

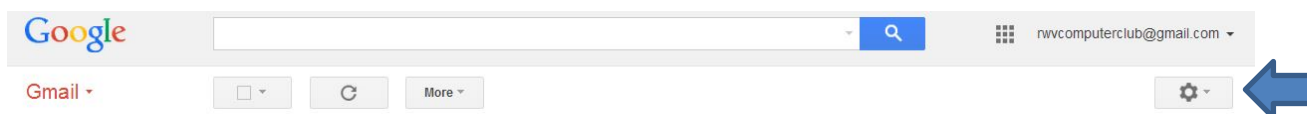
Converting Comcast/Verizon email to Gmail – Computer Club

This guide will help you switch to Gmail from another email provider. It is recommended that you start this process as early as possible in order to notify your contacts (see other guides) as well as to have access to your old email account.

Gmail provides this FREE service to all their email account holders. This guide shows you how to forward all your contacts and old emails. All mail will be forwarded to your new Gmail account for 30 days. In this time, you will be able to notify your contacts of your new email address.

If you have not created your GMAIL account, **stop now** and follow “Creating a new Gmail account from Greenspring Computer Club” that is in the Computer Club Library.

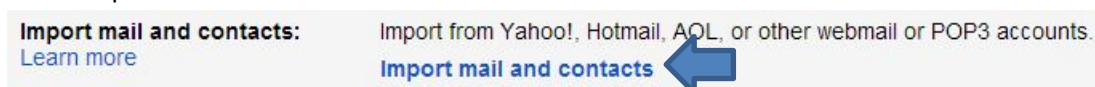
- 1- Login to your new GMAIL account (best if via Chrome Browser) at www.gmail.com.
- 2- Click the gear symbol at top right of the Gmail browser.



- 3- Click “settings” from the menu that will be displayed.
- 4- Click “Accounts and Import” from the Settings menu at top of screen:




- 5- Click “Import mail and contacts”



- 6- A “pop up” window will be displayed to start the email import. Step 1 is entering your existing Verizon or Comcast email address (ie myname@verizon.net). Click “continue” to enter your password.

Step 1: Sign into your OLD COMCAST/EMAIL account

What account do you want to import from?



For example: name@example.com

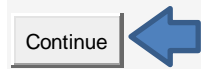
Type your email account’s password in the box, then click “continue” for step 2:

Step 1: Sign into your other email account

Enter the password for **YOUR OLD COMCAST/VERIZON EMAIL account** and click **Continue (bottom of screen)**

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

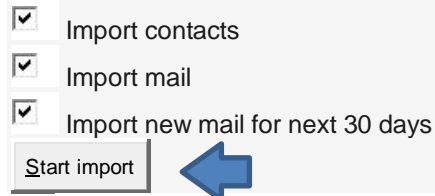
Importing is powered by ShuttleCloud. By clicking 'Continue', you agree to ShuttleCloud's [Terms of Use](#) and [Privacy Policy](#). During import, the connection to the service provider for somdmo2@verizon.net may be unencrypted.



7- Be sure to click all 3 Import options and click "Start import"

Step 2: Import options

Select the import options for **somdmo2@verizon.net**:



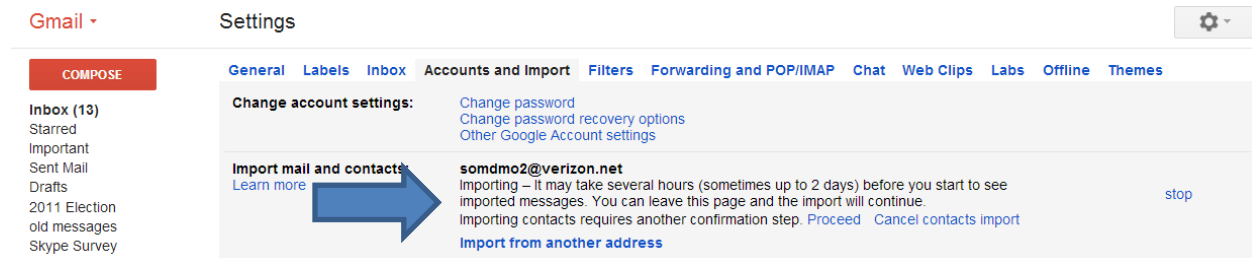
8- Step 3 popup will be displayed to indicate your email account is being imported. Note that this step may take hours or days depending on how much old email messages are in your Verizon or Comcast email account. Click "OK" at bottom of the popup to start the process.

Step 3: Finish

Your messages and contacts are being imported.

It may take several hours (sometimes up to 2 days) before you start to see imported messages. You can close this window and keep using Gmail or even log out and close your browser – we'll continue importing your mail and/or contacts in the background. To check the status of your import, look under Settings > Accounts and Import.

9- The Gmail account and setting page will now displayed. Under "Import mail and contacts", your Comcast or Verizon email account should be displayed with the current status of import. Here is what it looks like right after starting import:



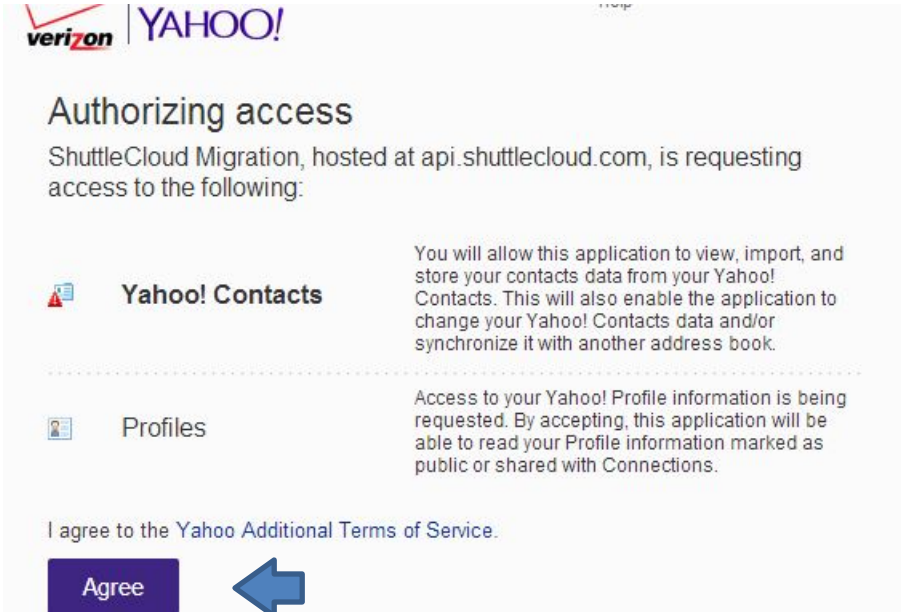
10- If you have Comcast email, you are DONE!
If you have Verizon email, there is one more step:

- 11- For Verizon accounts... Note the last line says “importing contacts requires another confirmation step. Proceed Cancel contacts import”. Click “Proceed” to continue. Note that you can also continue the process by clicking “Proceed” on the popup display at top of the screen that has the same options.



Importing contacts from somdmo2@verizon.net requires another confirmation step. [Proceed](#) or [cancel contacts import](#)

- 12- If you choose to import contacts (My clicking Proceed), another popup window will be displayed. It is the ShuttleCloud Migration tool permission popup. Click the “Agree” to allow the tool to import your contacts.



- 13- Final step. You should see a Gmail browser message like this that indicated your email has been imported. Click “Dismiss” to stop the message from being displayed.

Import complete! [Dismiss](#)
Your contacts and messages from somdmo1@verizon.net have finished importing. New messages will be forwarded daily. Visit the somdmo1@verizon.net label to see your messages.