboxes available for migration. Users can:

- Review source email addresses
- Select individual or multiple mailboxes
- Search for specific source accounts using the search option

Destination Microsoft 365 Mailbox Selection

The Destination M365 Mailboxes panel displays available Microsoft 365 user accounts. Users can:

- Select destination mailboxes for migration
- Search for specific Microsoft 365 accounts
- Review existing mailbox assignments through the mapped count indicator

Map Selected Option

After selecting source and destination mailboxes:

1. Click Map Selected to create the mailbox relationship.
2. The software links the selected Google Workspace accounts with the selected Microsoft 365 accounts.
3. Repeat the process until all required mailbox mappings are completed.

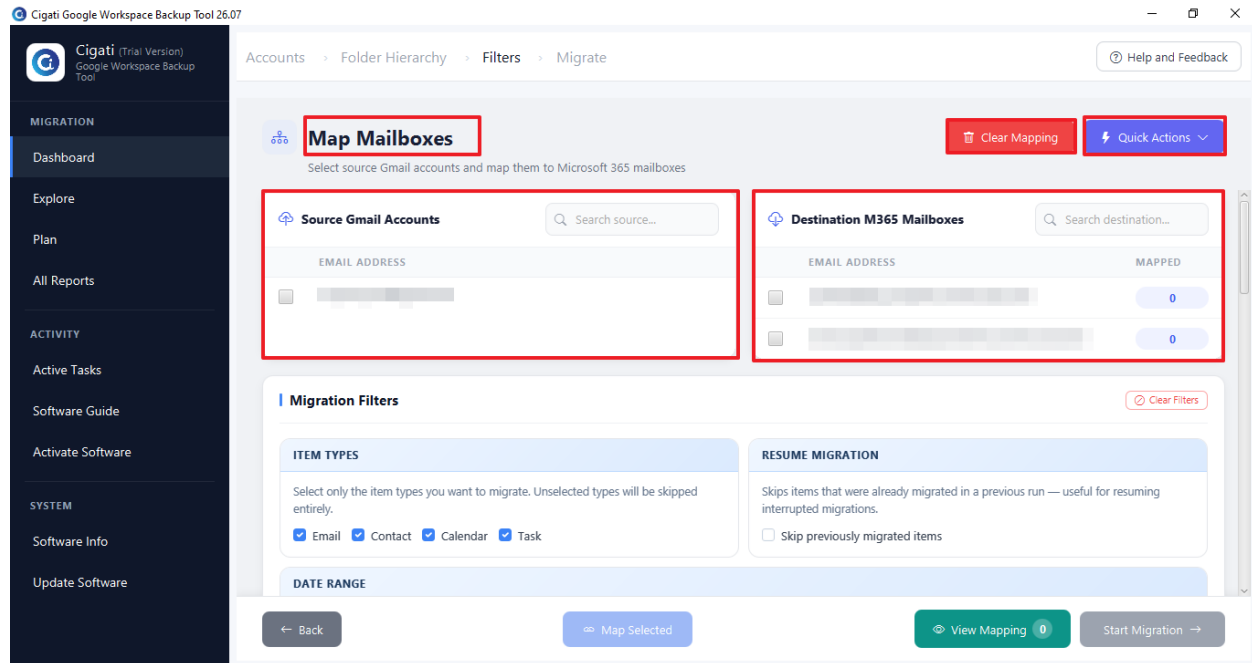
View Mapping Option

The View Mapping button allows administrators to review all configured mailbox relationships before starting migration.

It displays:

- Source mailbox details
- Destination mailbox details
- Current mapping configuration

This helps verify that each Google Workspace mailbox is assigned to the correct Microsoft 365 account.



Supported Mailbox Mapping Methods

The software supports different mailbox mapping scenarios to meet various migration requirements.

- **One-to-One Mapping:** Maps a single source mailbox to one destination mailbox.
- **One-to-Many Mapping:** Maps one source mailbox to multiple destination mailboxes.
- **Many-to-One Mapping:** Combines multiple source mailboxes into a single destination mailbox.
- **Many-to-Many Mapping:** Maps multiple source mailboxes with multiple destination mailboxes based on the defined migration plan.

Clear Mapping Option

The Clear Mapping button removes all existing mailbox assignments.

This option is useful when administrators need to modify the mapping structure or create a new mailbox mapping configuration.

Quick Actions for Mailbox Mapping

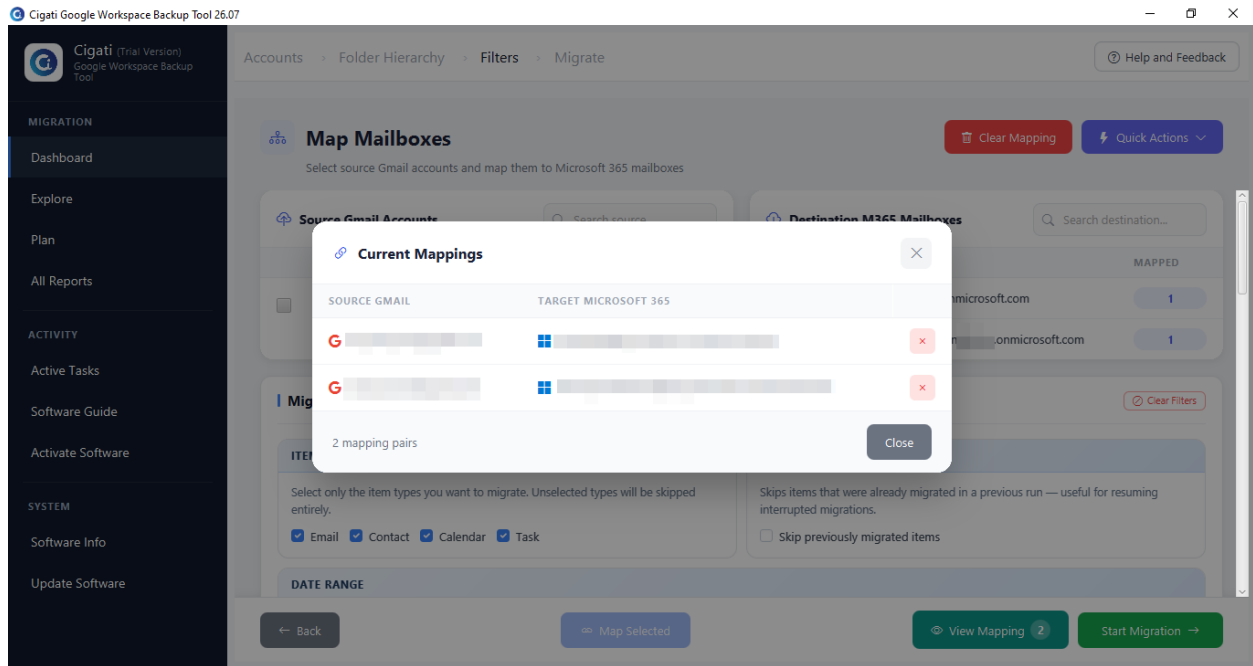
The Quick Actions feature provides automatic mapping options to simplify large mailbox migration projects.

Selected Source → All Destinations

- Maps the selected source mailboxes with all selected destination mailboxes.
- This option is useful when the same source mailbox data needs to be migrated to multiple destination accounts.

All Sources → Selected Destination

- Maps multiple selected source mailboxes to selected destination mailboxes.
- This option is helpful for mailbox consolidation scenarios where data from multiple accounts needs to be combined into fewer Microsoft 365 mailboxes.
- After completing mailbox mapping, verify all source and destination relationships using the View Mapping option before proceeding with the migration process.



Step 06.3: Select Google Workspace (DWD) as the Destination Platform

After selecting Google Workspace (DWD) as the destination platform, configure the target Google Workspace (formerly G Suite) account where the source data will be migrated. Click the Continue button to proceed with the destination account setup.

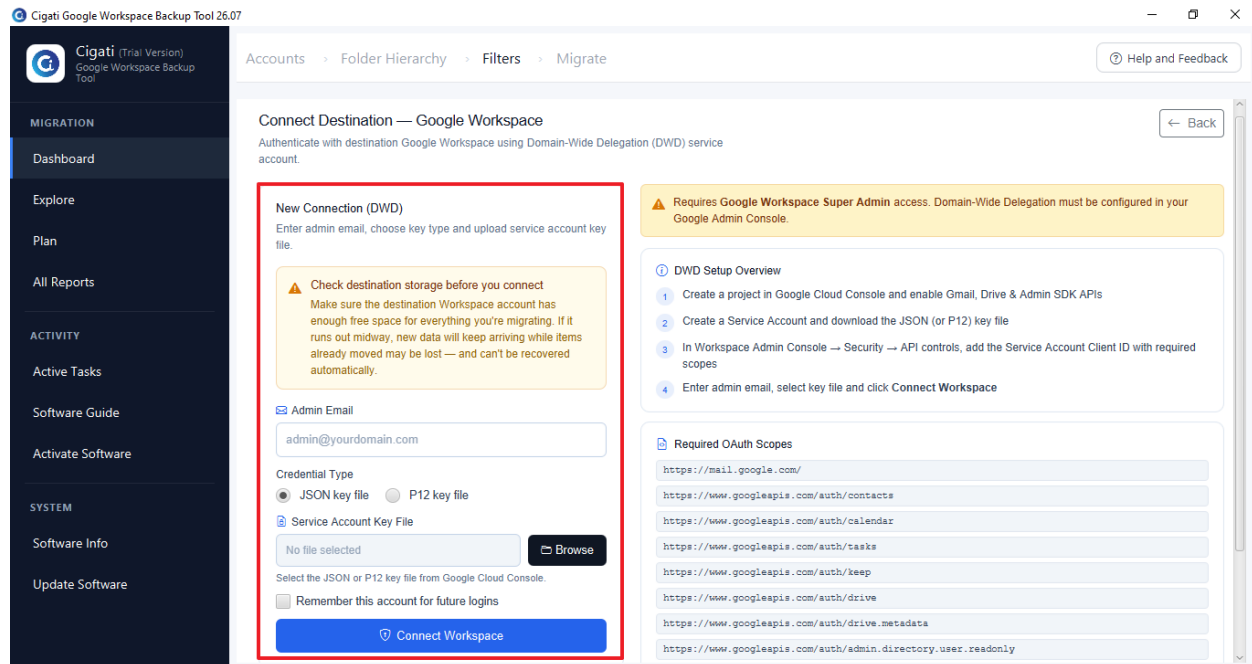
Step 06.3.1: Connect Destination Using Google Workspace Admin (DWD)

The Google Workspace DWD connection allows administrators to connect the destination account using Domain-Wide Delegation authentication.

Follow these steps to establish the connection:

1. Open the **Connect Destination – Google Workspace (formerly G Suite)** window.
2. Select the **New Connection (DWD)** option.
3. Enter the **Google Workspace administrator** email address in the Admin Email field.
4. Under Credential Type, choose the available authentication key type:

- **JSON Key File**
 - **P12 Key File**
5. Click **Browse** and select the downloaded service account key file.
 6. Enable the **Remember** this account for future logins option if you want to save the connection details for future migrations.
 7. Click **Connect** Workspace to authenticate the destination Google Workspace account.



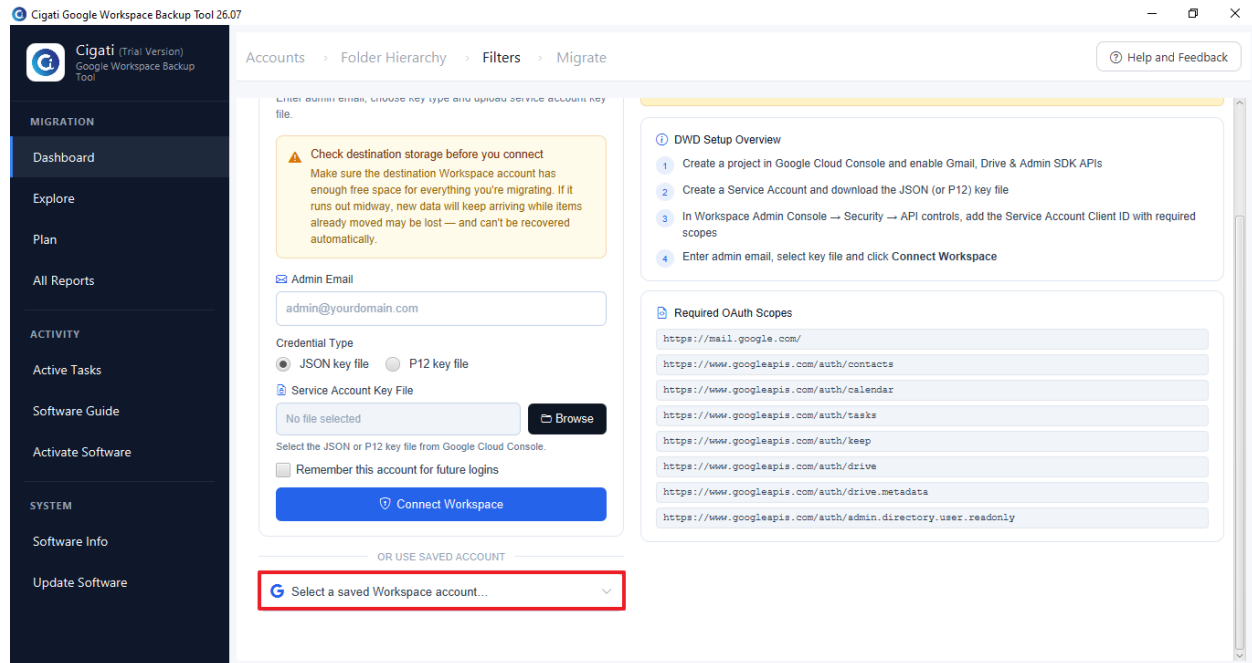
After successful authentication, continue with the migration setup and proceed to the next configuration step.

Step 06.3.2: Connect Using Quick Access – Saved Workspace Accounts

The Quick Access option allows users to reuse previously saved Google Workspace connections without creating a new connection.

Follow these steps:

1. Click **Choose a saved Workspace account** to open the list of previously configured accounts.
2. **Review** the available accounts and select the required destination account.
3. Verify the selected account information before continuing.
4. Click **Continue** with Selected Account to proceed with the authentication process.



Step 06.3.3: Select Destination Google Workspace Users

After connecting the destination account, the software retrieves and displays available Google Workspace user accounts in the Destination Workspace Users panel.

Users can select the required destination mailboxes for migration using the available options.

Destination Workspace Users Panel: Displays all user accounts available in the connected Google Workspace tenant.

User Selection Option: Allows users to select or deselect individual mailboxes that should receive the migrated data.

Search Users: Helps locate specific Google Workspace users quickly by searching with account details.

License Status Indicator: Displays the license status of each user account. Only eligible licensed accounts can be selected for migration.

Download Sample CSV: Provides a sample CSV template that can be used for bulk user selection and mailbox mapping.

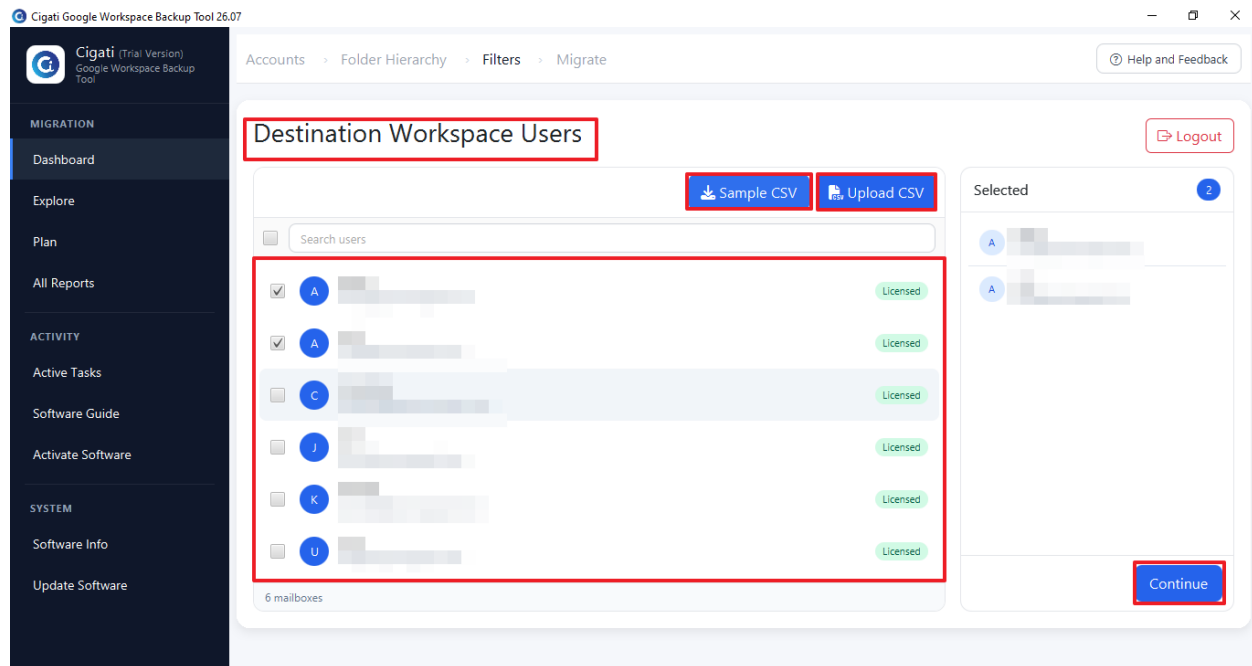
Upload CSV: Allows users to import a CSV file containing user details to select multiple destination accounts automatically.

Selected Users Panel: Displays all Google Workspace mailboxes selected for migration.

Selected User Counter: Shows the total number of destination mailboxes currently selected.

Logout Option: Disconnects the currently connected Google Workspace account and allows users to connect another account when required.

Continue Button: Moves to the next migration step after confirming the required destination users.



Step 06.3.4: Map Source Gmail Mailboxes to Destination Google Workspace Mailboxes

The Map Mailboxes section allows users to link source Gmail accounts with their corresponding destination Google Workspace mailboxes.

This mapping ensures that data from each source mailbox is transferred to the correct destination account during migration.

Select Source Mailboxes

The source mailbox panel displays all selected Gmail accounts available for migration. Users can:

- Review source email addresses.
- Select individual or multiple Gmail accounts.
- Use the search option to quickly find a specific source mailbox.

Select Destination Google Workspace Mailboxes

The destination mailbox panel displays all available Google Workspace user accounts.

Users can:

- Select the required destination mailbox.
- Search for specific destination accounts.
- Check the Mapped column to view existing mailbox assignments.

Map Selected Option

To create mailbox mappings:

1. Select the required source Gmail mailbox(es).
2. Select the corresponding destination Google Workspace mailbox(es).
3. Click Map Selected to establish the mailbox relationship.

The software connects the selected source and destination accounts. Repeat the process until all required mailbox mappings are completed.

View Mapping Option

The View Mapping option allows users to review all configured mailbox relationships before starting migration.

It provides a summary of:

- **Source Gmail accounts**
- **Destination Google Workspace accounts**
- **Assigned mailbox mappings**

This helps confirm that every source mailbox is connected with the correct destination account.

Supported Mailbox Mapping Types

The software supports multiple mailbox mapping scenarios:

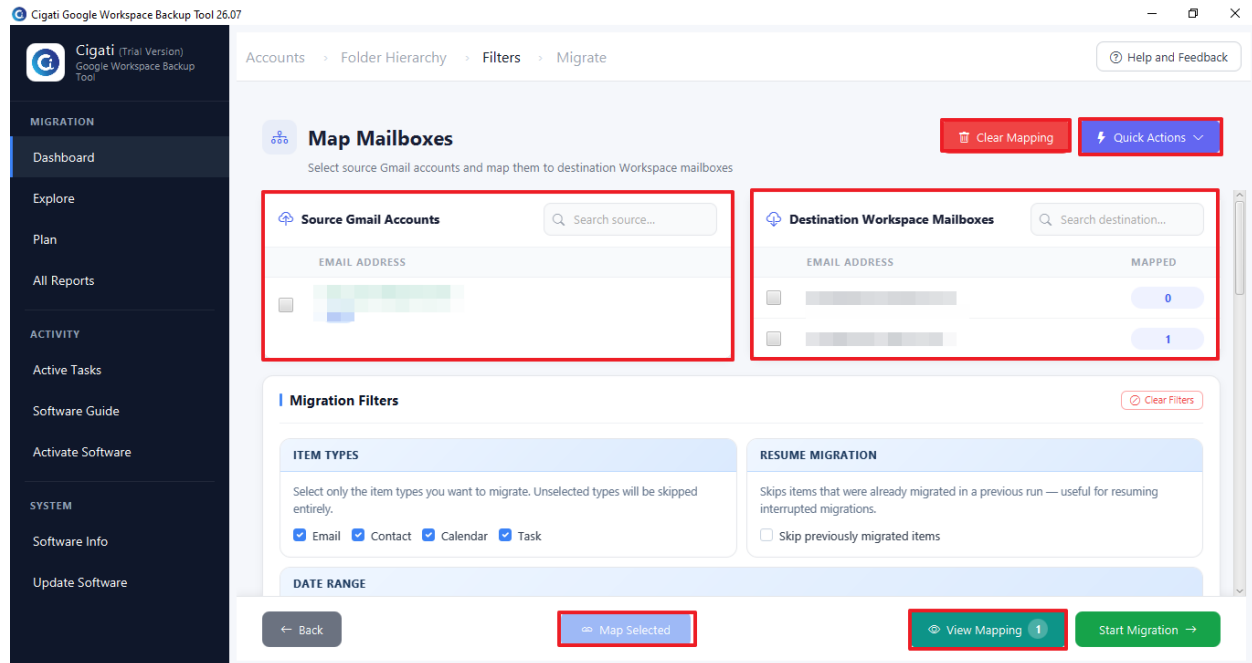
- **One-to-One Mapping:** Maps one source Gmail mailbox to one destination Google Workspace mailbox.
- **One-to-Many Mapping:** Maps a single source Gmail mailbox to multiple destination Google Workspace mailboxes.
- **Many-to-One Mapping:** Combines multiple source Gmail mailboxes into one destination mailbox.
- **Many-to-Many Mapping:** Maps multiple source Gmail mailboxes with multiple destination mailboxes according to the configured migration plan.

Clear Mapping Option

The Clear Mapping button removes all existing mailbox assignments.

This option can be used when administrators need to modify the current mapping setup or create a new migration mapping structure.

After clearing the mappings, users can create new mailbox relationships as required.



Quick Actions for Mailbox Mapping

The Quick Actions feature provides automated mapping options to simplify large mailbox migration projects.

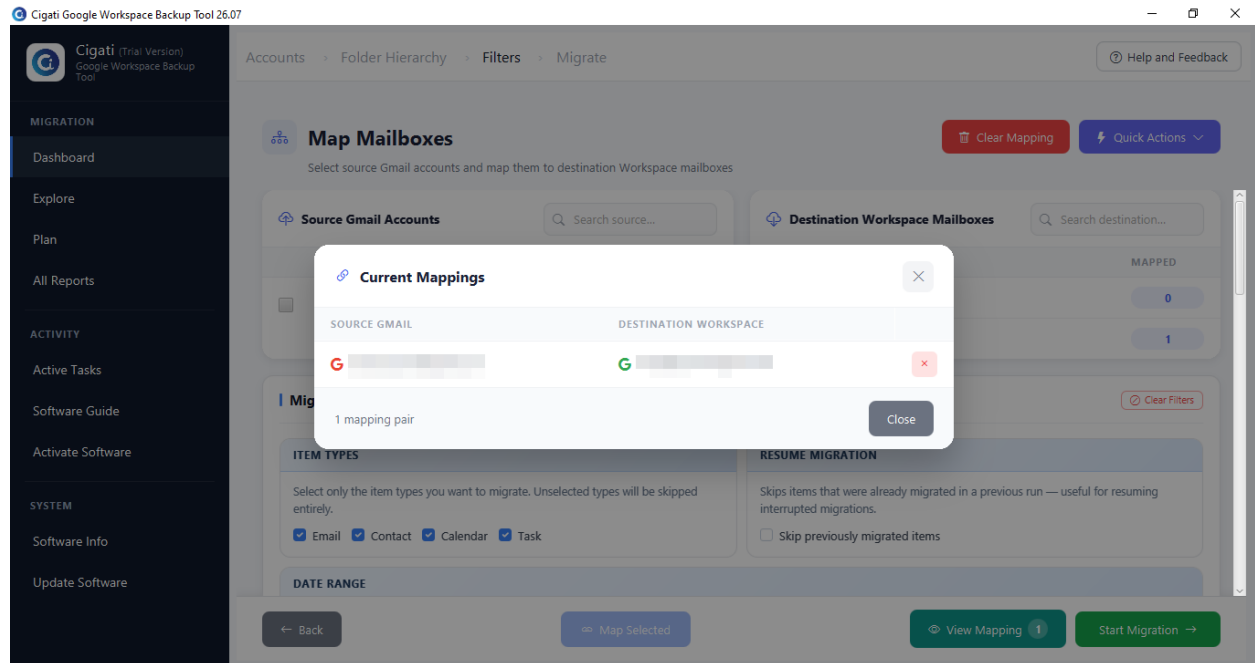
Selected Source → All Destinations

- Maps the selected source Gmail mailboxes with all selected destination Google Workspace mailboxes.
- This option is useful when the same source mailbox data needs to be migrated to multiple destination accounts.

All Sources → Selected Destination

- Maps multiple selected source Gmail mailboxes to selected destination Google Workspace mailboxes.
- This option is useful for mailbox consolidation scenarios where multiple source accounts need to be migrated into a single destination mailbox.

After completing mailbox mapping, review all configurations using View Mapping before proceeding with the migration process.

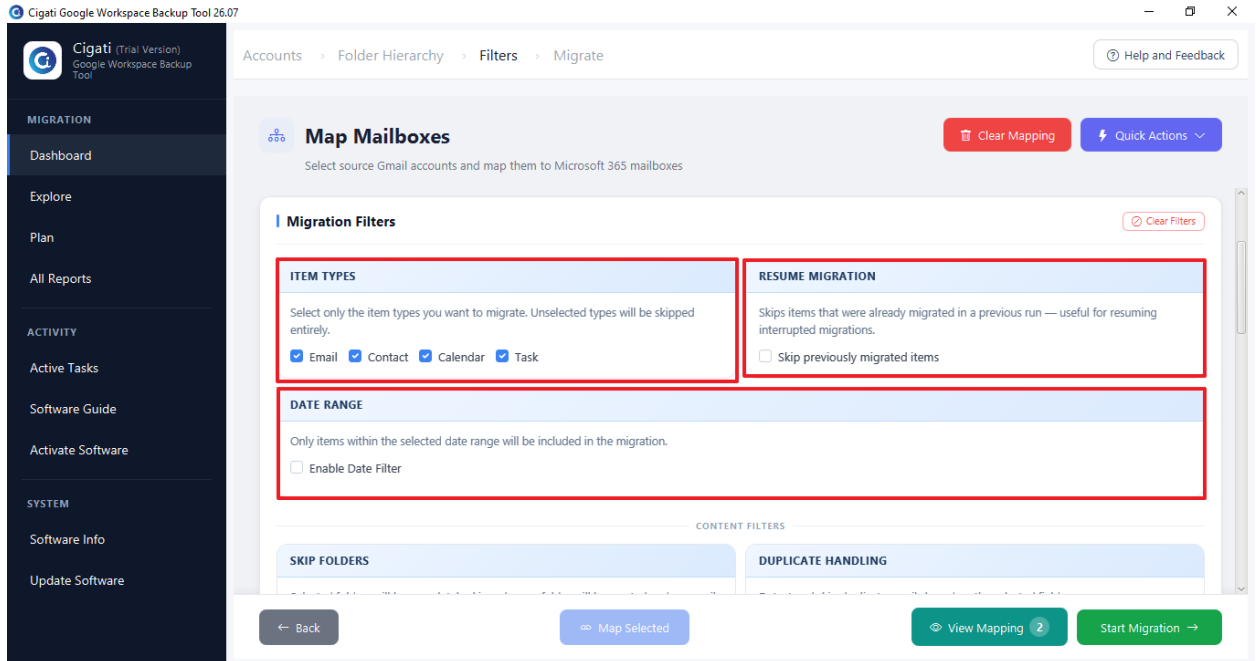


Migration Filters – Overview

The Migration Filters section provides advanced customization options to control which data is migrated from the source account. Users can apply different conditions based on data type, date range, folders, attachments, duplicates, and other settings to migrate only the required information and avoid unnecessary data transfer.

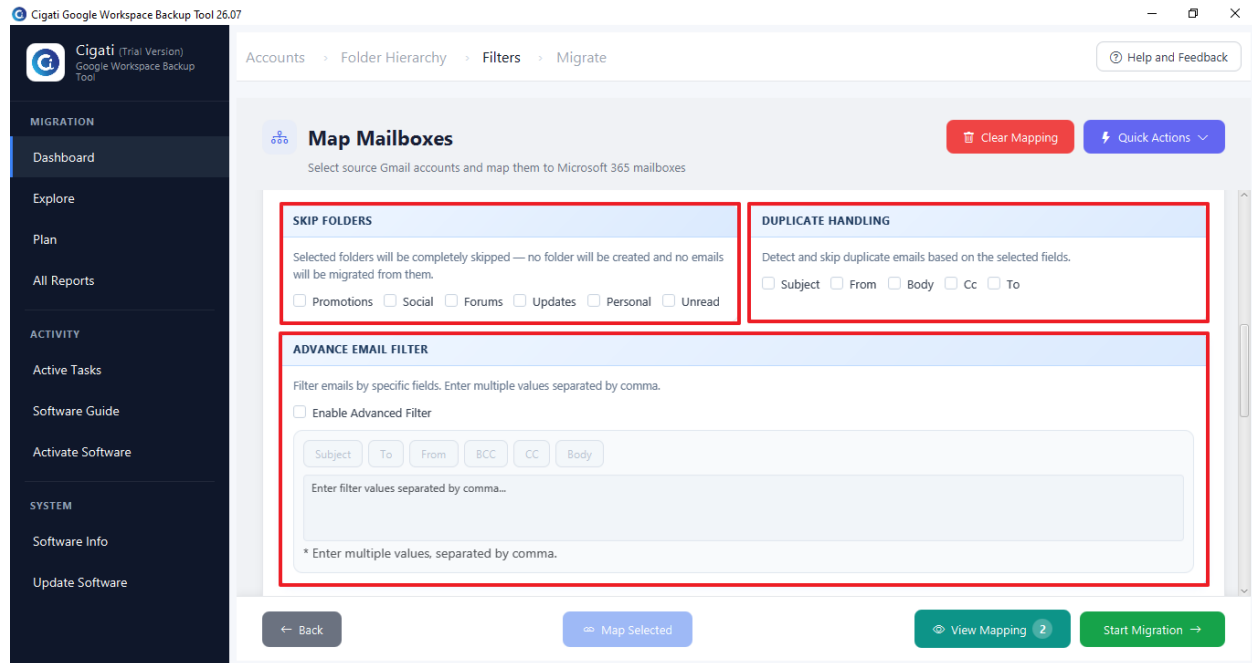
Data Selection Options

- **Item Types:** Allows users to choose specific mailbox data categories for migration, including emails, contacts, calendars, and tasks.
- **Resume Migration:** Continues an interrupted migration process by skipping items that have already been migrated successfully.
- **Date Range:** Allows migration of data created or modified within a selected time period.



Content Filter Options

- **Skip Folders:** Allows users to exclude selected Gmail folders, categories, or labels from the migration process.
- **Duplicate Handling:** Detects duplicate emails based on selected email properties and prevents duplicate data from being migrated.
- **Advanced Gmail Filter:** Provides filtering options to migrate emails based on specific fields, including:
 - **Subject**
 - **Sender (From)**
 - **Recipient (To)**
 - **CC**
 - **BCC**
 - **Email Body**

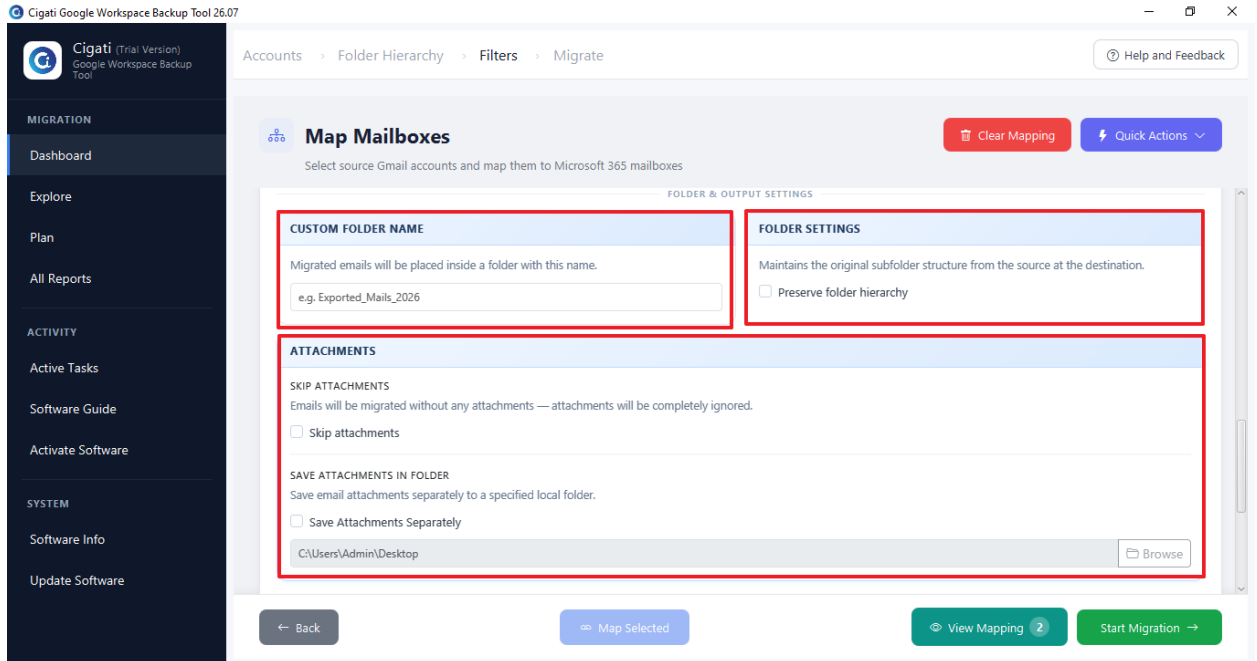


Folder and Output Configuration

- **Custom Folder Name:** Allows users to define a preferred folder name where migrated data will be stored.
- **Preserve Folder Hierarchy:** Maintains the original mailbox folder structure, labels, and subfolders during migration.

Attachment Management

- **Skip Attachments:** Transfers emails without including attached files.
- **Save Attachments Separately:** Extracts email attachments and stores them separately at the selected destination location.

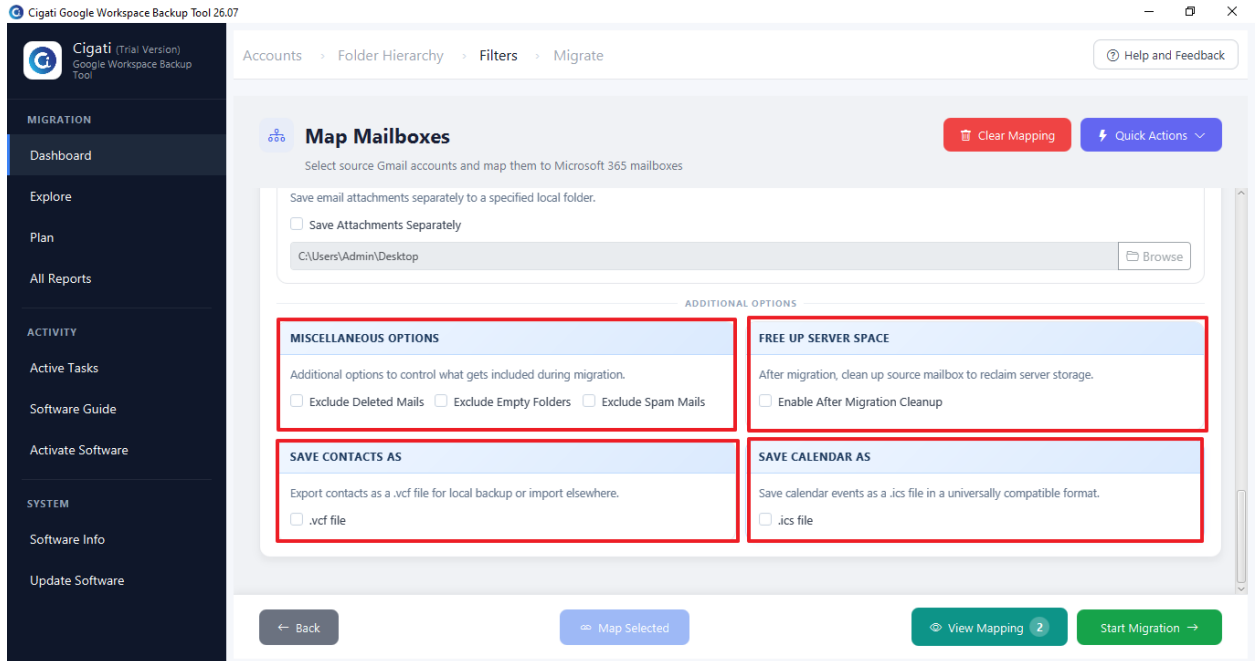


Additional Migration Settings

- **Miscellaneous Options:** Provides additional controls to exclude unwanted data such as deleted messages, empty folders, and spam folders.
- **Free Up Server Space:** The tool allows users to remove successfully migrated data from the source account after migration completion.

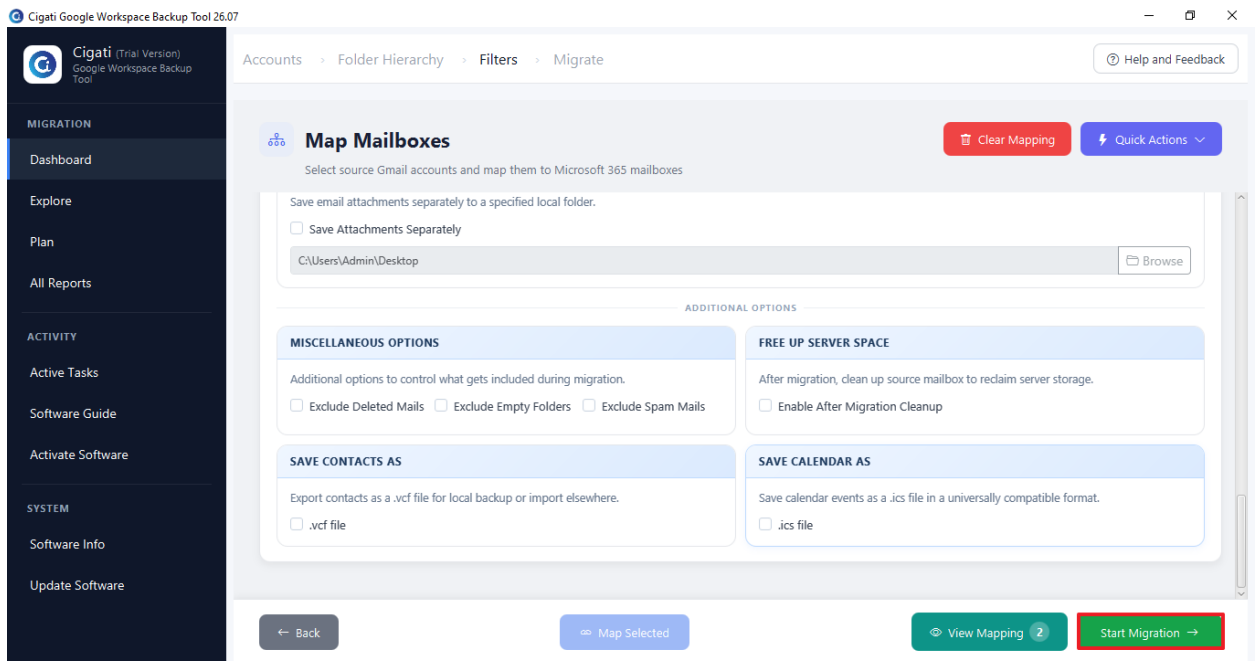
Available cleanup options include:

- **Move to Bin:** Moves migrated items to the source account's Trash/Bin folder. Users can restore these items later if required.
- **Delete Permanently:** Removes migrated items permanently from the source account without moving them to the Trash folder.
- The cleanup operation is performed only after successful migration completion and according to the selected option.
- **Save Contacts As:** Exports contacts in VCF format, making them compatible with different email clients and devices.
- **Save Calendar As:** Exports calendar events in ICS format for use with supported calendar applications.

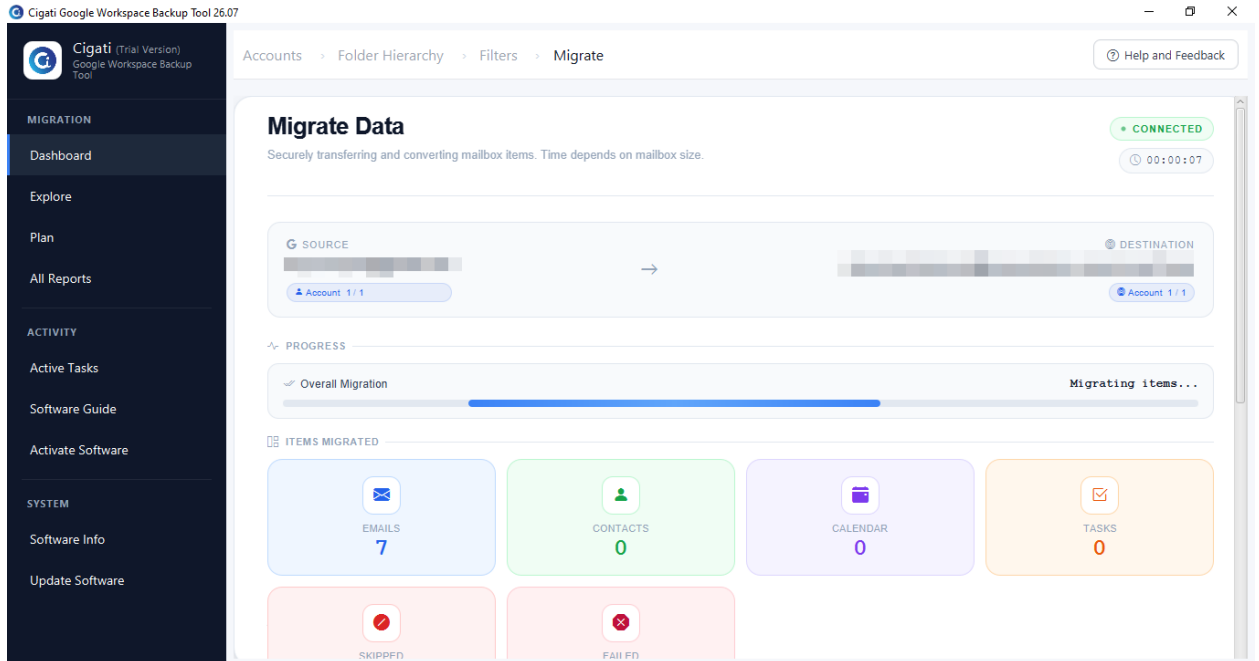


Step 07: Start Migration

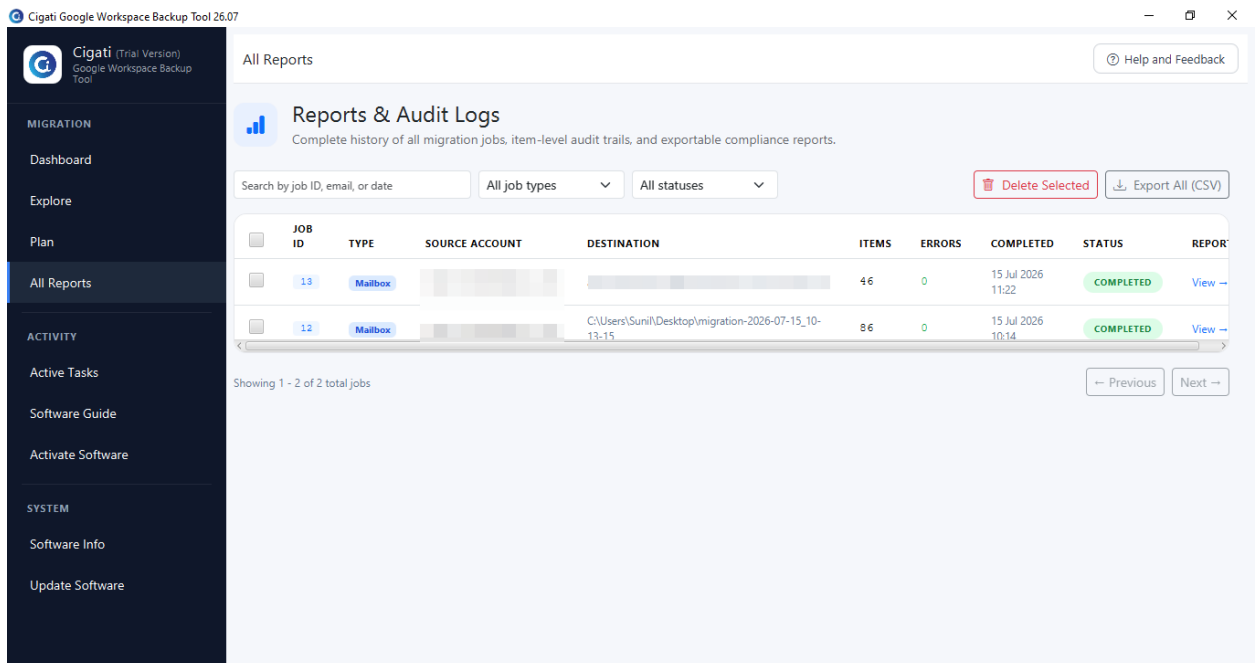
- After completing mailbox selection, mapping, and filter configuration, click the **Start Migration** button to begin transferring data.



- The software starts migrating the selected **Google Workspace (formerly G Suite)** mailbox data to the configured destination account according to the applied settings.



- Before starting the migration, verify the **source account**, **destination account**, **mailbox mappings**, and **filters** to ensure accurate data transfer.
- Users can track the migration progress from the **Active Tasks** section and view detailed migration results through **All Reports**.



Step 08: Migrate Data – Overview

The Migrate Data screen provides complete information about the migration process, including completion status, transferred data details, and migration statistics.

Migration Status: Displays the final migration result, connection status, and total duration required to complete the migration.

Source and Destination Information: Shows details of the source Google Workspace account and the destination location where the migrated data has been transferred.

Overall Migration Progress: Provides the overall progress status and confirms whether the migration has completed successfully.

Migrated Items Summary

Displays details of processed data, including:

- **Emails**
- **Contacts**
- **Calendars**
- **Tasks**
- **Skipped items**
- **Failed items**

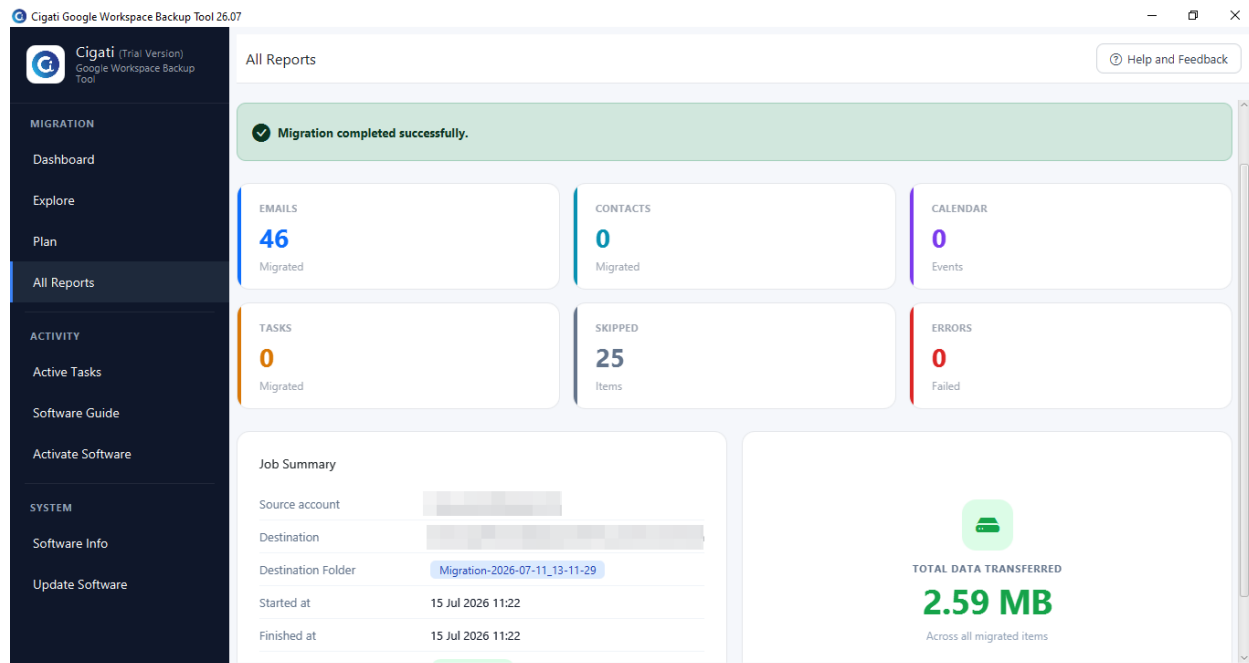
Folder Migration Progress: Shows the migration status of individual folders and identifies the folder currently being processed.

Folder Statistics: Provides information about the number of completed folders and total migrated items.

Data Transfer Information: Displays the total amount of data transferred during the migration process.

Destination Verification: The Destination Folder section allows users to verify the final migration location.

Completion Action: After migration completion, users can return to the Accounts section to manage additional migration tasks.



Frequently Asked Questions

Q1. What authentication options are supported by Cigati Google Workspace Migration and Backup Tool?

Ans. Cigati Google Workspace Migration and Backup Tool supports multiple secure authentication methods, including OAuth 2.0 authentication, IMAP with App Password, and Google Workspace Admin authentication using JSON or P12 service account credentials with Domain-Wide Delegation. These options allow users and administrators to securely connect individual accounts or perform bulk mailbox migrations.

Q2. Can the tool migrate Google Workspace data directly to Microsoft 365?

Ans. Yes, the tool supports direct migration of Google Workspace data to Microsoft 365 platforms. It allows users to transfer Gmail mailbox data, contacts, calendars, and other supported items to Microsoft 365 using secure authentication methods and Microsoft Graph API integration.

Q3. How does the software maintain mailbox structure during migration?

Ans. The tool preserves the original mailbox organization during migration, including folders, labels, subfolders, email

Q4. What should I check if Google Workspace Admin authentication fails?

Ans. Admin authentication may fail if the service account credentials are incorrect, Domain-Wide Delegation is not configured

properties, and other mailbox details. This ensures that users can access migrated data in the same structure as the source account.	properly, required API scopes are missing, or the administrator account does not have sufficient permissions. Verify the service account settings, API access, and assigned permissions before reconnecting.
Q5. Can I migrate selected Google Workspace data instead of the complete mailbox? Ans. Yes, the software provides advanced migration filters that allow users to select specific data for migration. Users can filter data based on folders, date range, email attributes, item types, attachments, and other conditions to migrate only the required information.	Q6. How does the tool support large-scale mailbox migration? Ans. The software supports bulk mailbox migration through CSV-based user mapping and multiple mailbox selection options. Administrators can migrate large numbers of accounts efficiently by configuring mailbox mappings, applying filters, and monitoring migration progress through reports.
Q7. What happens if a migration process is interrupted? Ans. If a migration is interrupted due to connectivity issues or other temporary problems, the Resume Migration option allows users to continue the process from where it stopped. Previously migrated items are skipped to avoid duplicate data transfer.	Q8. How does the tool handle duplicate data during migration? Ans. Cigati Google Workspace Migration and Backup Tool provides duplicate handling options to identify and skip duplicate emails during migration. The software checks selected email properties to prevent repeated migration of the same data and helps maintain a clean destination mailbox.