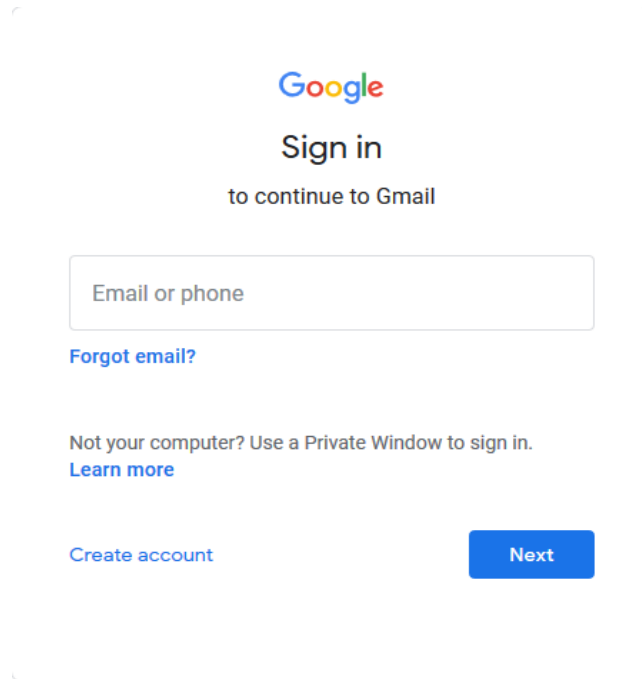


Gmail Instructions

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

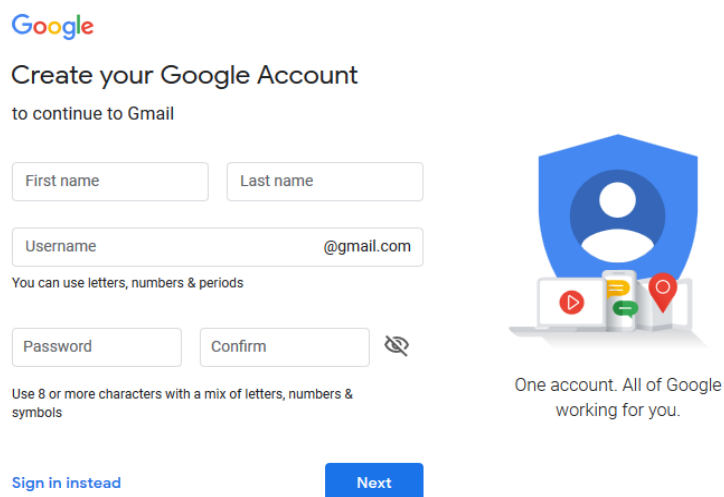
Configuring Gmail

To Create a Gmail account, go to [Gmail](#) and select Create Account





The image shows the Google sign-in page. At the top is the Google logo, followed by the text "Sign in to continue to Gmail". Below this is a text input field labeled "Email or phone". Underneath the field is a link "Forgot email?". Further down, there is a note: "Not your computer? Use a Private Window to sign in." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next".


Once you select Create Account, you'll be asked to enter your information and create an Email address.



The image shows the "Create your Google Account" page. It features the Google logo and the heading "Create your Google Account to continue to Gmail". The form includes several input fields: "First name" and "Last name" (two separate boxes), "Username" (with "@gmail.com" pre-filled), "Password" and "Confirm" (two separate boxes with an eye icon for visibility). Below the password fields is a note: "Use 8 or more characters with a mix of letters, numbers & symbols". To the right of the form is a graphic of a blue shield with a white person icon, and below it are icons for YouTube, Gmail, and Maps. Below the graphic is the text: "One account. All of Google working for you." At the bottom left is a link "Sign in instead" and at the bottom right is a blue button labeled "Next".

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.


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

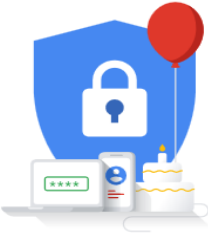
Month Day Year

Your birthday

Gender


[Why we ask for this information](#)

[Back](#) [Next](#)




Your personal info is private & safe

You'll then be asked to verify your phone number


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.



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)

G-

[Back](#)

[Call instead](#)

[Verify](#)

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.




Get more from your number

If you like, you can add your phone number to your account for use across Google services. [Learn more](#)

For example, your number will be used to

Receive video calls & messages

 Make Google services, including ads, more relevant to you

[More options](#)

[Back](#)

[Skip](#)

[Yes, I'm in](#)

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.



Privacy and Terms

Combining data

We also combine this data among our services and across your devices for these purposes. For example, depending on your account settings, we show you ads based on information about your interests, which we can derive from your use of Search and YouTube, and we use data from trillions of search queries to build spell-correction models that we use across all of our services.

You're in control

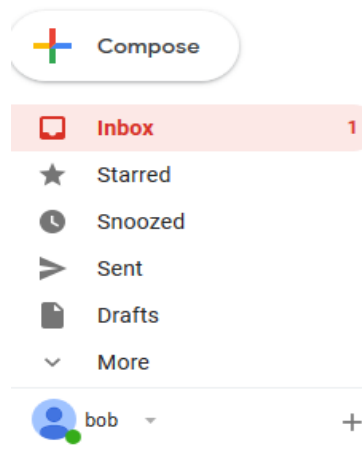
Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data now by clicking "More Options" below. You can always adjust your controls later or withdraw your consent for the future by visiting My Account (myaccount.google.com).

[MORE OPTIONS](#) 

[Cancel](#)

[I agree](#)

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](#)

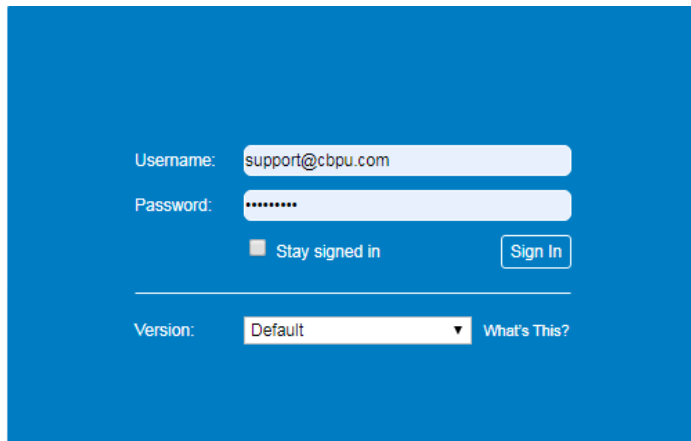
[Setting up Gmail in Thunderbird](#)

[Setting up Gmail in Apple Mail](#)

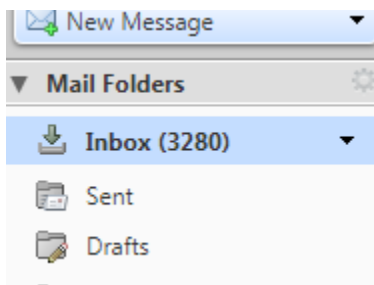
[Setting up Gmail in Windows Mail](#)

Forwarding your mail from Zimbra

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



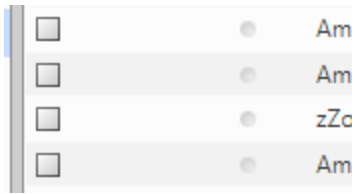
Once in the web mail, select inbox on the left.



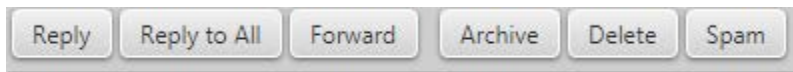
In your inbox, you can select any message you would like to forward to your new mail

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

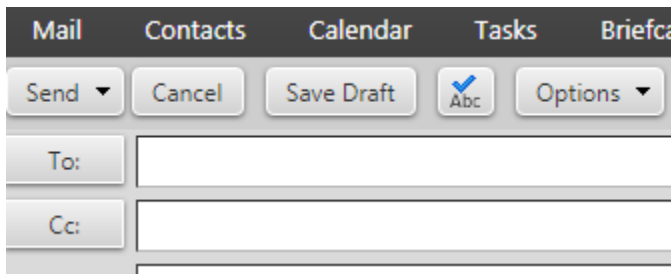
To the left of the message.



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

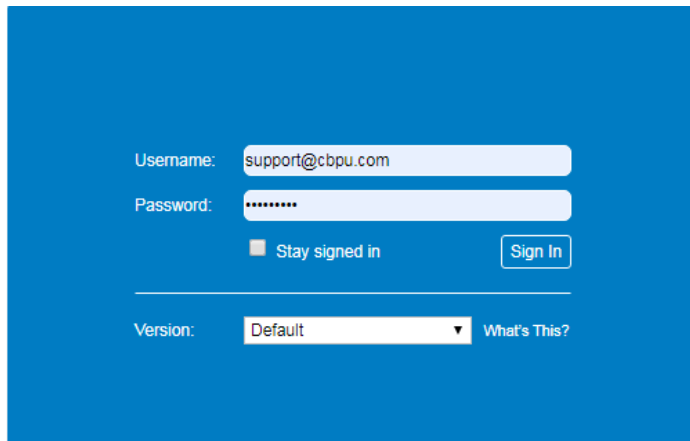
Send a notification message to:

Enter email address

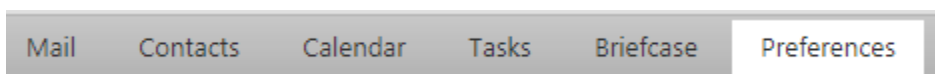
Note: Email forwarding will be discontinued on 1/1/2020

Exporting/Importing your contacts

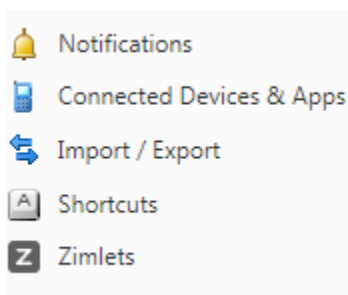
To Log into the Zimbra web client, go to mail.cbpu.com in your web browser.

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.

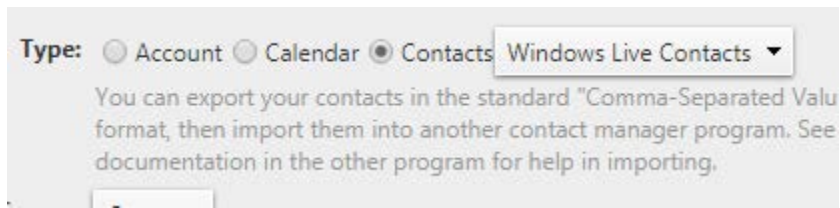
Once logged in, select Preferences at the top of the window.



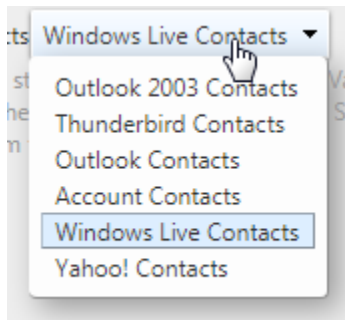
Once in Preferences, select Import / Export on the right side.



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](#)

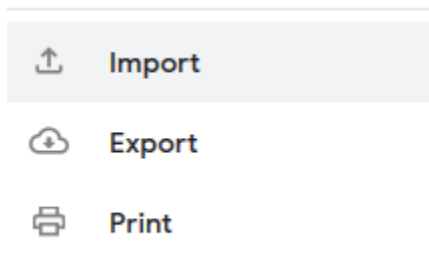
[Importing contacts into Yahoo](#)

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
