



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 **Create an account>>**
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](#) | [Help](#) | [Sign out](#)

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

The screenshot shows the 'Settings' page with the 'Forwarding and POP/IMAP' tab selected. The 'POP Download' section is highlighted with an arrow pointing to the 'Enable POP for all mail' radio button. The 'Save Changes' button at the bottom right is also indicated by an arrow.

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 and Import** tab and select **Add POP3 email account**.

The screenshot shows the 'Settings' page with the 'Accounts and Import' tab selected. The 'Add POP3 email account' button is highlighted with an arrow.

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

The screenshot shows the 'Add a mail account you own' dialog box. The 'Email address' field contains 'herm.vandutch@hope.edu'. The 'Next Step >' button is highlighted with an arrow.

- 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 Inbox)**
 Click the **Add Account** button

- 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

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

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.

