

Attention Seniors,

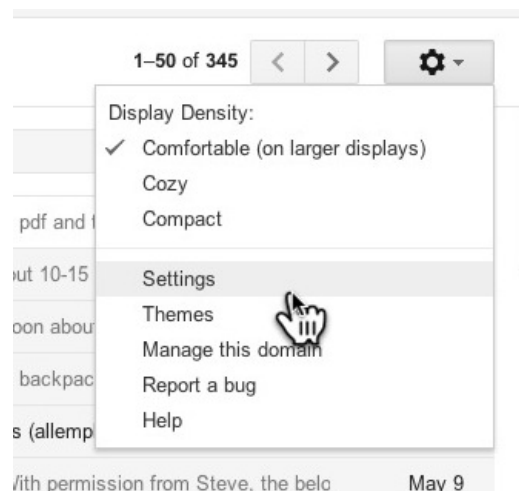
If you wish to retain copies of your email and/or items in your Google Drive, you **MUST** follow these steps:

CREATE A NEW GMAIL ACCOUNT:

The easiest way to retain copies of your email and Google Docs is by creating your own Gmail account. Go to mail.google.com and click on the red "CREATE AN ACCOUNT" button in the upper right-hand corner. Setting up a new account is fairly straight-forward, but be sure to **DISREGARD ANY EMAILS** you receive in newly created account that pertain to importing your emails and contacts from another account. It **WILL NOT** work properly!!!!

If you wish to retain copies of your BBA email and docs, follow these steps:

1. Log onto your Burr and Burton Gmail account and click on the "large gear" icon on the right-hand side and select settings.



- 2). Click on "Forwarding and POP/IMAP".
- 3). Under POP Download, select the "Enable POP for all mail" radio button.
- 4). Click the "Save Changes" button towards the bottom of the page, then log out of your Burr and Burton email account.
- 5). Log into your NEWLY CREATED Gmail account, and go to the settings page that you went to in your Burr and Burton email.
- 6). Click on "Accounts" at the top.
- 7). Next to "Check mail from other accounts (using POP3)" click on "Add a POP3 account you own."
- 8). A new window should open, which will guide you through the rest of the setup process.

- The first screen will ask you which account you want to import from. Enter your FULL Burr and Burton email address
- The second screen will ask for your Burr and Burton username, which is your FULL burrburton email address, and password. Next to POP Server, type in “pop.gmail.com” without the quotes. Change the port number to 995. Put a check next to the box “Always use a secure connection (SSL) when retrieving mail.” DO NOT check ANY other boxes. Your screen/ settings should look similar to this:

Gmail - Add a mail account you own

<https://mail.google.com/mail/u/0/?ui=2&ik=81e7c0dbfa&view=ma>

Add a mail account you own

Enter the mail settings for awald@burrburton.org. [Learn more](#)

Email address: awald@burrburton.org

Username:

Password:

POP Server: Port:

Leave a copy of retrieved message on the server. [Learn more](#)

Always use a secure connection (SSL) when retrieving mail. [Learn more](#)

Label incoming messages:

Archive incoming messages (Skip the Inbox)

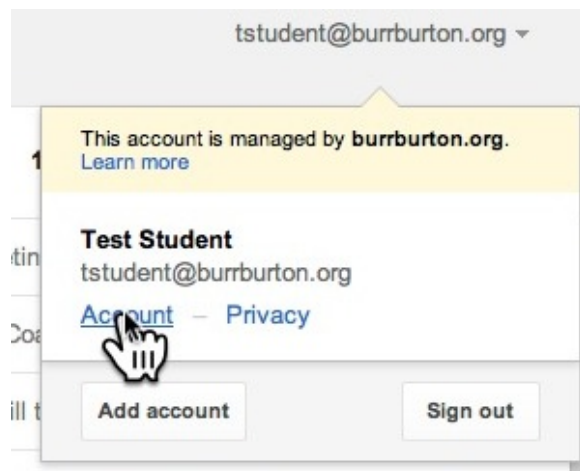
- Click the “Add Account” button. You DO NOT have to be logged into EITHER account for the import to take place. You can check on the status of your import by going into "Settings", then selecting "Accounts" in your NEWLY CREATED email account. You'll see the status under “Check mail from other accounts.” If nothing is displayed, or you see the “Add a POP3 mail account you own” link, the import is complete.

You should now have a copy of all of your emails from your Burr and Burton account on your new Gmail account. Make sure you advise people of your new email address, including your prospective college/university. Note that ANY NEW emails that go to your Burr and Burton account MAY NOT automatically forward to your newly created email. To notify senders of your new email address, go into your mail settings as you did earlier. Under “general”, you’ll see “Vacation Responder.” (You may need to scroll down to see this option). Enable the vacation responder, then type in a message alerting people of your new email address, then click “Save Settings.” Anyone who sends you an email to your burrburton account will automatically be notified of your new email address.

If you wish to retain a copy of your Google Drive contents, proceed to the following steps:

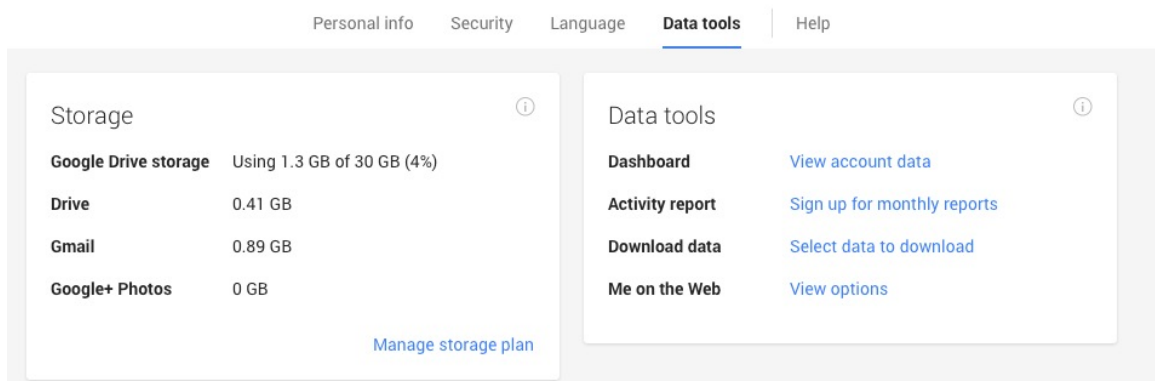
You SHOULD do the following on YOUR OWN COMPUTER. If you can't, make sure you have a thumb drive handy.

- 1). Log into your BURR AND BURTON email account.
- 2). Click on your email address in the upper right-hand corner of your screen, and select "Account."



A new window should open up showing the account settings.

- 3). On the top of the screen, you should see five different options. Click on "Data Tools."
- 4). Two boxes should appear: "Storage" and "Data Tools." In the Data Tools box, click on "Select data to download."



5). Click on the blue "Create an archive" button.

6). Make sure the items you want to create a copy of has a check by it. Remove a check by anything you DON'T want a copy of. *Note: While you CAN export your mail, it may not import properly. DO NOT count on this option alone to get your desired emails.

7). Click on the red "Create Archive" button. Depending on how much data you have, you may need to wait a few minutes before you can download it. If you don't want to wait, you can always sign out and Google will email you when your data is ready to be downloaded. When the archive is displayed, click the blue "Download" button. The default download location (Mac OS) is the "Downloads" folder. The folder name will be "user@burrburton.org-takeout", where "user" is replaced with the first part of your burrburton email address.

8). If using a PUBLIC COMPUTER, copy the folder to a thumb drive, then DELETE the folder from the download folder. Make sure you EMPTY THE TRASH.

You can easily upload your Google Docs to your newly created Google Account.

You now have a copy of all of your emails and contacts, and your Google Docs. Should you run into any trouble or have any questions, feel free to stop by the tech office located on the lower level of the Smith Center.