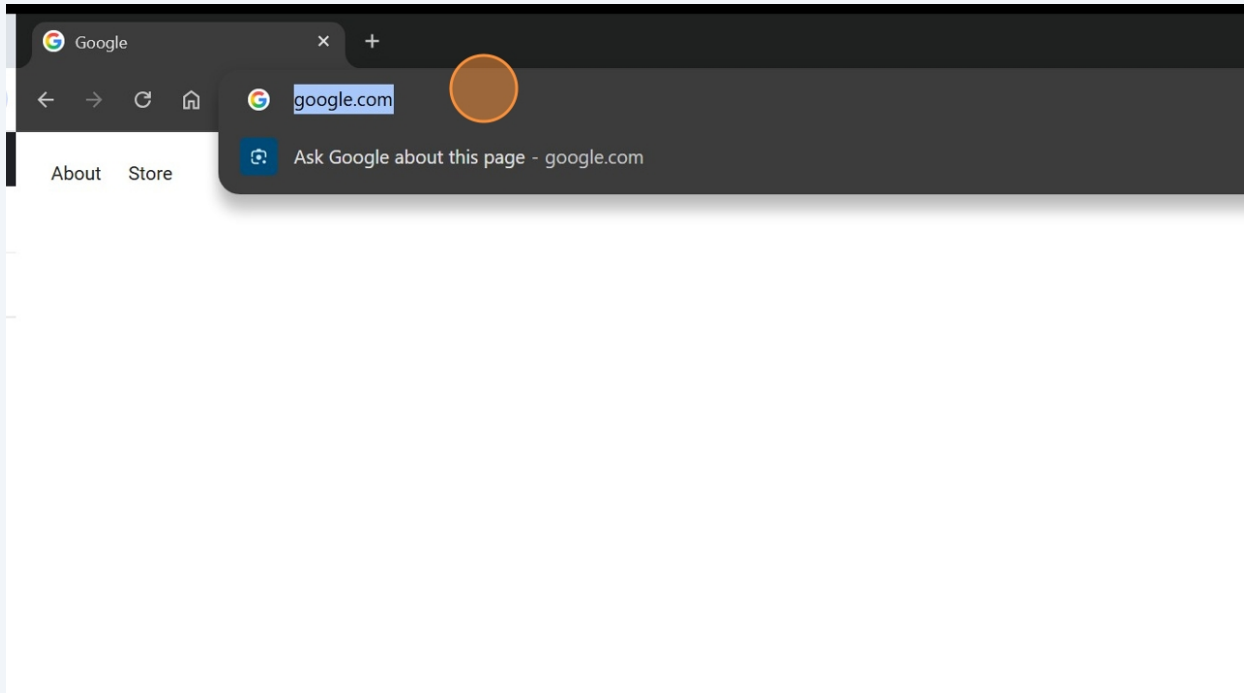
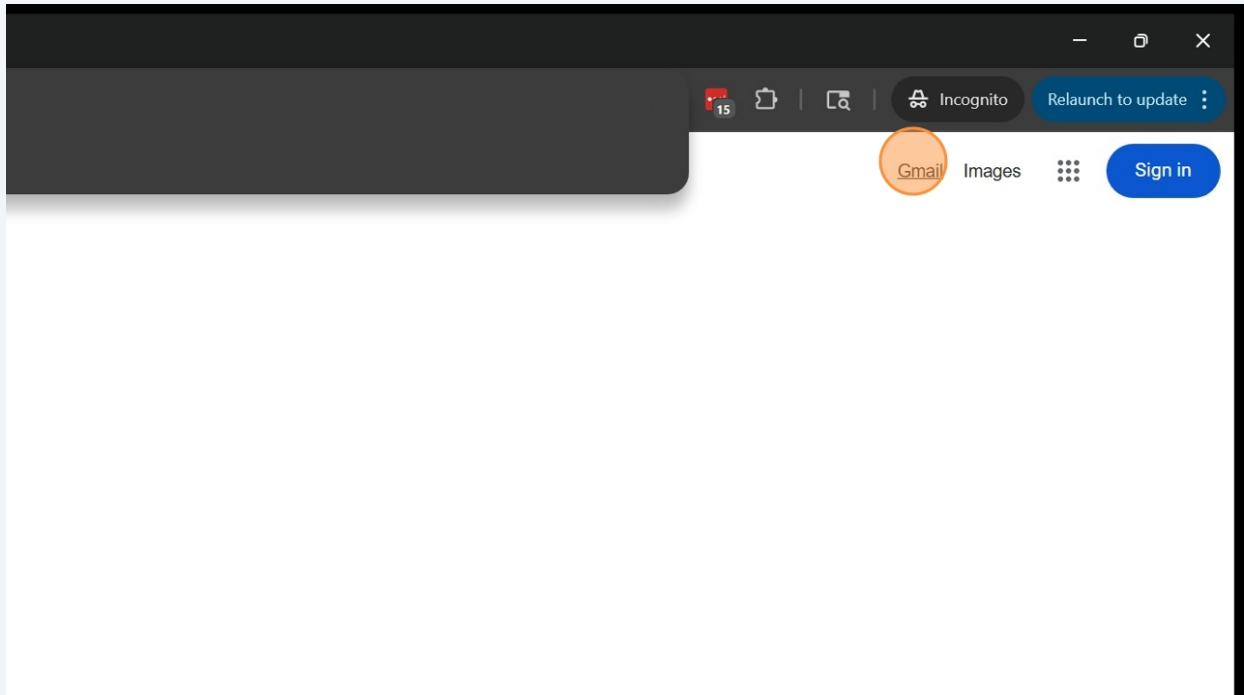


How to Import TDS Emails into Gmail

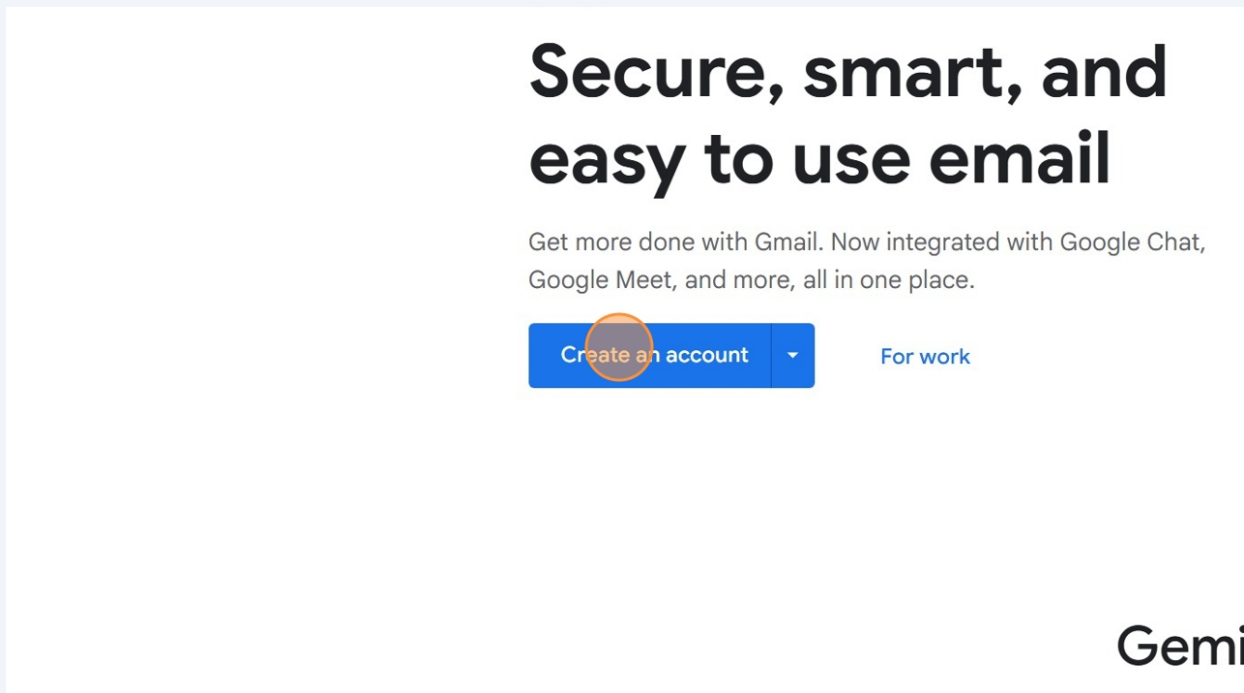
- 1 Open your web browser and go to www.google.com



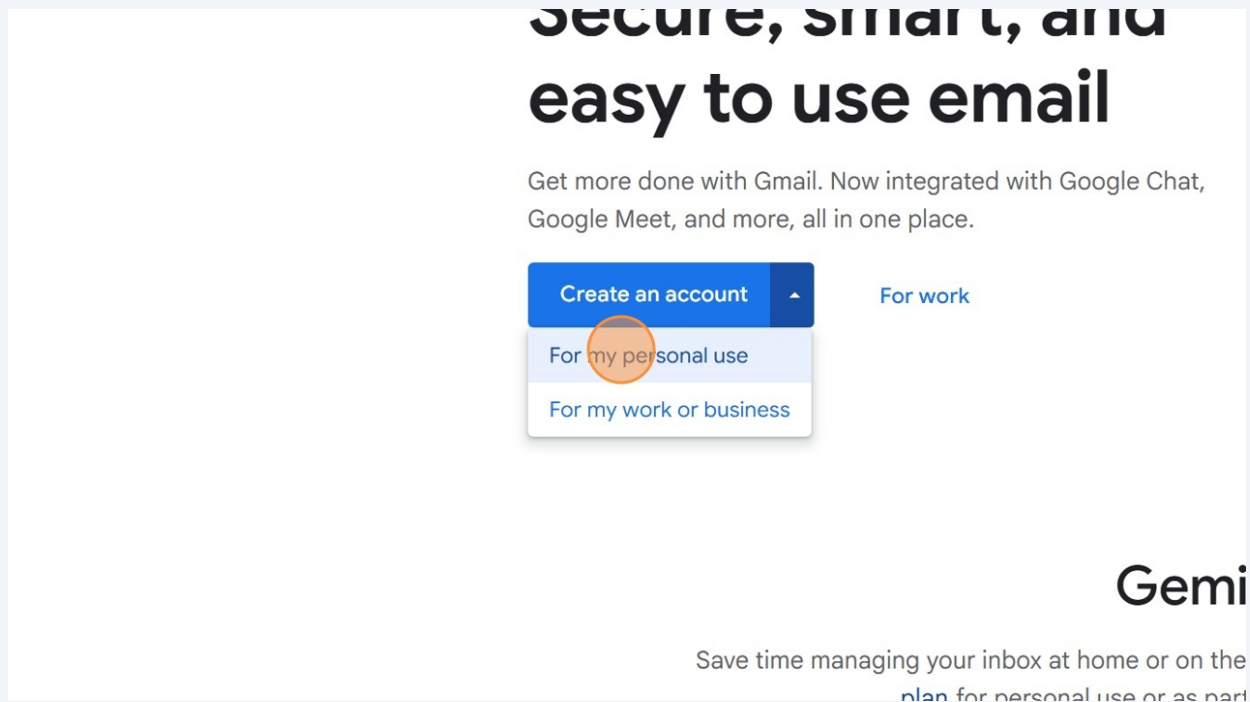
2 Click "Gmail " in the top left



3 Click "Create an account"



4 Click "For my personal use"



5 Enter your first name. Last name is optional. Then click "Next"

A screenshot of the Gmail account creation form. The form has two input fields: 'First name' with the text 'Tim' and 'Last name (optional)' with the text 'Williams'. A red 'X' icon is visible next to the last name field. Below the fields is a blue 'Next' button with an orange circle around it. The background is a light blue gradient.

[Help](#) [Privacy](#) [Terms](#)

6 Enter a birthday and gender selection and click "Next"

Information

gender

Month Day Year

Gender

[Why we ask for your birthday and gender](#)

Next

7 Enter your new username (beginning part of your new email address)

The username you'll sign in with

Email address for signing in to your Google Account

Username @gmail.com

[You can use letters, numbers & periods](#)

Next

8

You may receive an error informing you that the username you chose is already taken. It will give you some suggestions or you may try another one.

I sign in

signing in to your Google Account

Username @gmail.com

! That username is taken. Try another.

Available: [tw8784366](#) [timw12149](#) [wtim8841](#)

Next

9

In this example, tim.williams80 was taken so we added another 80 at the end and it worked. Click "Next"

Username @gmail.com

! That username is taken. Try another.

Available: [tw8784366](#) [timw12149](#) [wtim8841](#)

Next

[Help](#) [Privacy](#) [Terms](#)

10 Enter a password for your new account and then click "Next"

Password

Confirm

☐ Show password


Next

[Help](#) [Privacy](#) [Terms](#)

11 You will need to provide a phone number to verify a human is creating the account and for recovery purposes if you get locked out. Click "Phone number"

e not a

Get a verification code sent to your phone

 Phone number


Google will verify this number via SMS (charges may apply).

Next


[Help](#) [Privacy](#) [Terms](#)

12 Enter a cell phone number and click "Next"

Get a verification code sent to your phone

 Phone number

Google will verify this number via SMS (charges may apply).




[Help](#) [Privacy](#) [Terms](#)

13 Enter the code that is sent to your phone and click "Next"

Enter the 6-digit verification code to confirm you got the text message

Enter code

[Get new code \(17 seconds\)](#)



[Help](#) [Privacy](#) [Terms](#)

14

You may enter a recovery email address or click "Skip" if this will be your only email address.

Recovery email

Google can contact you if there's unusual activity on your account or if you get locked out.

Recovery email address

|

Skip

Next

[Help](#) [Privacy](#) [Terms](#)

15

Click "Next"



Tim Williams

tim.williams8080@gmail.com

Next

[Help](#) [Privacy](#) [Terms](#)

16 Click "I agree"

account.google.com.

Keep in mind

To personalize your experience when you're signed in to your Google Account, the Web & App Activity setting will save your activity and associated info, including location data, like your device's general area and IP address. Web & App Activity data will be saved for 18 months, but associated location data is deleted sooner, after 30 days. Any saved data can be used to personalize your experience, even when the setting is turned off. [Learn more about location data](#)

[More options](#) ✓

Cancel



[Help](#) [Privacy](#) [Terms](#)

17 Click "Confirm"

Confirm personalization?

Personalization settings are turned on to give you a more personalized experience, based on your saved activity and associated info, like location. One of those settings is Web & App Activity.

You can change this and other settings by selecting "More options" below.

[More options](#)

Confirm

We also combine this data among our services and across your devices for these purposes. For example, depending on your account settings,

about your interests, which we use to recommend content on YouTube, and we use data from our correction models that we use

Some of this data may be used to help Google treat this data as

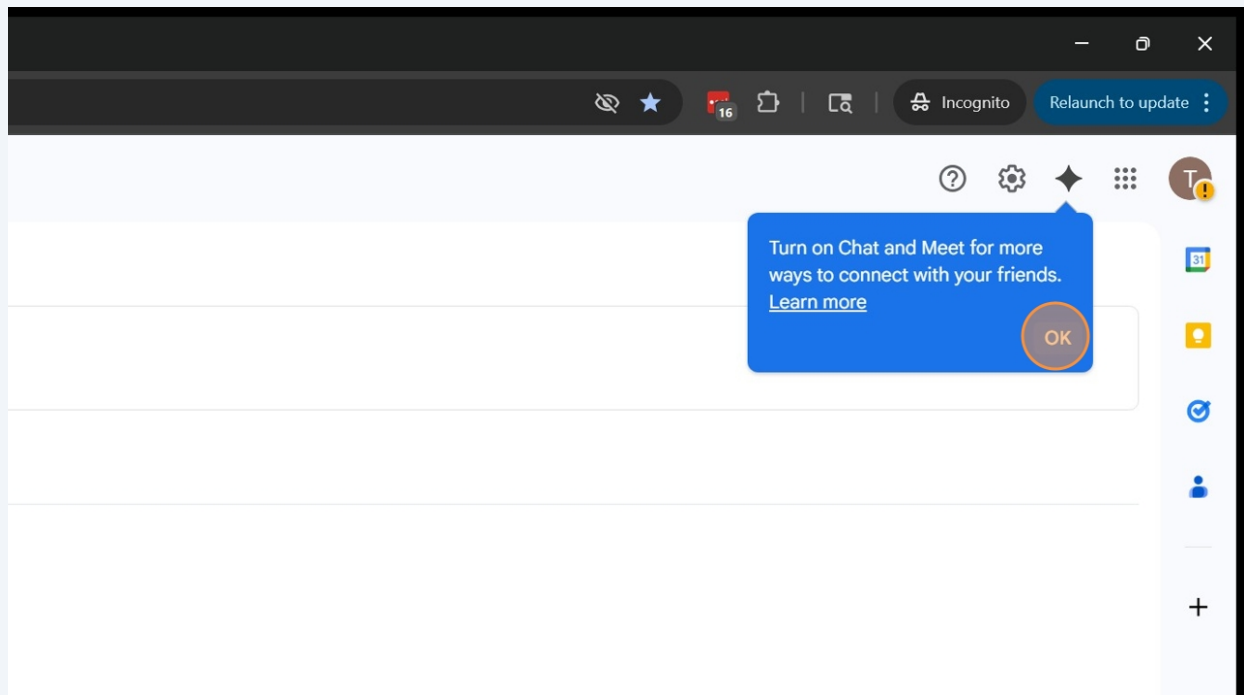
You can create your account, but you can change this and other settings by selecting "More options" below. You can always change your settings later by visiting [account.google.com](#).

Keep in mind

To personalize your experience when you're signed in to your Google Account, the Web & App Activity setting will save your activity and associated info, including location data, like your device's general area and IP address. Web & App Activity data will be saved for 18 months, but associated location data is deleted sooner, after 30 days. Any saved data can be used to personalize your experience, even when the setting

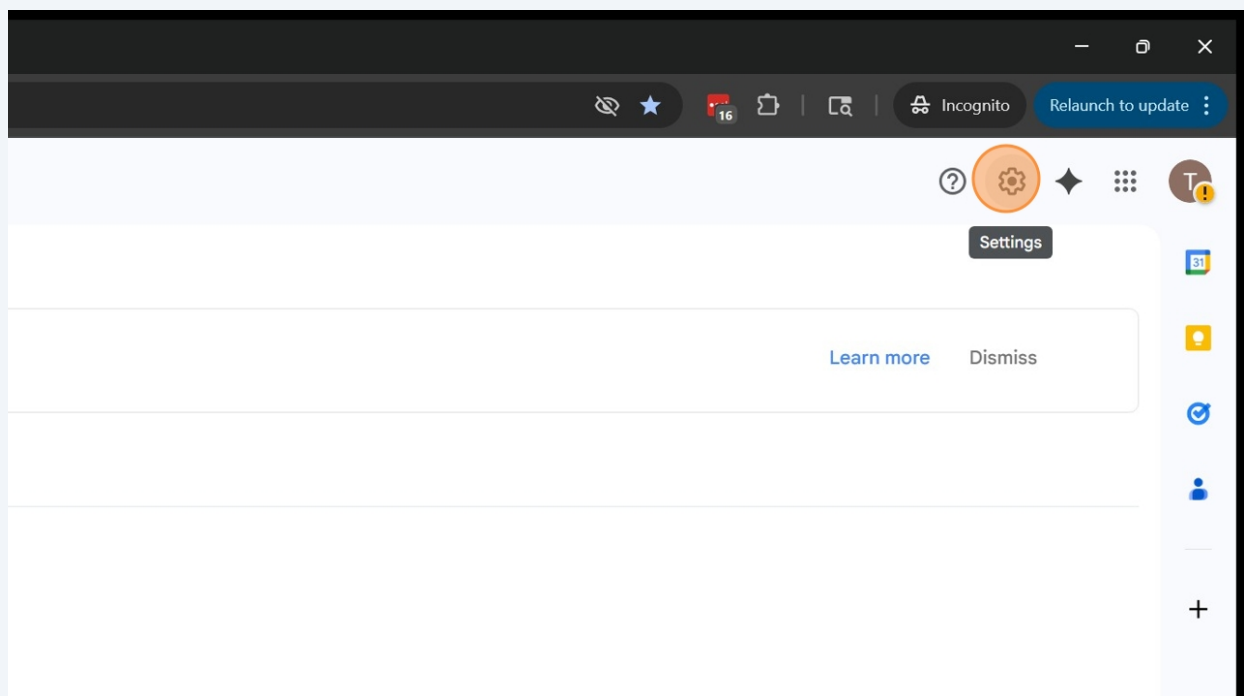
18

After your mailbox creation, you may receive a tip window, you may click "OK" to close it.

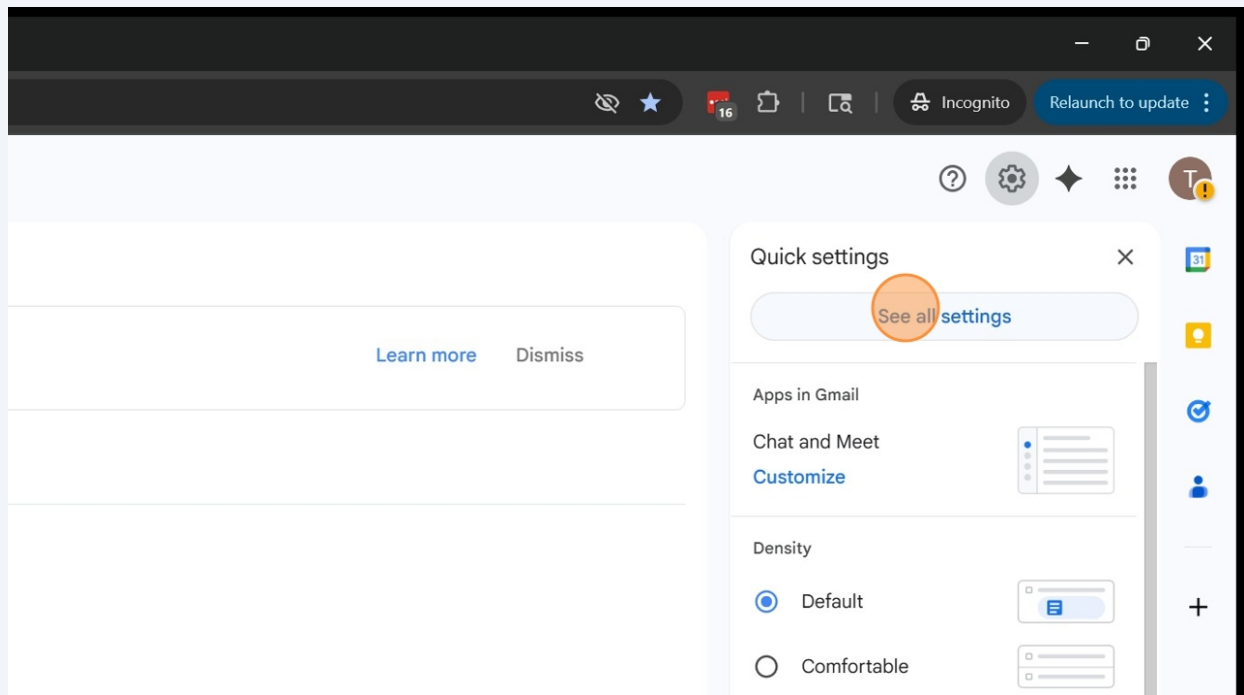


19

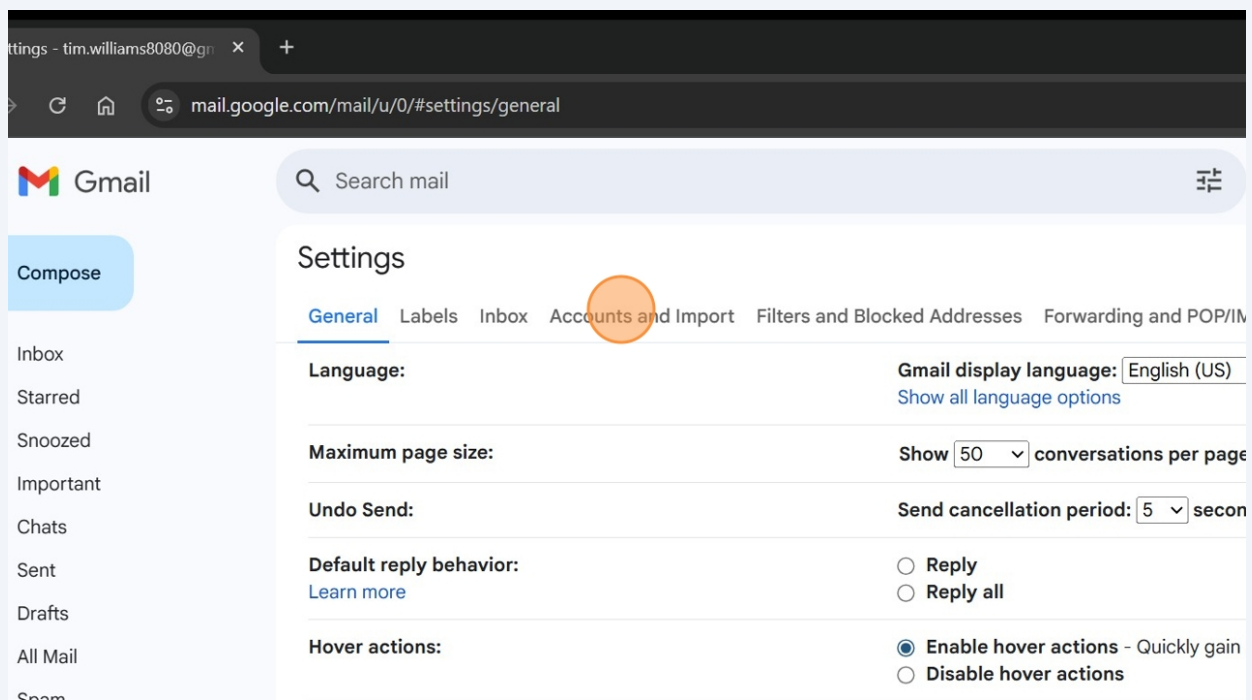
Click the gear icon (Settings)



20 Click "See all settings"



21 Click "Accounts and Import"



22 Click "Import mail and contacts"

is Inbox **Accounts and Import** Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat and Meet Advanced Of

nt settings:	Change password Change password recovery options Other Google Account settings
r work?	Businesses get yourname@example.com email, more storage, and admin tools with
d contacts:	Import from Yahoo!, Hotmail, AOL, or other webmail or POP3 accounts. Import mail and contacts
d from your other email addresses)	Tim Williams <tim.williams8080@gmail.com> Add another email address
m other accounts:	Add a mail account
o your account: (ad and send mail on your behalf)	Add another account
	Mark as read <input checked="" type="radio"/> Mark conversation as read when opened by others

23 Enter your TDS email address and click "Continue"

Step 1: Sign into your other email account

What account do you want to import from?

██████@tds.net

For example: name@example.com

Continue

Cancel

24

Enter your password for your TDS email account/address. The POP username and POP server should automatically fill in but if they do not, the POP username is the first part of your email address (before the @ symbol) and the POP server is "mail.tds.net"

Step 1: Sign into your other email account

Enter the password for [REDACTED]@tds.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: 110 [Edit](#)

Continue

Cancel

25

Click "Continue"

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:

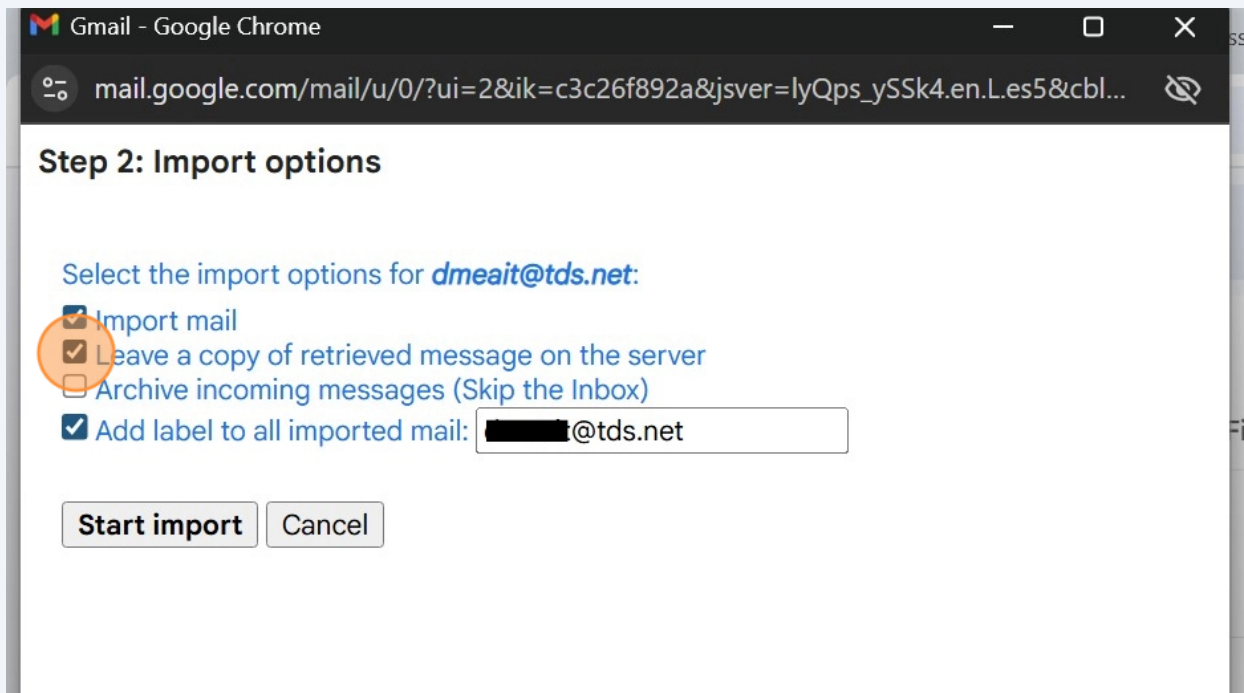
Port: 110 [Edit](#)

Continue

Cancel

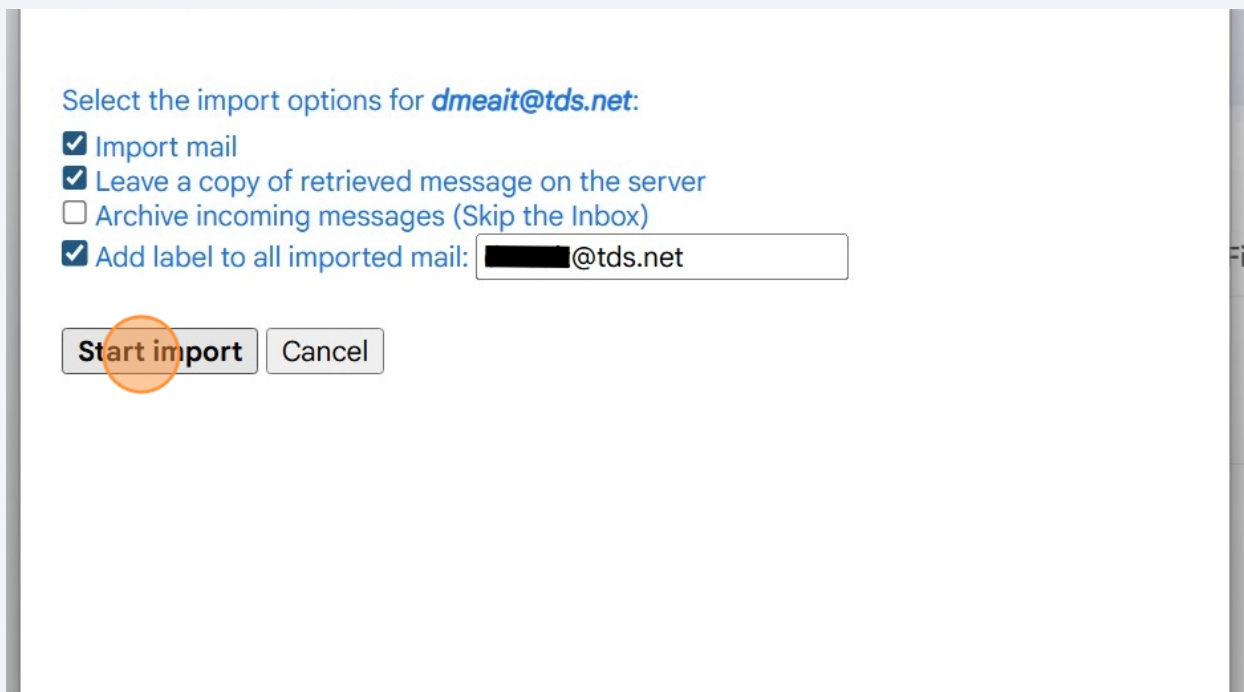
26

In step 2, you may choose to keep all of your old emails in your TDS account or actually move them to the new account. We recommend checking the "Leave a copy of retrieved message on the server" box in case something doesn't work.



27

Click "Start import"



28 Click "OK"

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.



29 You may click "Inbox" at any time to see if your messages have been imported. You may now start updating accounts that use your tds.net email address to your newly created email address.

