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.

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Mail Contacts	Calendar Tasks Briefcase Preferences							
Save Cancel	Undo Changes 1							
Preferences	Displaying Messages							
General Accounts	Check New Mail: 5 minutes -							
🖂 Mail <table-cell-columns></table-cell-columns>	2 Display Mail: () As HTML (when possible)							
Y Filters	○ As Text							
🌛 Signatures								
💩 Out of Office	Message Preview: 🗸 Display snippets of messages in email list							
🤯 Trusted Addresses	Double-click opens message in new window							
ᡖ Contacts	Always display received time in email list							
🚞 Calendar	Images: 🔲 Display external images automatically in HTML Email							
📥 Sharing	Reading Pane: 💿 Mark messages in reading pane as read immediately							
🛕 Notifications	O Mark messages in reading pane as read after 🖉 seconds							
😫 Import / Export	O Do not mark messages in the reading pane as read							
A Shortcuts	Message Selection: Select message below the deleted or moved message 							
Z Zimlets	Select message above the deleted or moved message							
	Select next message based on previous selections (moving up or down)							
	Message Color: Set color of messages and conversations according to tag color.							
	Default Mail Search: in:inbox							
	Receiving Messages							
	Message Arrival: Forward a copy to:							
	YourAccount@YourEmail							
	3 Remove local copy of message							

- 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"

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- 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.

Settings		
General Labels Inbox Accounts and Import	Filters and Blocked Addresses Forward	
Change account settings:	Change password Change password recovery options Other Google Account settings	Step 1: Sign into your other email account
Using Gmail for work?	Businesses get yourname@example.con	What account do you want to import from?
Import mail and contacts:	Import from Yahoo!, Hotmail, AOL, or oth Import mail and contacts	YourEmail@fullchannel.net For example: name@example.com
Send mail as: (Use Gmail to send from your other email addresses) Learn more	i3 Broadband @gmail.com> Add another email address	Continue
Check mail from other accounts: Learn more	Add a mail account	
Step 1: Sign into your other email account		
Enter the password for YourEmail@fullchannel.net	:	
Your password will be stored securely and deleted a mail.	fter we've finished importing your	Step 2: Import options
Gmail couldn't identify your POP server. Please ente below.	r your POP server information	Select the import ontions for Ofullchannel net
POP username: YourEmail@fullchannel.net POP server: mail.fullchannel.net Port: 995 Edit		Generative a copy of retrieved message on the server Archive incoming messages (Skip the Inbox) Add label to all imported mail: YourEmail@fullchannel.net
Continue		Start import

- 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.

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🚞 Calendar			You can export your cont	acts in the sta Outlook 2003 Contacts	alues" (.csv) format, th	hen import them into an	other contact manage	program. See documentatio	on in the other program	m for help in	
🚋 Sharing			importing.	Thunderbird Contacts							
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A Shortcuts	8			Yahoo! Contacts							
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e. Start by clicking the icon at the top right, usually it is the first letter of the email address.

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- 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.