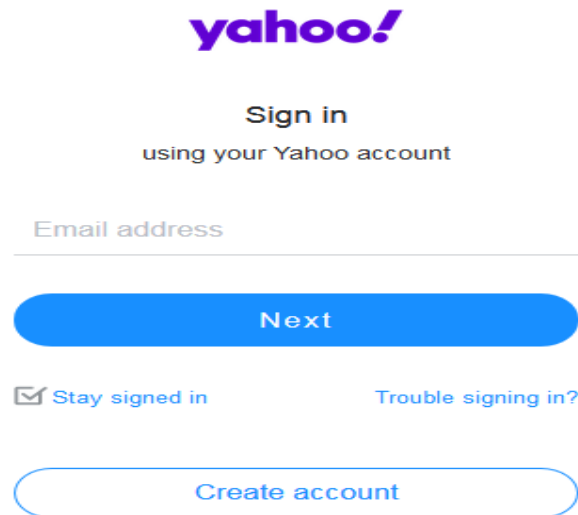


Yahoo Instructions

1. Creating a Yahoo account
2. Forwarding your Zimbra mail to Yahoo
3. Importing/Exporting your Contacts to Yahoo

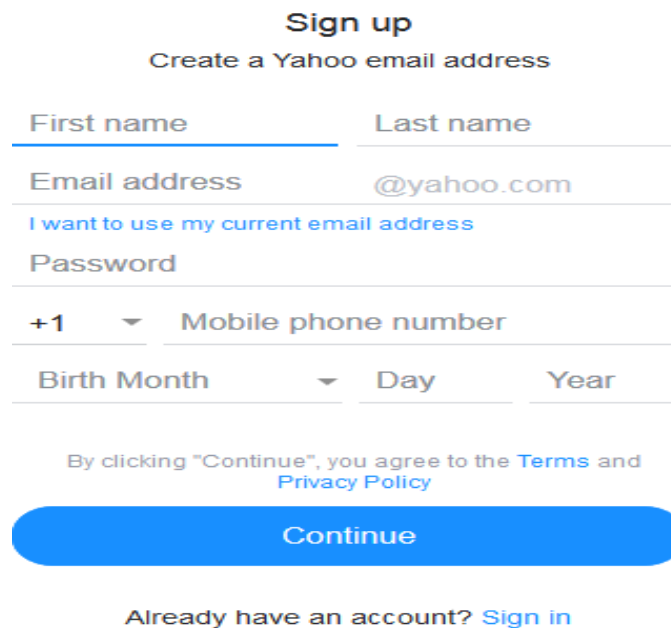
Switching to Yahoo Mail

To create a Yahoo email account, go to: [Yahoo](#) and select Create account.



The screenshot shows the Yahoo sign-in interface. At the top is the purple 'yahoo!' logo. Below it, the text 'Sign in using your Yahoo account' is centered. A text input field labeled 'Email address' is present. Below the input field is a blue button with the text 'Next'. Underneath the button are two links: 'Stay signed in' with a checked checkbox icon, and 'Trouble signing in?'. At the bottom of the form is a blue-outlined button with the text 'Create account'.

On the signup page, enter the required information and select continue.



The screenshot shows the Yahoo sign-up page. The title is 'Sign up' with the subtitle 'Create a Yahoo email address'. The form consists of several fields: 'First name' and 'Last name' (with a placeholder '@yahoo.com' in the last name field), 'Email address', a checkbox for 'I want to use my current email address', 'Password', a dropdown for 'Mobile phone number' (with a '+1' prefix), and a date selector for 'Birth Month', 'Day', and 'Year'. Below the form, there is a line of text: 'By clicking "Continue", you agree to the Terms and Privacy Policy'. At the bottom is a large blue button with the text 'Continue'. Below the button is a link: 'Already have an account? Sign in'.

You'll then see the screen to text a verification code, select the option to text me a verification code.

Verify your phone number

+1

We will send you a verification code to verify you're the owner of this phone.

Messaging and data rates may apply

[Text me a verification code](#)

or

[Call me with a verification code](#)

Enter the verification code that was sent to you and select Verify.

Verify that you have this phone

Enter the verification code we sent to

+1

Your verification code may take a few moments to arrive.
Please wait 31 seconds before trying to resend

[Verify](#)

or

[Call me with a verification code](#)

You'll then see a congratulations screen, click continue.



Congratulations!

[redacted]@yahoo.com

You can use this email address to access everything Yahoo

Continue

You'll then be taken to the Yahoo homepage. You can access the mail by selecting the envelope icon in the upper right hand corner of the page.



To set up Yahoo to work with your mail client, follow the instructions on the following web pages:

[Setting up Yahoo in Outlook 365](#)

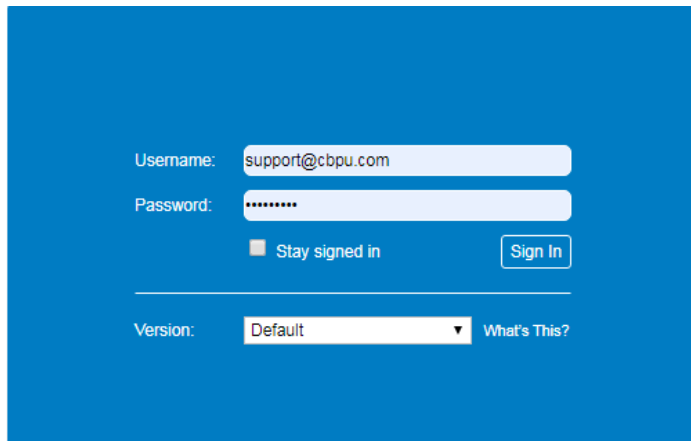
[Setting up Yahoo in Thunderbird](#)

[Setting up Yahoo in Apple Mail](#)

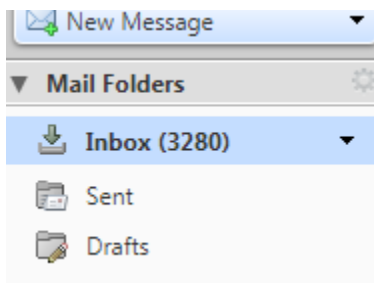
[Setting up Yahoo in Outlook](#)

Forwarding your mail from Zimbra

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



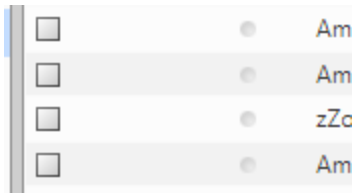
Once in the web mail, select inbox on the left.



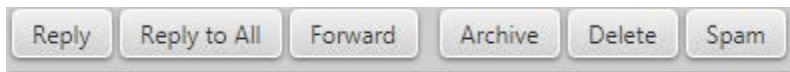
In your inbox, you can select any message you would like to forward to your new mail

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

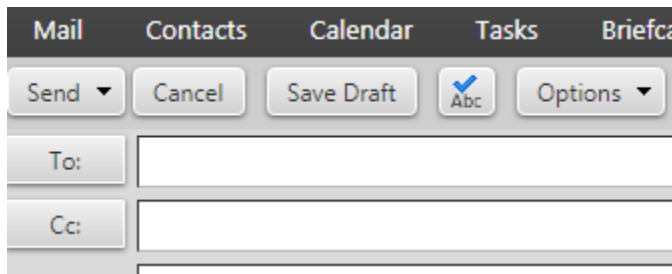
To the left of the message.



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

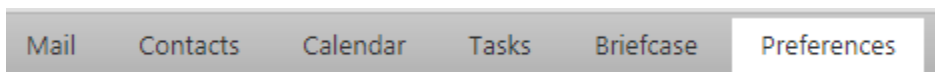
Note: Email forwarding will be discontinued on 1/1/2020

Exporting/Importing your contacts

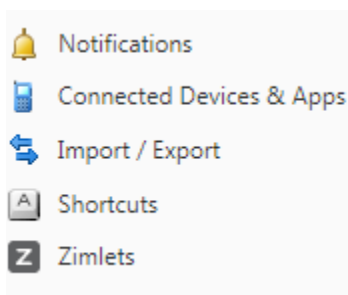
To Log into the Zimbra web client, go to mail.cbpu.com in your web browser.

A screenshot of the Zimbra login page. The background is a solid blue color. In the center, there is a white login form. It contains a 'Username:' label followed by a text input field containing 'support@cbpu.com'. Below that is a 'Password:' label followed by a password input field with masked characters. To the right of the password field is a checkbox labeled 'Stay signed in' and a blue 'Sign In' button. Below the password field is a horizontal line. Underneath the line is a 'Version:' label followed by a dropdown menu showing 'Default' and a 'What's This?' link.

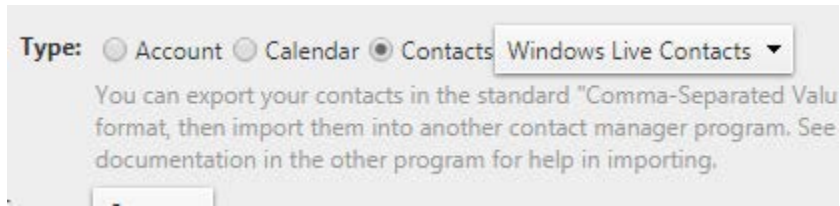
Once logged in, select Preferences at the top of the window.



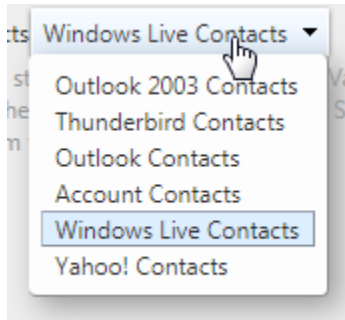
Once in Preferences, select Import / Export on the right side.



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](#)

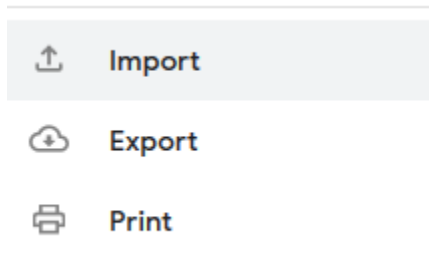
[Importing contacts into Yahoo](#)

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.



After selecting Import, click Select file and browse to the .csv 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
