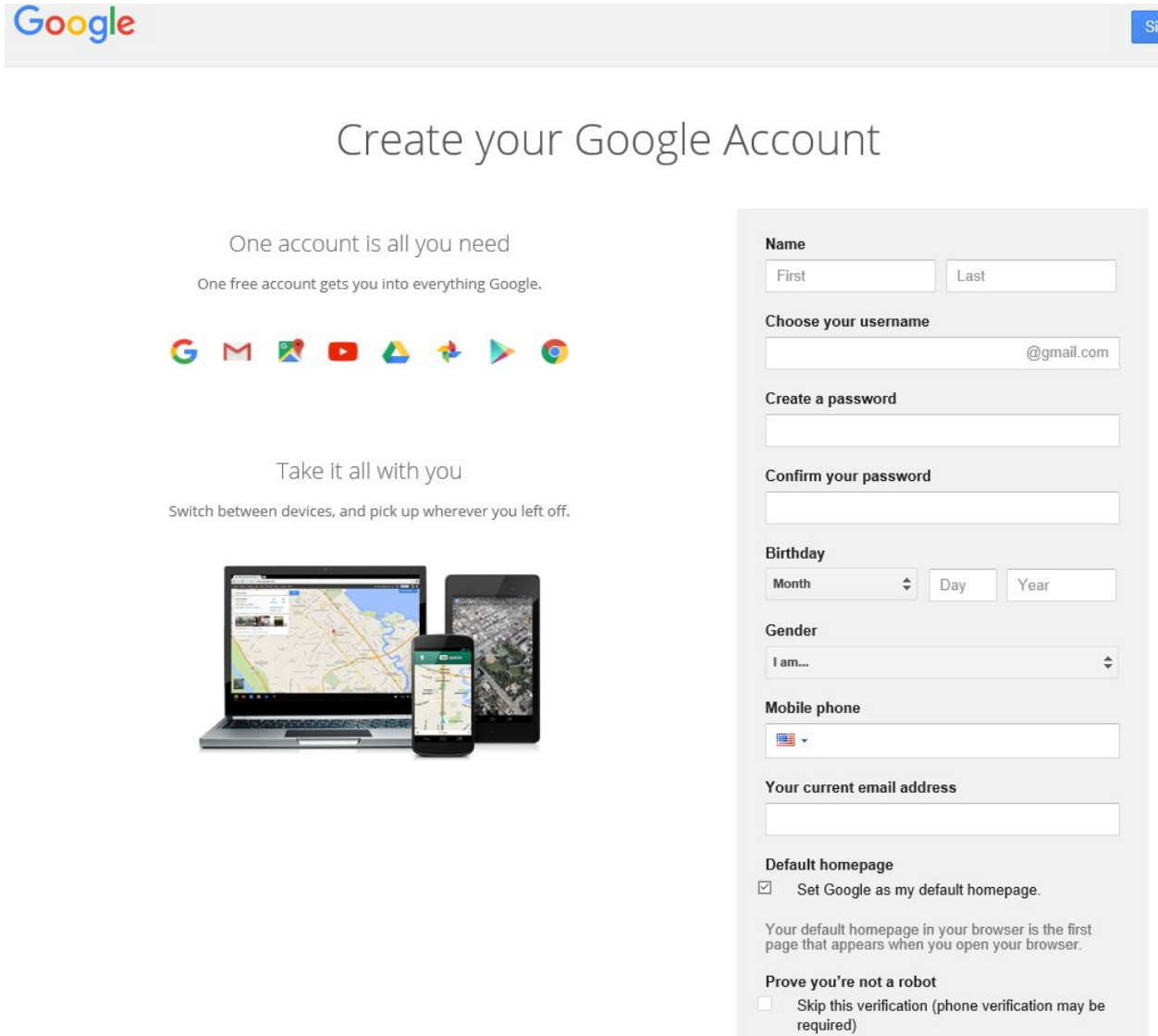


CREATING A GMAIL ACCOUNT

GMAIL


1. Surf to www.gmail.com, click on the button in the top right (or the link under the login) that reads "Create Account".
2. You will be taken to this page:




Google Sign in

Create your Google Account

One account is all you need
One free account gets you into everything Google.



Take it all with you
Switch between devices, and pick up wherever you left off.



Name
First Last

Choose your username
 @gmail.com

Create a password

Confirm your password

Birthday
Month Day Year

Gender
I am...

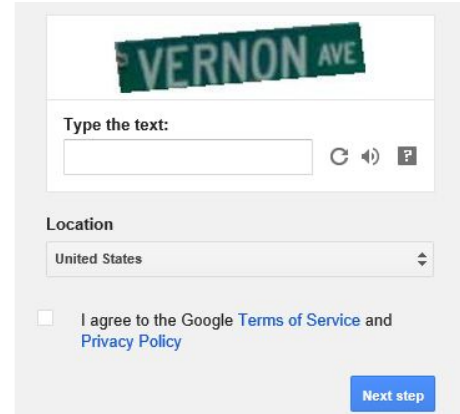
Mobile phone

Your current email address

Default homepage
 Set Google as my default homepage.

Your default homepage in your browser is the first page that appears when you open your browser.

Prove you're not a robot
 Skip this verification (phone verification may be required)



Fill out each field. You may want to uncheck the 'Set Google as my homepage' check box. Then click the "Next Step" button.

3. That actually creates the account, and you will get this screen.

*Access apps, check notificatio
your account*

Welcome!

Your new email address is rtctesting789@gmail.com

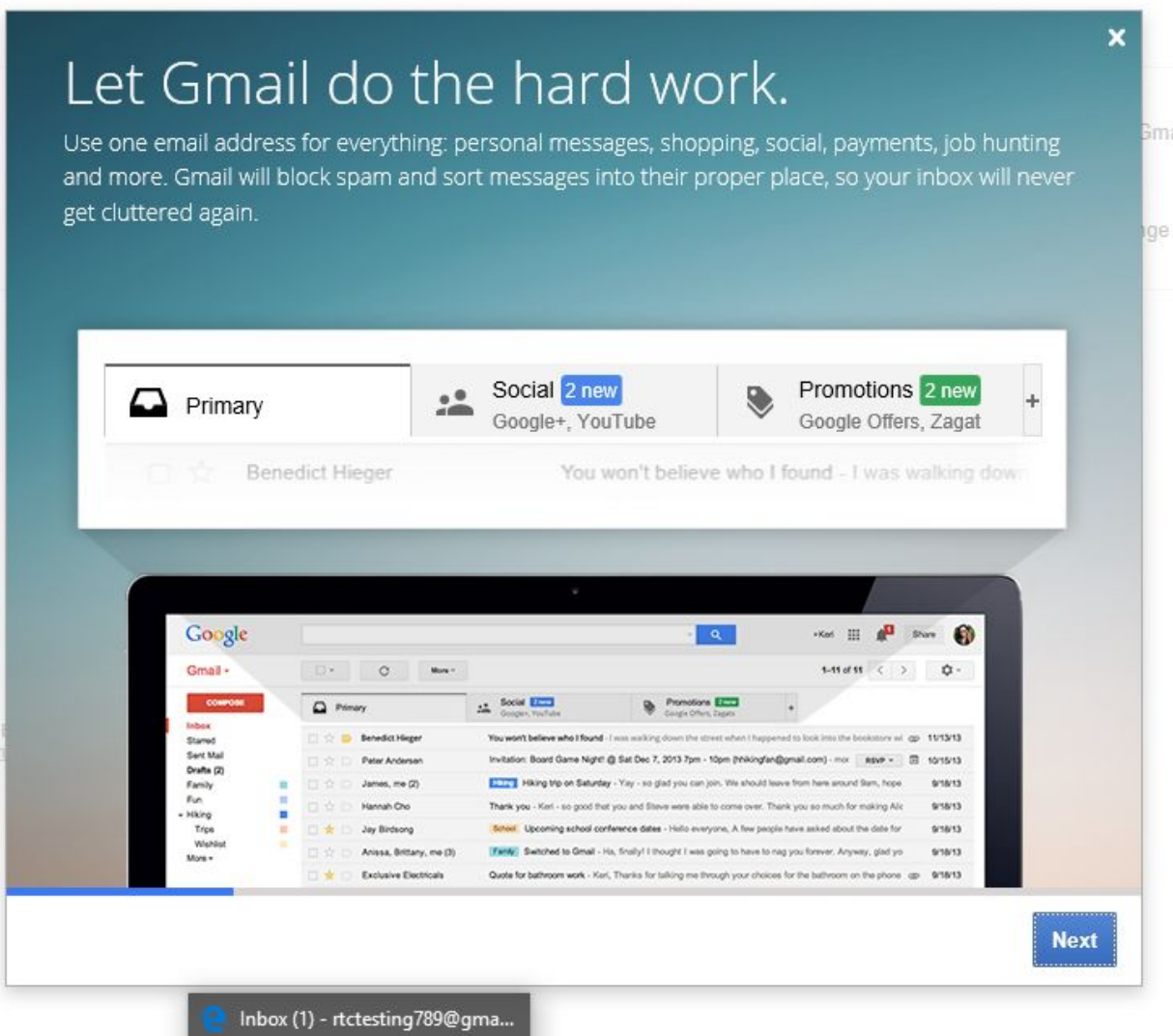
Thanks for creating a Google Account. Use it to subscribe to channels on YouTube, video chat for free, save favorite places on Maps, and lots more.

Continue to Gmail

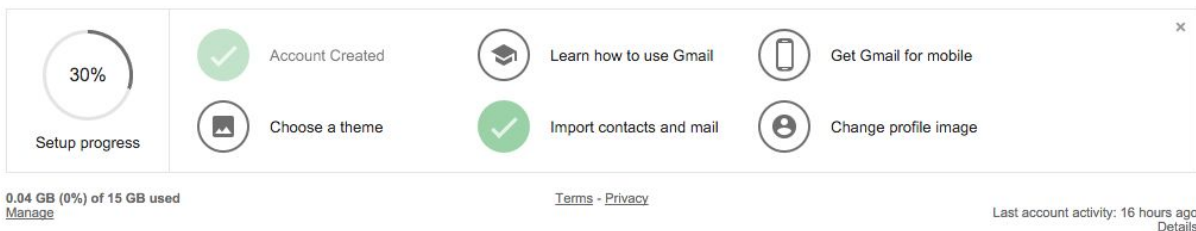


4. Continue on to the the Gmail inbox by clicking the "Continue to Gmail" button.

5. You will get the loading gmail screen then you will see the setup page:



6. You can just close this screen with the X in the upper right corner.
7. You then get a Setup progress screen.



You can complete these steps as you want, you basically just have to click on each category and either read the info and do what it says and/or just close it. It then completes. The important one here for us is the “Import contacts and mail”.

8. If you want to keep your old email, and those messages are on the RTC email servers, you can import them using the “Import contacts and email” setup portion of creating a Gmail account. This function is also found in an existing gmail account under “settings -> accounts and import”. The steps are as follows, fill out accordingly:

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 *tburris@rtccom.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 *tburris@rtccom.net*.

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

You will need to check the “Leave a copy of message on server” as it will NOT be checked by default.

Step 3: Finish

Your messages 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.