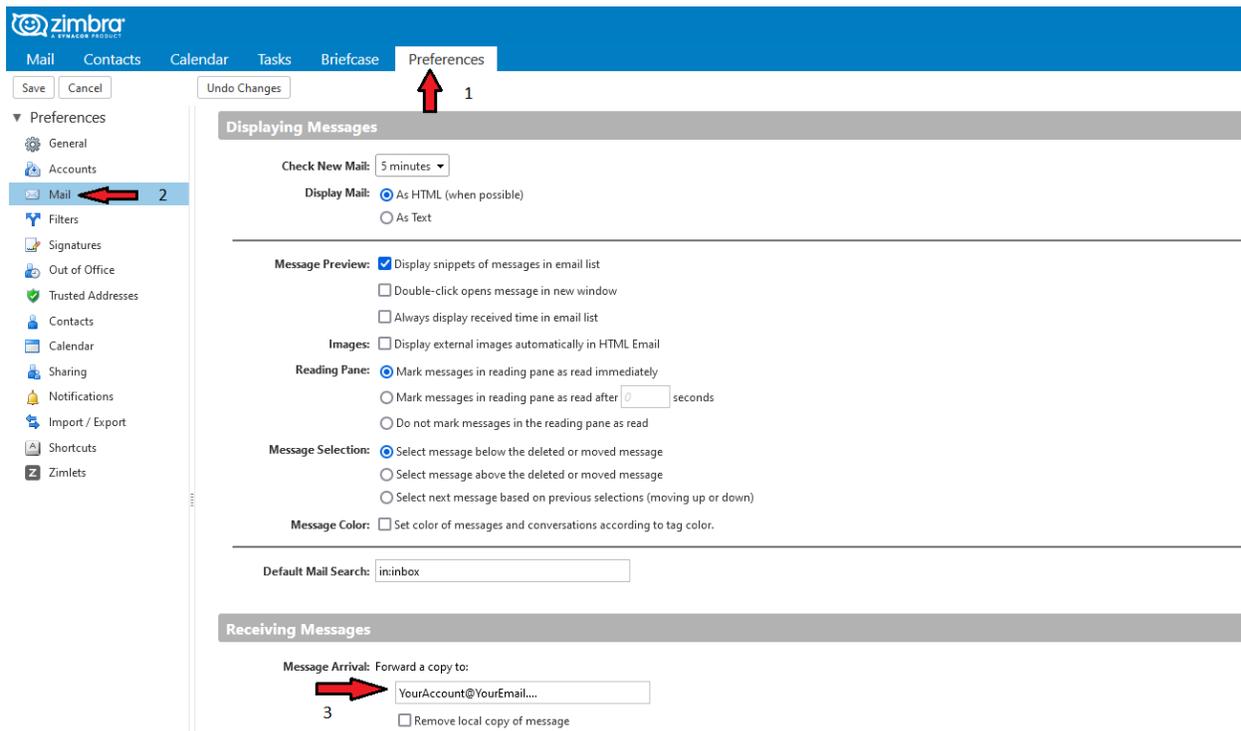


## Link Fullchannel to Gmail

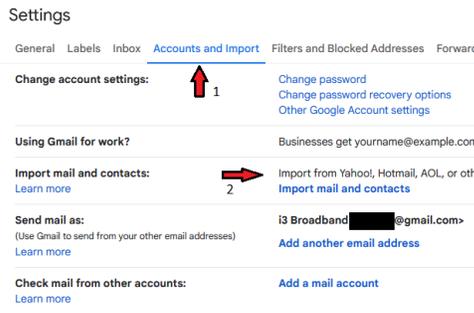
1. Set up a free Gmail account at Gmail.com
2. Log into your Fullchannel.net email account.
3. Go to the preferences tab at the top.
  - a. Click “Mail” on the left column
  - b. Under “Forward a copy to:” option, put in the Gmail address and select “Remove local copy of message.”
    - i. This will make any new emails that come in during the migration automatically send to the new Gmail account.



- c. If you want, you can select the “Out of Office” option on the left column and have it send an automatic reply message to anybody that sends an email to the Fullchannel account notifying them of your new email address.
4. Log in to your new **GMAIL** account
  5. Click the settings gear at the top right of the page, and hit “see all settings”



6. Click on the “Accounts and Import” tab
  - a. Click the link for “Import mail and contacts” and enter the full Fullchannel.net email address.
  - b. Enter the password and verify the **POP username** is **your email address** and the **POP server** is **mail.fullchannel.net**, and **port** is **995**. Check the box to use SSL.
  - c. **Import mail** must be checked for the emails to be retrieved.
  - d. Click “Start Import” and Gmail will automatically retrieve all emails and contacts from the Fullchannel webmail.



**Step 1: Sign into your other email account**

What account do you want to import from?

For example: name@example.com

**Step 1: Sign into your other email account**

Enter the password for **YourEmail@fullchannel.net**:

Your password will be stored securely and deleted after we've finished importing your mail.

Gmail couldn't identify your POP server. Please enter your POP server information below.

POP username:

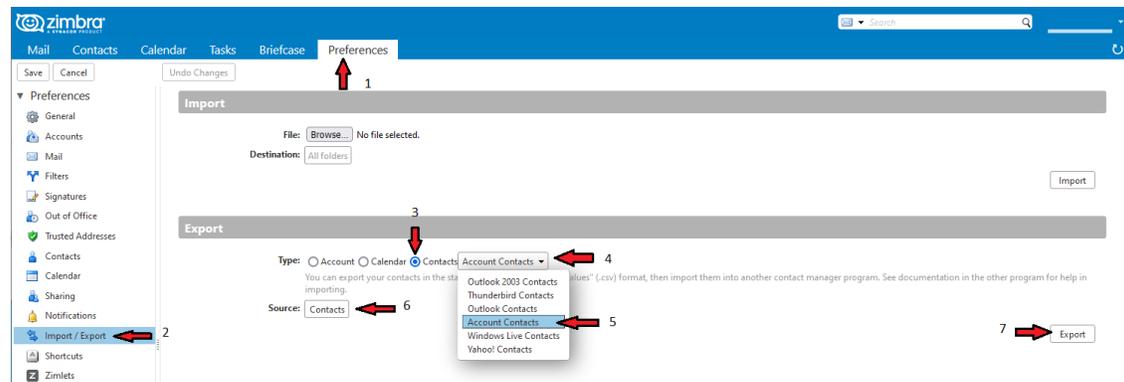
POP server:  
 Port: 995 Edit

**Step 2: Import options**

Select the import options for **@fullchannel.net**:

- Import mail
- Leave a copy of retrieved message on the server
- Archive incoming messages (Skip the Inbox)
- Add label to all imported mail:

7. The Gmail account should automatically begin retrieving all of your emails and contacts over the course of 2-48 hours depending on volume. If contacts fail to import, it will need to be done manually.
  - a. Go to the "Preferences" tab in Fullchannel webmail, and select the "Import/Export" tab on the left column.
  - b. Under the "Export" section, select "Contacts" as the Type and "Account Contacts" from the drop-down menu. Beside "Source" select "Contacts."
  - c. Press the "Export" button on the right.
  - d. Take note of where it downloads the file to. Your computer may be different from others, but most go into the "Downloads" folder.



- e. Start by clicking the icon at the top right, usually it is the first letter of the email address.



- f. A dropdown menu will open, click "Manage your Gmail account."
  - g. On the left side, select the "People & Sharing" item.
  - h. Scroll down a little and click "Contacts."
  - i. At the bottom, click the button that says "Import Contacts."
    - i. If there are already any contacts, import will be on the left side under "Fix & Manage."
  - j. Click "Select File" and find the file that was saved from Zimbra.

*Note: Gmail will not import any folders or their contents.*