HOW TO MOVE TO A GMAIL ACCOUNT

To sign up for Gmail, you must create a Google account. To create a Google account, go to https://accounts.google.com/SignUp and follow the steps on the screen to complete your account setup. After you have created your Google account, you can use it to sign in to Gmail on your computer, phone or tablet by entering your username and password.

Inbox Categories – Messages in your inbox are sorted into categories:

Primary – Messages from friends and family, as well as any other messages that don't appear in other tabs.

Social – Messages from social networks, media-sharing sites, online dating services, gaming platforms and other social websites.

Promotions – Your deals, offers and other promotional emails.

Updates - Notifications such as confirmations, receipts, bills and statements.

Forums – Messages from online groups, discussion boards, and mailing lists.

Changing Categories - In the top right, click Settings ⚙ › **Configure inbox**.
Check the boxes of the categories you want to use. If you hide a tab, those messages will show in your Primary tab. Optional: Choose whether you want starred messages to show in your Primary tab.
Click **Save**.

Move Messages – You can drag and drop your messages from one category to another.

Conversation View – You can view messages individually or in the conversation view. The conversation view groups messages and replies all into one message. To change your view, click ⚙ › **Settings**. Scroll down to the "Conversation view" section. Select **Conversation view off**. At the bottom of the page, click **Save add Changes**. When you're done, go back to settings and turn on "Conversation view" and go to the bottom of the page and click **Save.**

Importing Contacts from Yahoo, Outlook, Hotmail, AOL, Apple, and other Email Providers - In the top right, click ⚙ › Settings and go to the Accounts and Import tab. Click on **Import mail and contacts** and then **Import from another address.** Follow

the directions. You will have the ability to import contacts, import mail and import new mail for the next 30 day.

Add a Single Contact – Click on **New Contact.** Click on the three dots after **Add Name.** Add the name information and click **Save.**

Finding Duplicate Contacts – Click on **More > Find and Merge Duplicates.** If you find duplicates, click on **Merge.**

Restoring Contacts - If you deleted, synced, imported, or merged contacts in the last 30 days, you can undo those changes to retrieve your contacts. To undo changes, click on **More** and select **Restore Contacts.**

Note: When you restore contacts to a certain time, such as one week ago, any contacts added after that time won't show up.

Create a Group of Contacts – Put a check mark next to the names you want in a group. Click on the 3 headed person at the top. Select **Create New** and add a name for the group. When you want to email the **Group**, select the group from the **My Contacts** box at the top.

Writing an Email – Open Gmail. In the left click Compose. In the **"To"** field, add recipients. If you want, you can also add recipients in the **"cc"** and **"bcc"** fields. Add a subject. Write your message and at the bottom of the page, click **Send.**

Spell Check – The spell checker can be found at the right hand corner of the message.