

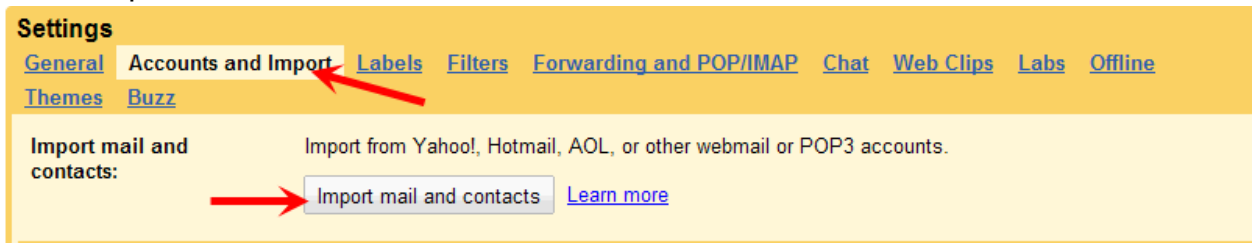
Importing your “@Students.Dominican.Edu” emails into another Gmail account

If you would like to save all of your emails that are currently in your Dominican student account you can import them into another gmail account. For importing into the Alumn account there are a couple of differences. Look for the blue text. Here are the steps to follow:

1. Open the Google gmail account that you want to import into. (Not your Dominican account).
2. Go to **Settings** in the upper right corner.
3. Go to **Forwarding and POP/IMAP Tab**.
4. Be sure POP is Enabled (see picture below).

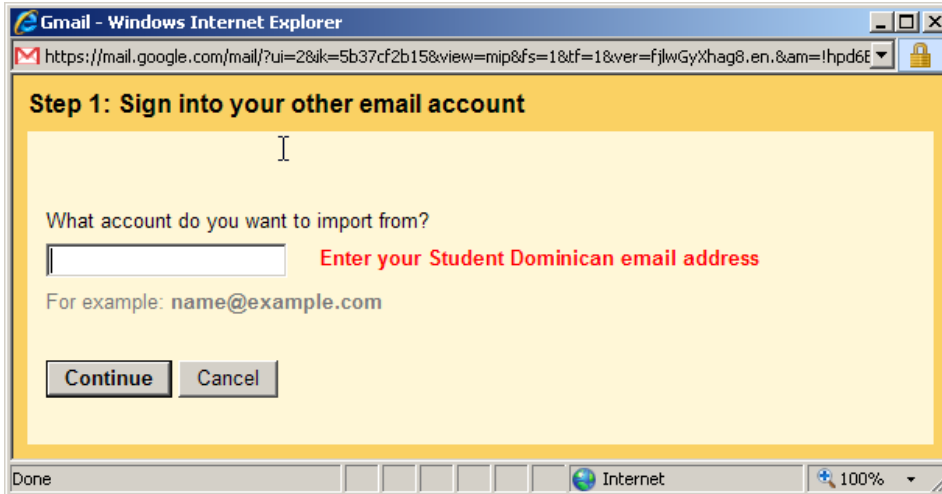


5. Go to **Accounts and Import Tab (Accounts in Alumni mail)**
6. Click “Import mail and contacts” button



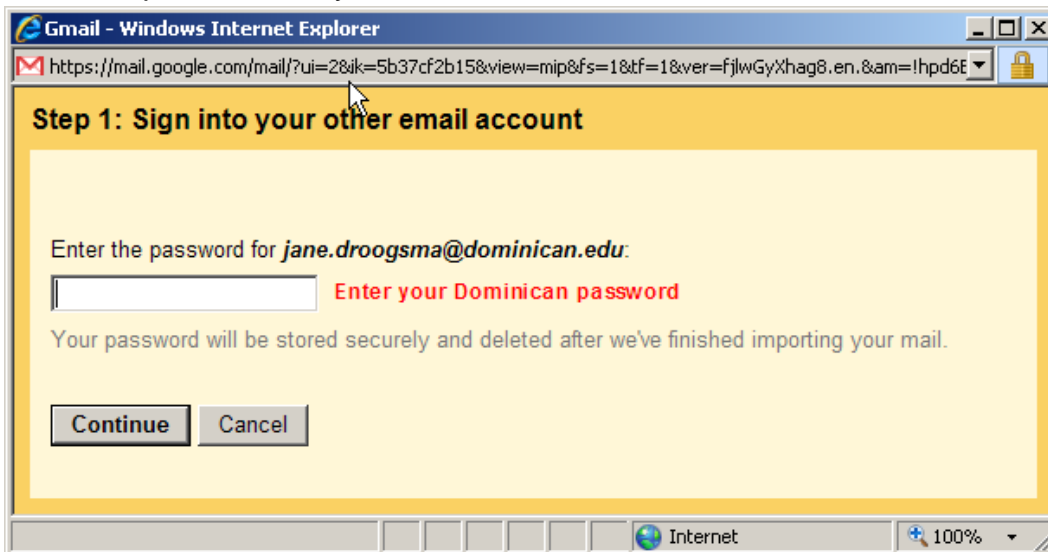
For alumni account – there will be a “Get mail from other account” section, click on “Add a mail account you own”.

7. A window will pop up, enter your Student Dominican email address and hit Continue



The screenshot shows a Windows Internet Explorer browser window displaying the Gmail interface. The address bar shows a URL for importing mail. The main content area is a yellow dialog box titled "Step 1: Sign into your other email account". It contains a text input field with a cursor, the text "What account do you want to import from?", and a red instruction "Enter your Student Dominican email address". Below the input field is an example "name@example.com" and two buttons: "Continue" and "Cancel". The browser's status bar at the bottom shows "Done", "Internet", and "100%" zoom.

8. Enter the password for your Dominican account and hit Continue



The screenshot shows the same Gmail dialog box as above, but now it prompts for a password. The text reads "Enter the password for jane.droogsma@dominican.edu:" followed by a text input field and a red instruction "Enter your Dominican password". Below the input field is the text "Your password will be stored securely and deleted after we've finished importing your mail." and two buttons: "Continue" and "Cancel". The browser's status bar at the bottom shows "Internet" and "100%" zoom.

9. Enter your Dominican password again. Then enter your Student Dominican email address to include the @students.dominican.edu domain. Enter the POP server as – pop.gmail.com. Change the Port to 995 and check the box for “Use SSL”. Hit Continue.

The screenshot shows the Gmail interface in a Windows Internet Explorer browser window. The title bar reads "Gmail - Windows Internet Explorer". The address bar shows a URL starting with "https://mail.google.com/mail/?ui=2&ik=5b37cf2b15&view=mip&fs=1&tf=1&ver=fjIwGyXhag8.en.&am=!hpd6E". The main content area has a yellow background and is titled "Step 1: Sign into your other email account". It contains the following fields and instructions:

- Instruction: "Enter the password for *jane.droogsma@dominican.edu*:"
- Field: A password input field with masked characters (dots).
- Text: "Re-enter your Dominican password" in red.
- Text: "Your password will be stored securely and deleted after we've finished importing your mail."
- Text: "Gmail couldn't identify your POP server. Please enter your POP server information below."
- Field: "POP username:" with the value "@students.dominican.edu".
- Text: "Enter your entire Dominican email address - first.lastname@students.dominican.edu" in red.
- Field: "POP server:" with the value "pop.gmail.com".
- Field: "Port:" with a dropdown menu showing "995".
- Field: "Use SSL" checkbox, which is checked.
- Buttons: "Continue" and "Cancel".
- Text: "Be sure to enter correct POP server (pop.gmail.com) and change the Port to 995. Check the 'Use SSL' box." in red.

10. Select the appropriate check boxes and “Start import”.

The screenshot shows the Gmail interface in a Windows Internet Explorer browser window. The title bar reads "Gmail - Windows Internet Explorer". The address bar shows a URL starting with "https://mail.google.com/mail/?ui=2&ik=5b37cf2b15&view=mip&fs=1&tf=1&ver=fjIwGyXhag8.en.&am=!hpd6E". The main content area has a yellow background and is titled "Step 2: Import options". It contains the following fields and instructions:

- Instruction: "Select the import options for *jane.droogsma@dominican.edu*:"
- Field: "Import mail" checkbox, which is checked.
- Field: "Leave a copy of retrieved message on the server" checkbox, which is unchecked.
- Field: "Archive incoming messages (Skip the Inbox)" checkbox, which is checked.
- Field: "Add label to all imported mail:" with the value "jane.droogsma@students".
- Text: "Check appropriate boxes and hit Start Import" in red.
- Buttons: "Start import" and "Cancel".

SEE HOW TO EXPORT CONTACTS BELOW:

Exporting Contacts

You can quickly export your Gmail Contacts list into a CSV file. Here's how:

1. Sign in to Gmail.
2. Click **Contacts** along the side of any Gmail page.
3. Click **Export** at the top of your Contacts list.
4. Choose whether to export all contacts or only one group.
5. Select the format in which you'd like to export your contacts' information.
6. Click **Export**.
7. Choose **Save to Disk** then click **OK**.
8. Select a location to save your file, and click 'OK.'

You can then import them into another gmail or email system.