

1. Create your Gmail account.

<https://accounts.google.com/signup/v2/createaccount?theme=glif&flowName=GlifWebSignIn&flowEntry=SignUp>.

Follow the steps to create an account. Use your personal information.

English (United States) Help Privacy Terms

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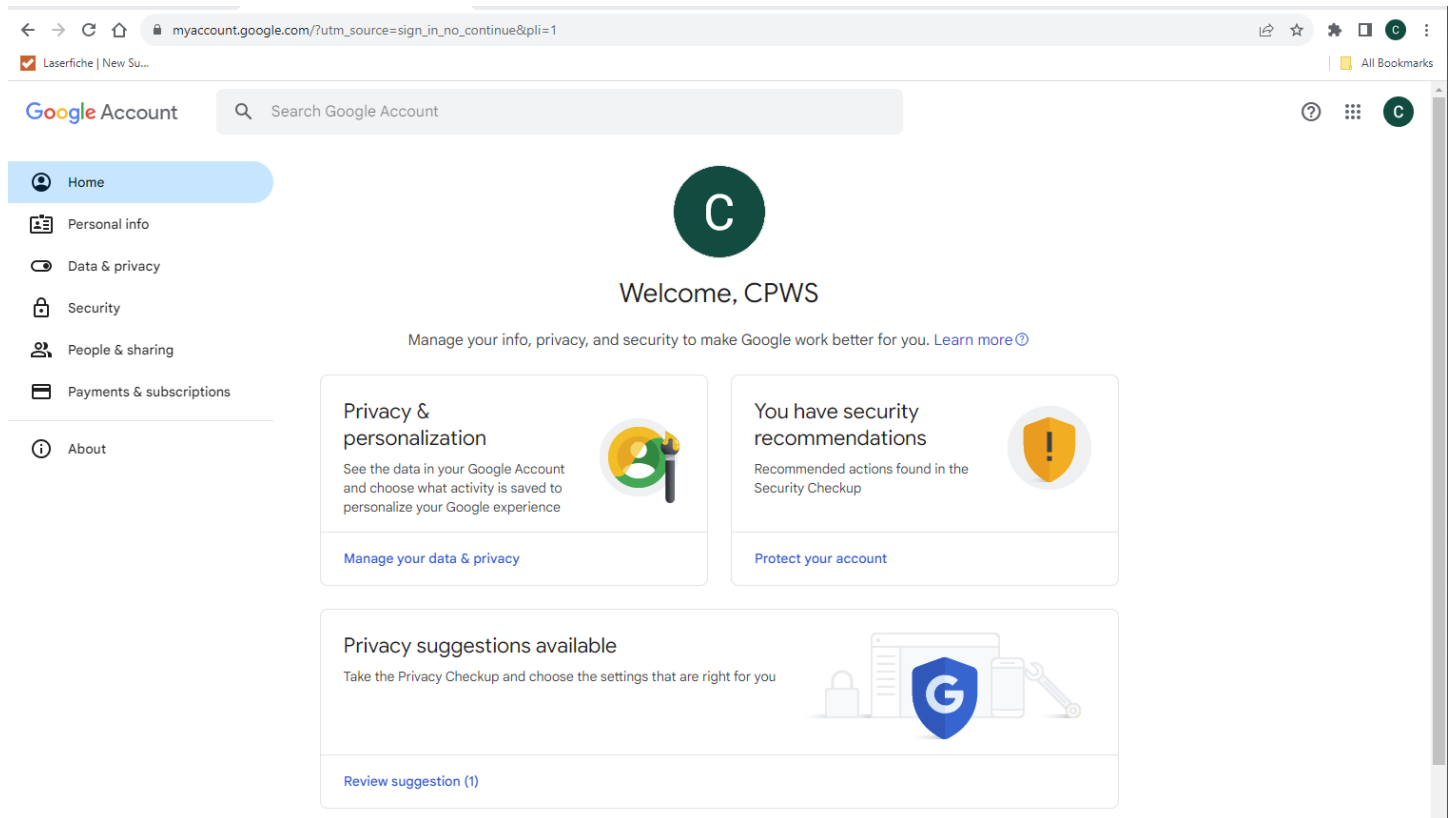
English (United States) Help Privacy Terms

English (United States) Help Privacy Terms

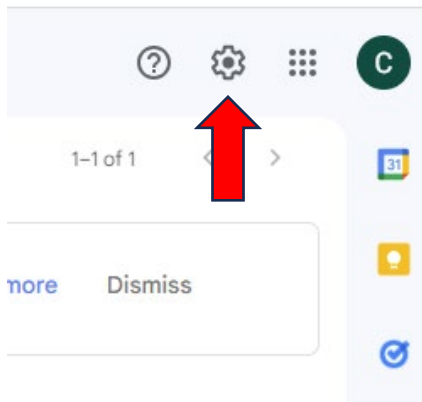
PRIVACY AND TERMS -----> Click [I agree]

Confirm personalization. [Confirm]

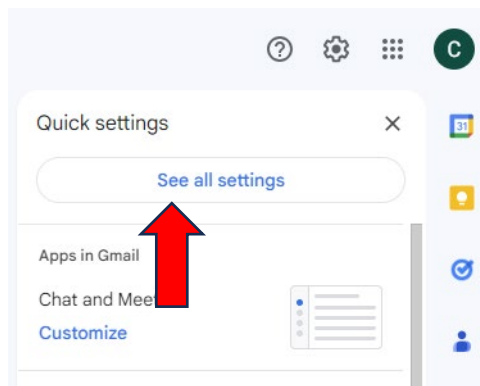
Your new email address has been created.



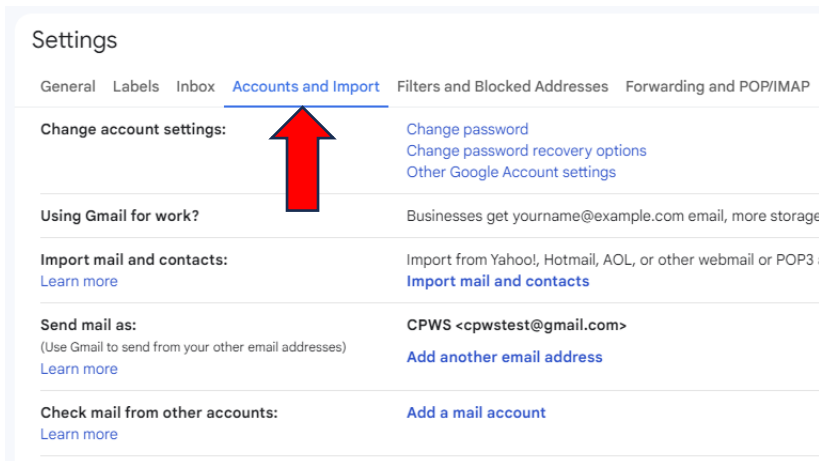
2. Login to your new Gmail account (<https://mail.google.com/mail/u/0/#inbox>).
3. Click the gear icon at the top right.



4. Click see all settings.



5. Select Accounts and Import



Settings

General Labels Inbox **Accounts and Import** Filters and Blocked Addresses Forwarding and POP/IMAP

Change account settings: [Change password](#)
[Change password recovery options](#)
[Other Google Account settings](#)

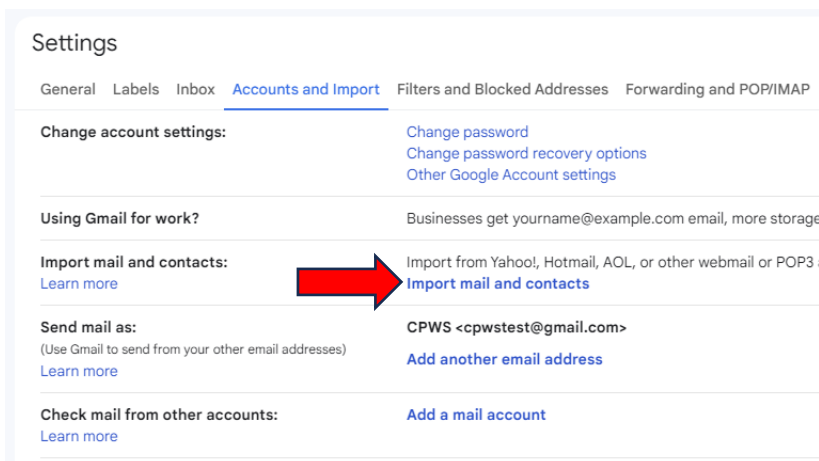
Using Gmail for work? Businesses get yourname@example.com email, more storage

Import mail and contacts: Import from Yahoo!, Hotmail, AOL, or other webmail or POP3 :
[Learn more](#) [Import mail and contacts](#)

Send mail as: CPWS <cpwstest@gmail.com>
(Use Gmail to send from your other email addresses)
[Learn more](#) [Add another email address](#)

Check mail from other accounts: [Add a mail account](#)
[Learn more](#)

6. Select Import Mail and Contacts.



Settings

General Labels Inbox **Accounts and Import** Filters and Blocked Addresses Forwarding and POP/IMAP

Change account settings: [Change password](#)
[Change password recovery options](#)
[Other Google Account settings](#)

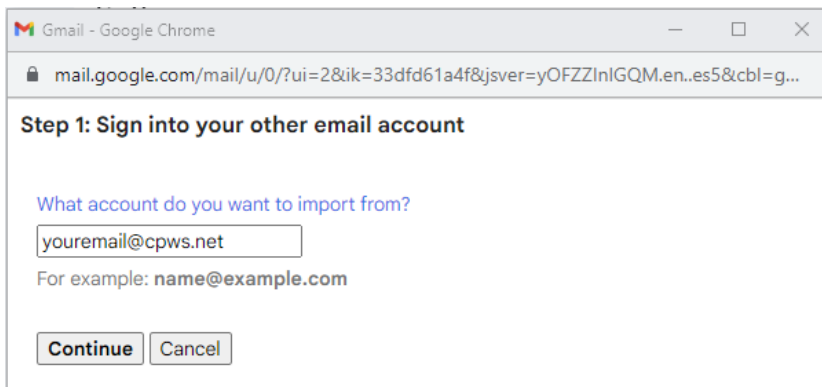
Using Gmail for work? Businesses get yourname@example.com email, more storage

Import mail and contacts: Import from Yahoo!, Hotmail, AOL, or other webmail or POP3 :
[Learn more](#) [Import mail and contacts](#)

Send mail as: CPWS <cpwstest@gmail.com>
(Use Gmail to send from your other email addresses)
[Learn more](#) [Add another email address](#)

Check mail from other accounts: [Add a mail account](#)
[Learn more](#)

7. Enter your full CPWS email account and click continue.



Gmail - Google Chrome

mail.google.com/mail/u/0/?ui=2&ik=33dfd61a4f&jsver=yOFZZInIGQM.en..es5&cbl=g...

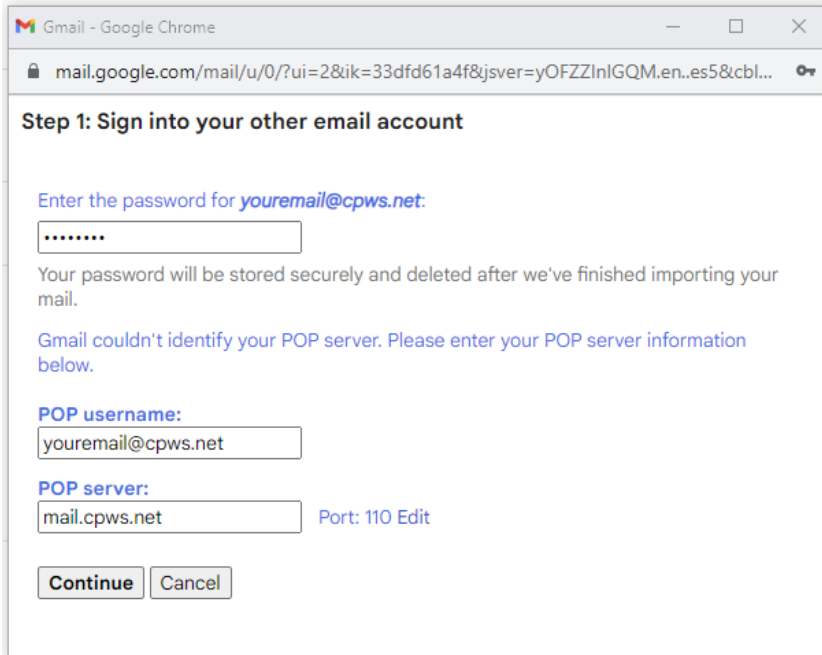
Step 1: Sign into your other email account

What account do you want to import from?

For example: name@example.com

[Continue](#) [Cancel](#)

8. Enter your password so your new Gmail account can authenticate to your cpws.net account to pull your emails. Add @cpws.net to the POP username. Click continue.



Gmail - Google Chrome

mail.google.com/mail/u/0/?ui=2&ik=33dfd61a4f&jsver=yOFZZInlGQM.en..es5&cbl...

Step 1: Sign into your other email account

Enter the password for *youremail@cpws.net*:

.....

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

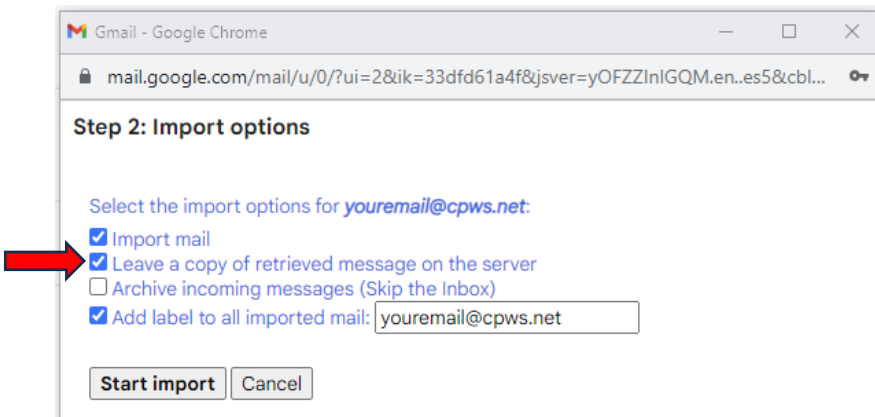
Gmail couldn't identify your POP server. Please enter your POP server information below.

POP username:
youremail@cpws.net

POP server:
mail.cpws.net Port: 110 Edit

Continue Cancel

9. Check Leave a copy of the retrieved message on the server.



Gmail - Google Chrome

mail.google.com/mail/u/0/?ui=2&ik=33dfd61a4f&jsver=yOFZZInlGQM.en..es5&cbl...

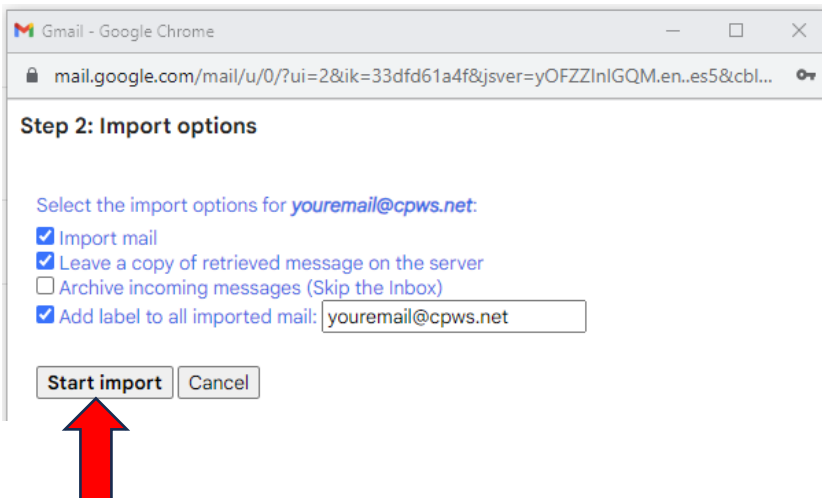
Step 2: Import options

Select the import options for *youremail@cpws.net*:

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

Start import Cancel

10. Click Start import.



Gmail - Google Chrome

mail.google.com/mail/u/0/?ui=2&ik=33dfd61a4f&jsver=yOFZZInlGQM.en..es5&cbl...

Step 2: Import options

Select the import options for *youremail@cpws.net*:

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

Start import Cancel

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.

OK