Configuring Gmail

To Create a Gmail account, go to Gmail and select Create Account
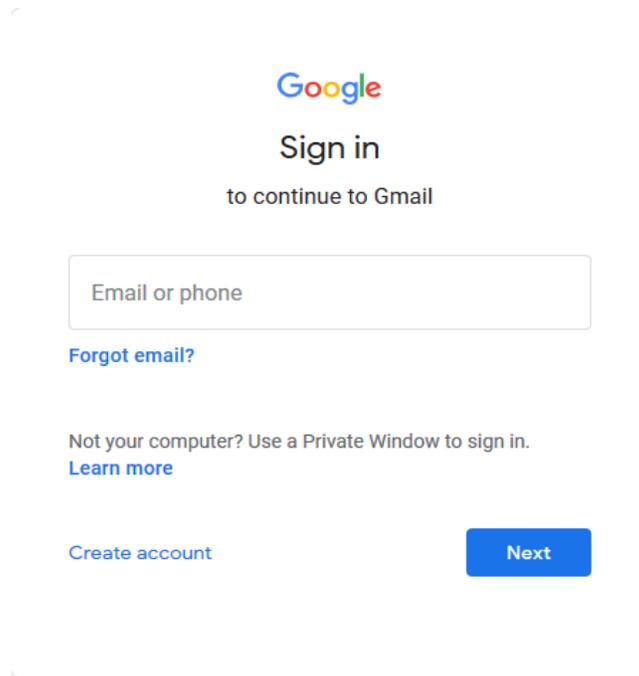
Once you select Create Account, you'll be asked to enter your information and create an

Email address.

Once you've entered your information and new email address, you'll be asked to enter your phone number, recovery email address (A secondary address, in case you forget your password and need to recover it), birthday and gender.

Google

bob, welcome to Google

testing990111@gmail.com

🇺🇸 ▼ | Phone number (optional) |

We'll use your number for account security. It won't be visible to others.

| Recovery email address (optional) |

We'll use it to keep your account secure

| Month ▼ | Day | Year |

Your birthday

| Gender ▼ |

Your personal info is private & safe

Why we ask for this information

Back   **Next**

You'll then be asked to verify your phone number

Google

Verify your phone number

To make sure this number is yours, Google will send you a text message with a 6-digit verification code. *Standard rates apply*

🇺🇸 (517)

Back   **Not now**   **Send**

And will then be asked to enter the verification code that was sent to you.

You'll then be asked if you'd like to have your number added to your account for use across other Google services, like video calls and messaging.

You can allow or skip this step. You'll then be taken to the Terms of Use screen. If you agree to the Terms of Service, select I Agree at the bottom.

You'll then be taken into your new email account. You can Compose a message, select your inbox, etc. from the left hand side of the screen.
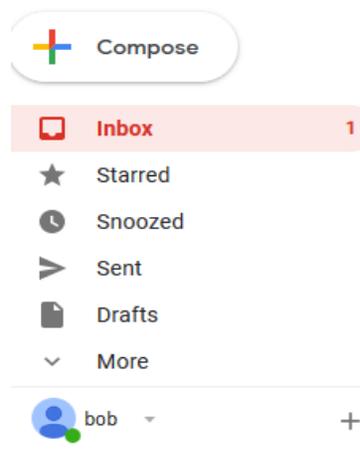
To set up your new Gmail account to work with other mail clients, use the steps outlined on these web pages.

Setting up Gmail in Outlook

Setting up Gmail in Thunderbird

Setting up Gmail in Apple Mail

Setting up Gmail in Windows Mail

Forwarding your mail from Zimbra

To Log into the Zimbra web client, go to mail.cbpu.com in your web browser.
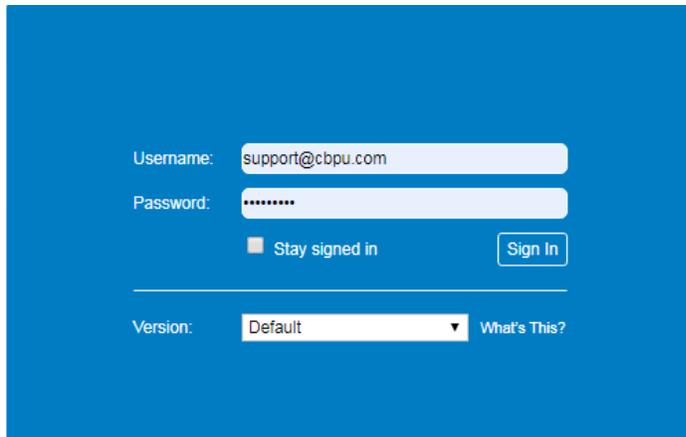
Once in the web mail, select inbox on the left.

In your inbox, you can select any message you would like to forward to your new mail

Address (You can select more than one at a time, or individually), by selecting the check box

To the left of the message.

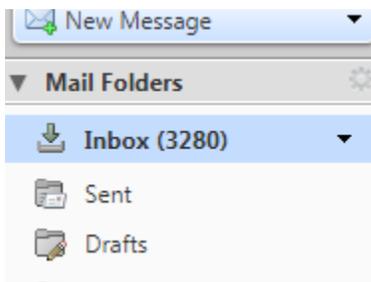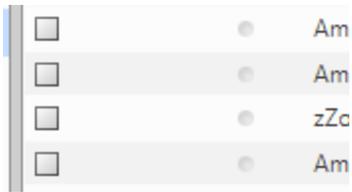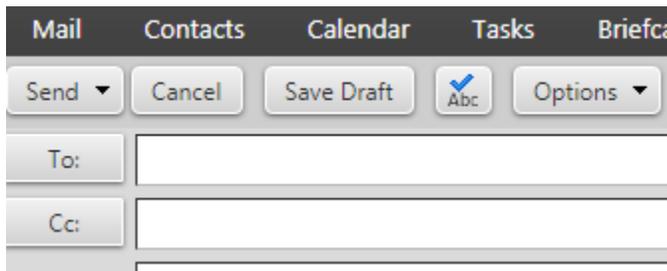Once you've selected the message, or messages, you'd like to forward, select the forward option at the top of the window.

Once you've selected forward, the forwarding screen will open and you can enter your new email address in the To: field, and select send.

Note: You can send the messages individually, or multiple messages at once. If you send multiple messages, they will all be sent as attachments under one email. You can then select the attachment to open it from within the sent email.

You can also set your CBPU mail to forward, and delete the local copy, to your new email address in the meantime.

To do so, once logged into the Zimbra web mail, Select Preferences at the top, then select Mail on the left side.

Once there, under Receiving Messages, enter you new email address in the field beneath Forward A Copy To, then select Remove local copy of Storage beneath that.

Receiving Messages

Message Arrival: Forward a copy to:

helpdesk2@coldwater.org
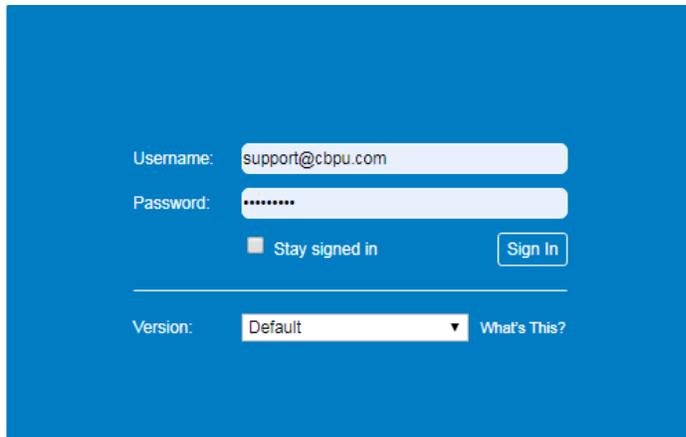
☐ Remove local copy of message

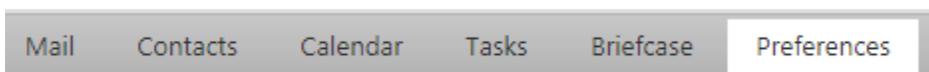Send a notification message to:

Enter email address

Note: Email forwarding will be discontinued on 6/1/2020
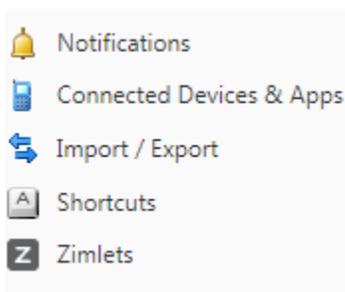
Exporting/Importing your contacts

To Log into the Zimbra web client, go to mail.cbpu.com in your web browser.
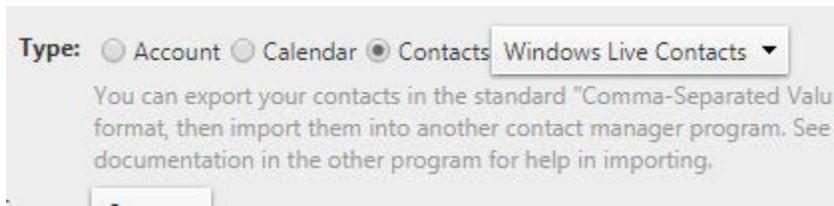

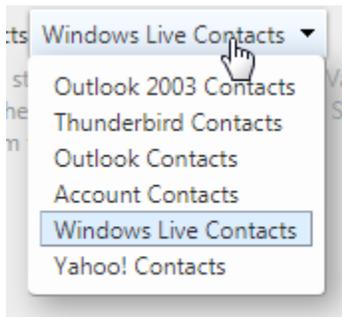Once logged in, select Preferences at the top of the window.

Once in Preferences, select Import / Export on the right side.

Under Export in the right pane, make sure that Contacts is selected.

Click on the drop down menu to the right of Contacts, and select the

Mail program you intend to import the contacts into.

Once you've selected the your mail program, click export. The contacts will be saved as a .csv file.
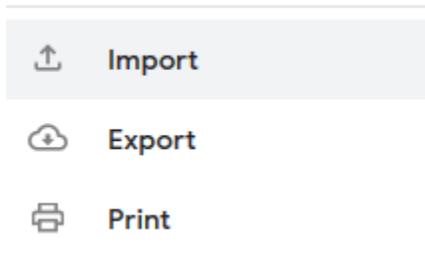
Importing contacts into Outlook

Importing contacts into Yahoo

Importing Contacts to your Gmail account

Import Contacts into Gmail

Log into your Gmail contacts by going to https://contacts.google.com/

Once logged in, select Import on the left side.

⬆ **Import**

☁ **Export**

🖨 **Print**

After selecting Import, click Select file and browse to the .cvs file you exported from Zimbra.

Import contacts

To import contacts, select a CSV or vCard file. Learn more

Select file

Cancel   Import

Once the file has been selected, click Import.

Select file   Bulk-Asset-Template-824.c...

Cancel   Import