



## Moving saved messages and addresses from a 1HOPE email account to a Gmail account

These instructions outline the steps for creating a new Gmail account and moving your saved messages and contacts from 1HOPE to it. For information on how to move saved items to an account with an employer or other provider, consult that organization's instructions or IT department (this document may be helpful).

If you already have a Gmail account, skip step 1.

### Step 1: Create a new Gmail account

1. Go to <http://mail.google.com>
2. Click on **Sign up for Gmail**
3. Fill out the *Create an Account* and click the **I accept. Create my account.** button at the bottom of the page.



Create a Google Account - Gmail

#### Create an Account

Your Google Account gives you access to Gmail and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

**Get started with Gmail**

First name:

Last name:


Desired Login Name:  @gmail.com  
Examples: JSmith, John.Smith

Choose a password:  [Password strength:](#)  
Minimum of 8 characters in length.

Re-enter password:

Word Verification: Type the characters you see in the picture below.



  
Letters are not case-sensitive

Terms of Service: Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.

[Printable Version](#)

Google Terms of Service  
Welcome to Google!  
1. Your relationship with Google

By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#).

## Step 2: Move email messages from 1HOPE to Gmail

1. Log in to your 1HOPE account and click **Settings** in the top right corner.

[Settings](#) | [Older version](#) | [Help](#) | [Sign out](#)

2. Go to the **Forwarding and POP/IMAP** tab and select **Enable POP for all mail** then click **Save Changes**.

Settings  
General Accounts Labels Filters Forwarding and POP/IMAP Chat Web Clips

Forwarding:  
 Disable forwarding  
 Forward a copy of incoming mail to [email address] and keep Hope College's copy in the Inbox

Tip: You can also forward only some of your mail by [creating a filter](#)

POP Download:  
[Learn more](#)

1. Status: POP is disabled  
 Enable POP for all mail  
 Enable POP only for mail that arrives from now on

2. When messages are accessed with POP: keep Hope College's copy in the Inbox

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)  
[Configuration instructions](#)

IMAP Access:  
(Access Hope College from other clients using IMAP)  
[Learn more](#)

1. Status: IMAP is disabled  
 Enable IMAP  
 Disable IMAP

2. Configure your email client (e.g. Outlook, Thunderbird, iPhone)  
[Configuration instructions](#)

Cancel Save Changes

3. Log out of your 1HOPE account. Log in to your new Gmail account and click on **Settings** in the upper right corner. Click on the **Accounts** tab and select **Add another mail account**.

Settings  
General Accounts Labels Filters Forwarding and POP/IMAP Chat Web Clips

Send mail as:  
(Use Gmail to send from your other email addresses)  
[Learn more](#)

Add another email address

When I receive a message sent to one of my addresses:  
 Reply from the same address the message was sent to  
 Always reply from my default address (currently [email address])  
(Note: You can change the address at the time of your reply. [Learn more](#))

Add additional storage:  
 You are currently using 0 MB (0%) of your 5464 MB.  
 Need more space? [Upgrade your storage](#)

Get mail from other accounts:  
(Download mail using POP3)  
[Learn more](#)

Add another mail account

Google Account settings:  
 Visit your [Google Account settings](#) to reset your password, change your security question, or learn about access to other google services.

Have your own domain?  
 Use Gmail with your domain for free. [Learn more](#)

4. In the **Email address** box enter your full Hope College address (including **@hope.edu**) then click **Next Step**.

Add a mail account

Enter the email address of the account to get mail from  
(Note: You may add 4 more accounts)

Email address:

Cancel Next Step >

5. Fill in the resulting fields as follows:

- Username = your full Hope College address (including **@hope.edu**).
- Password = your 1HOPE password
- POP Server = **pop.gmail.com**
- Port = **995**
- Select **Always use a secure connection (SSL) when retrieving mail**
- Select **Archive incoming messages (Skip the**

Add a mail account you own

Enter the mail settings for joe.dutch@hope.edu. [Learn more](#)

Email address:

Username:

Password:

POP Server:  Port:

Leave a copy of retrieved message on the server. [Learn more](#)

Always use a secure connection (SSL) when retrieving mail. [Learn more](#)

Label incoming messages:

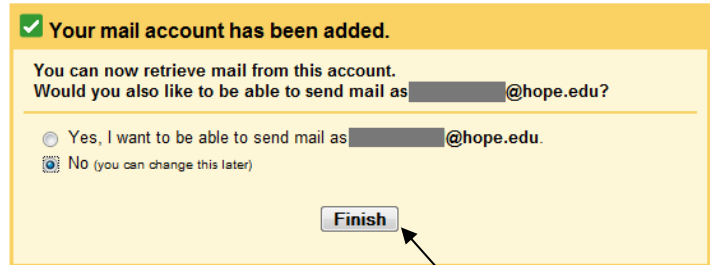
Archive incoming messages (Skip the Inbox)

Cancel < Back Add Account >

**Inbox)**

Click the **Add Account** button

6. Select **No** then click the **Finish** button.



*Messages will now be moved from your 1HOPE account to the new account. Please note that they will be moved (not copied) and as such will no longer be accessible in 1HOPE. Also, as the transfer proceeds it may take several hours for the messages to show up in the new account.*

### **Step 3: Copy contacts from 1HOPE to Gmail**

1. Log in to your 1HOPE account and click on **Contacts** on the left side.

2. Click **Export** in the top right corner.



3. Select **Google CSV** and click the **Export** button. Save the file to your desktop or another convenient location.

#### **Export**

Export your contacts so you can transfer them to other accounts or save them offline.

#### **Who do you want to export?**

- Only My Contacts
- Everyone (All Contacts)

#### **What format would you like to export to?**

- Google's CSV format (for importing into another Google account).
- Outlook's CSV format (for importing into Outlook or other applications).
- vCard format (for importing into Address Book or other applications).

Export Back

4. Log in to your new Gmail account and click **Contacts** on the left side.

5. Click **Import** in the upper-right corner, then click the **Choose File** button. Select the file you previously saved to your desktop or other location, then click the **Import** button.

