

Email: Converting CVT Email Account to Gmail Account

If you need any assistance with this process, please contact us:

Copper Valley Telecom – Solutions Team

329 Fairbanks Drive, Valdez, AK 99686

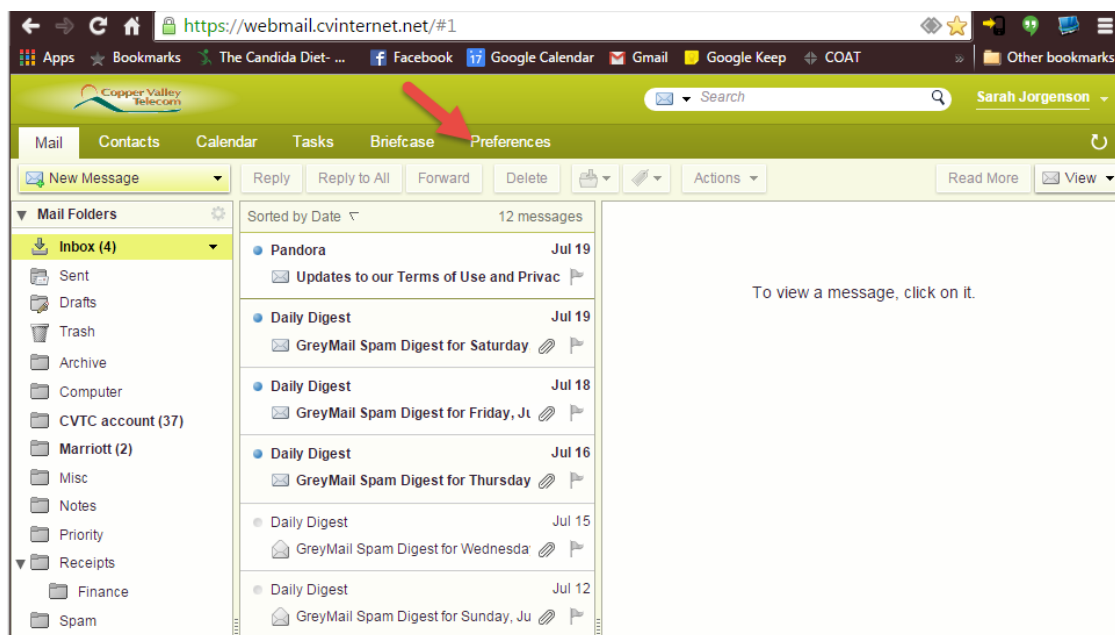
907.255.TECH | Tech Support

907.834.HELP | 24 Hr Help Desk

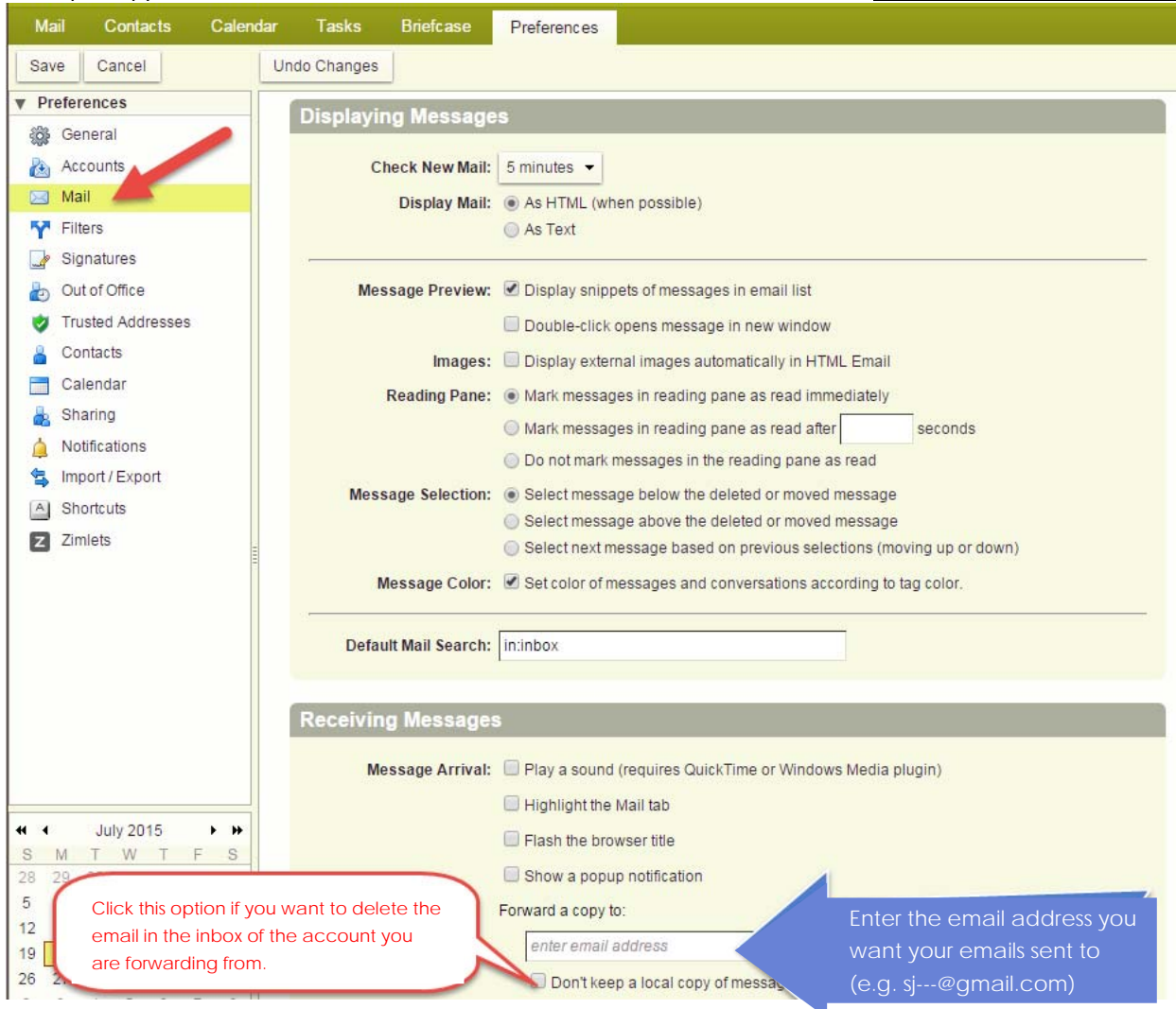
Step 1: Select or create a NEW free Gmail account

Step 2: Forward your Copper Valley Telephone (CVT) Email to your new Email Account

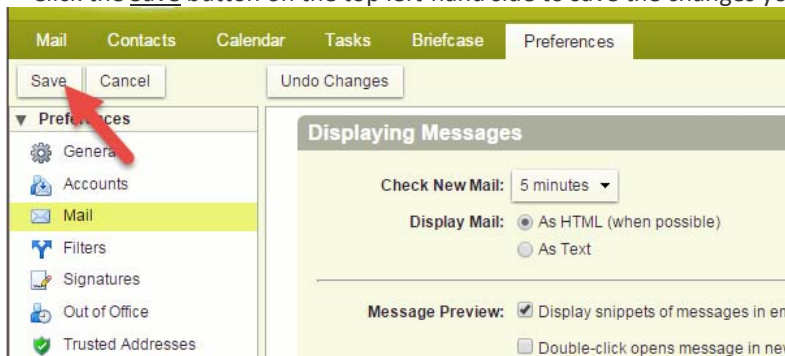
1. Sign into your CVT email account via webmail.cvinternetwork.net. Enter in your username (full CVT email address) and password. This will take you into your CVT mail inbox.
2. Select the Preferences tab



3. Select the Mail option from the menu on the left-hand side; then scroll down to the receiving messages list. Enter in the email address of the email account you want your new emails forwarded to in the Forward a copy to field. If you don't want to keep a copy of the same email in the inbox of this account, select the box marked Don't keep a local copy of messages.



4. Click the Save button on the top left-hand side to save the changes you've made.



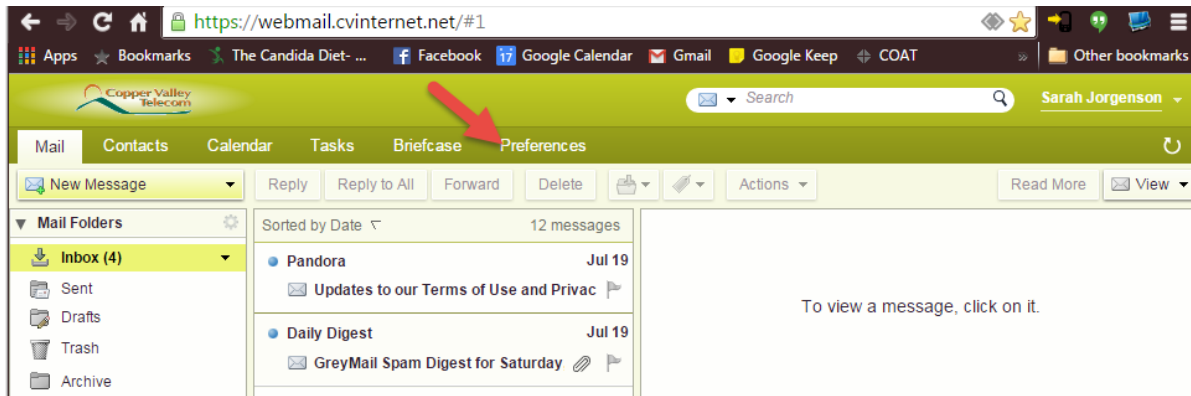
5. Test your changes by sending yourself an email to your CVT email account. It should automatically forward to the email you selected. If you wish to skip our recommended Step 3, skip to the appropriate section of Step 4 to import your emails to your new email.

Step 3: Set up Reply-To and Auto-Reply on current CVT Email Account **optional*

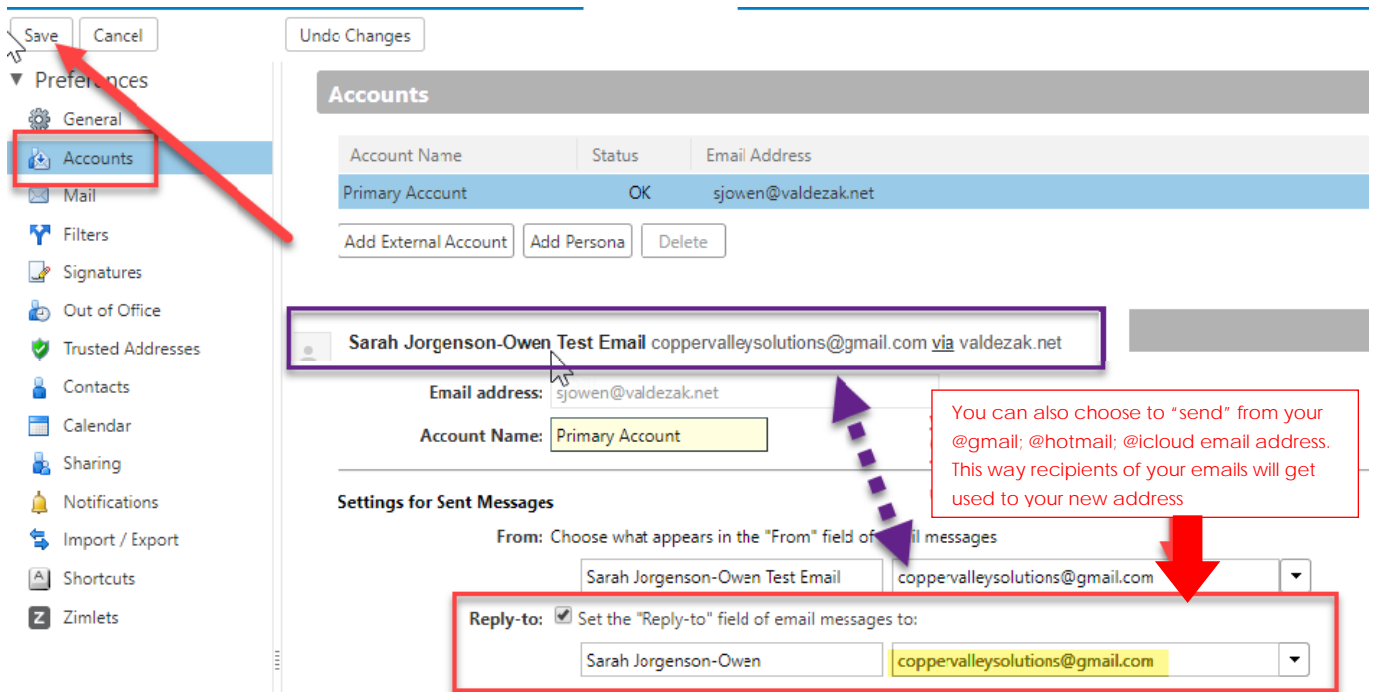
“Reply-to” setting will ease your contacts into contacting you at or replying to you at your new address. You can also set up an auto-reply from your CVT email account that will alert all your contacts to your new email address.

Set up Reply-To

1. Sign into your CVT email account by going to webmail.cvinternet.net. Enter your username (full CVT email address) and password. This will take you into your CVT email inbox.
2. Select the Preferences tab



3. Select the Account option from the menu on the left-hand side.
 - a. Under the Primary Account Settings section, click the checkbox next to Reply-to:
 - b. In the fields below, set up your display name and email address to which you will be converting (e.g., your gmail.com or outlook.com address).
 - c. You may also wish to change the email address that “sends” any emails from your current CVT email account as shown below.



4. Click the Save button on the top left-hand side to save the changes you’ve made.

Set up Auto-Reply

Setting an auto-reply message like the one below gives anyone who sent an email to your old CVT email account the information regarding your new email account. **While this step isn't necessary for the conversion, it could be helpful for giving all your contacts a 'heads up' on your new address.**

5. Select the Out of Office option from the menu on the left-hand side
 - a. Select Send auto-reply message and fill out your auto-reply message in the field below. (Feel free to use the template below and swap our email address for yours.)

The screenshot shows the Outlook 'Out of Office' configuration window. The 'Out of Office' option is selected in the left-hand menu. The 'Send auto-reply message' radio button is selected. The auto-reply message text is: 'Hi! Please update my contact info in your address book. Send all future emails to coppervalleysolutions@gmail.com. This email address will be disabled on November 1, 2018.' The 'Time Period' is set to 'All Day' from 2/27/2018 11:59 PM to 2/27/2018 Midnight. The 'External Senders' dropdown is set to 'Send standard auto-reply message'.

6. Click the Save button on the top left-hand side to save the changes you've made
7. Test your changes by sending yourself an email to your CVT email account. You should automatically receive an auto-reply with your new contact information. Try replying to yourself, the email will then be automatically directed to the new address.



CAUTION: This email originated from outside of CVTC or its subsidiaries. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi!

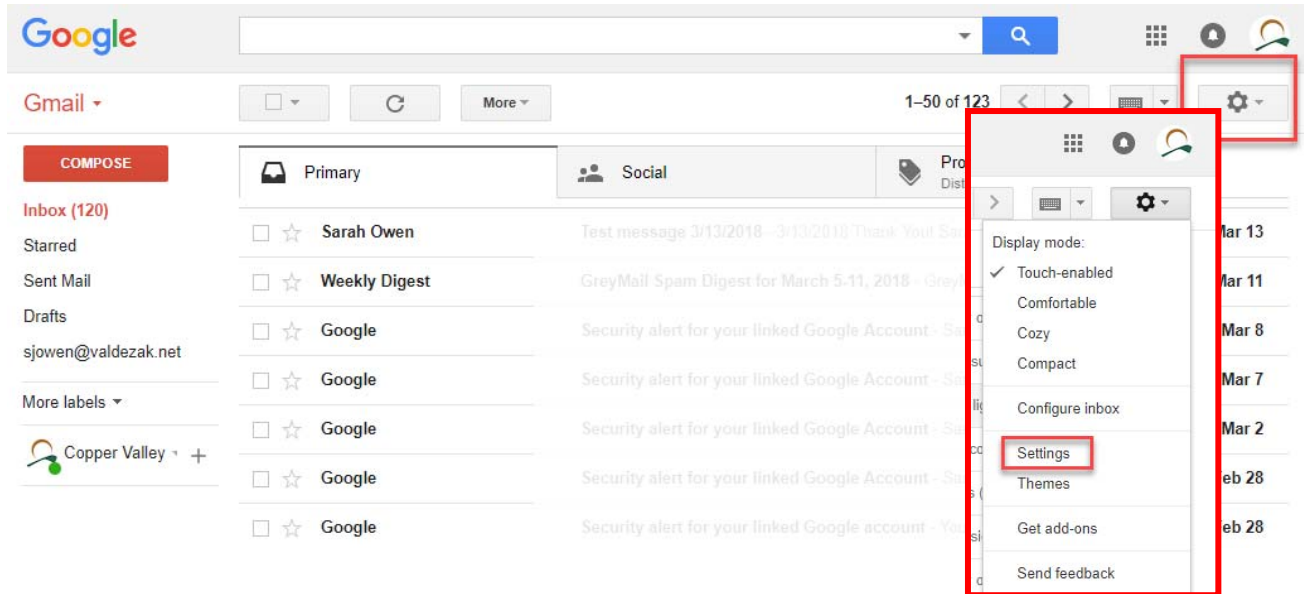
Please update my contact info in your address book. Send all future emails to coppervalleysolutions@gmail.com. This email address will be disabled on November 1, 2018.

Step 4a: Import your CVT Emails to your Gmail account

Import all the messages saved in your current CVT Inbox and all mail folders.

NOTE: Importing once started can take several hours and up to two days to copy over your emails. During this process you will be able to use/close your Gmail and web browser as normal. You will need to know your FULL CVT email address and password to start this process.

1. ***In a web browser:*** Sign into your Gmail account (<https://gmail.com>)
 - a. In the top right corner of the Inbox, click on the Settings icon
 - b. Select Settings from the drop down menu



2. Select Accounts and Import (fourth tab from left)
 - a. Select Import mail and contacts

Settings

General Labels Inbox **Accounts and Import** Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat Labs Offline

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

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

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

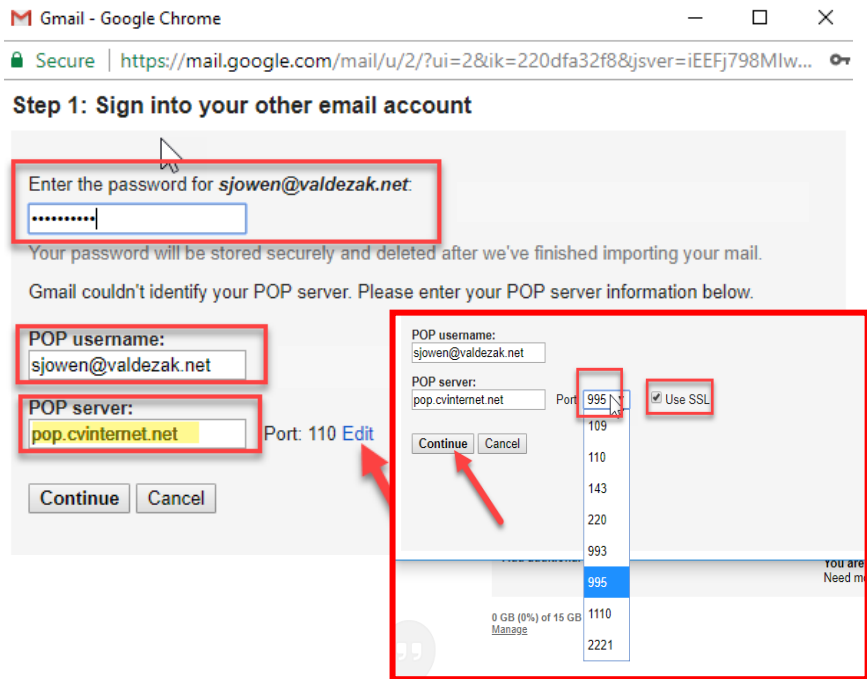
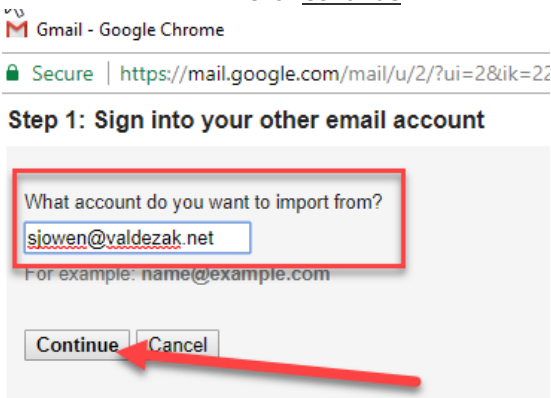
Check mail from other accounts: [Learn more](#)
[Add a mail account](#)

Using Gmail for work? [Businesses can power their email with G Suite. Learn more](#)

Grant access to your account: [Learn more](#)
(Allow others to read and send mail on your behalf)
[Add another account](#)
 Mark conversation as read when opened by others
 Leave conversation unread when opened by others

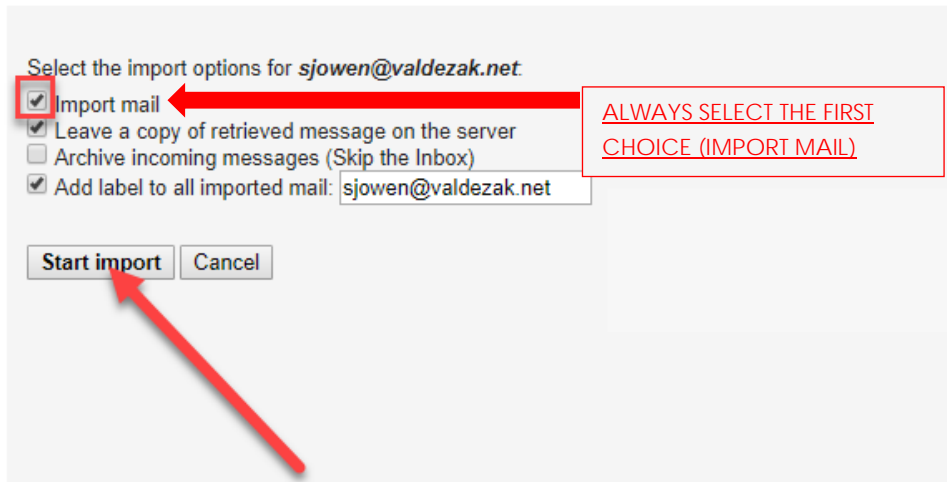
3. A Pop-Up Box will appear titled: **Step 1: Sign into your other email account**
 - a. Enter your CVT email address in the field
 - b. Click Continue
 - c. In the second box, fill in your CVT Email password
 - d. In the POP Username Field, enter your FULL CVT email address
 - e. In the POP server field enter pop.cvintern.net (**ALWAYS**- even if your email is another domain!)
 - f. Click the Edit link next to Port
 - g. Select 995 and click Use SSL

h. Click [Continue](#)



4. **Import Options.** Select the Import options you would like to have for your CVT email account in Gmail. Select the first box – This will import all current mail to the new account. From there, you have the following choices:
 - a. If you want to keep copies of the imported messages in your CVT email (**recommended**).
 - b. Whether or not you want to archive incoming messages - which will skip going into your Inbox and go straight to a special CVT email folder (**not recommended**).
5. When you are ready, click [Start Import](#)

Step 2: Import options



6. **Finish.** As noted above this process is not immediate. The amount of time it will take depends on how many emails you have saved on your CVT account and will also depend on the speed of your internet. Slower speeds will take longer to load messages to new account. Click [OK](#) to start.

Your Import has started—you can check your Gmail inbox periodically for status or go to [Settings > Accounts and Imports](#)

Step 3: Finish

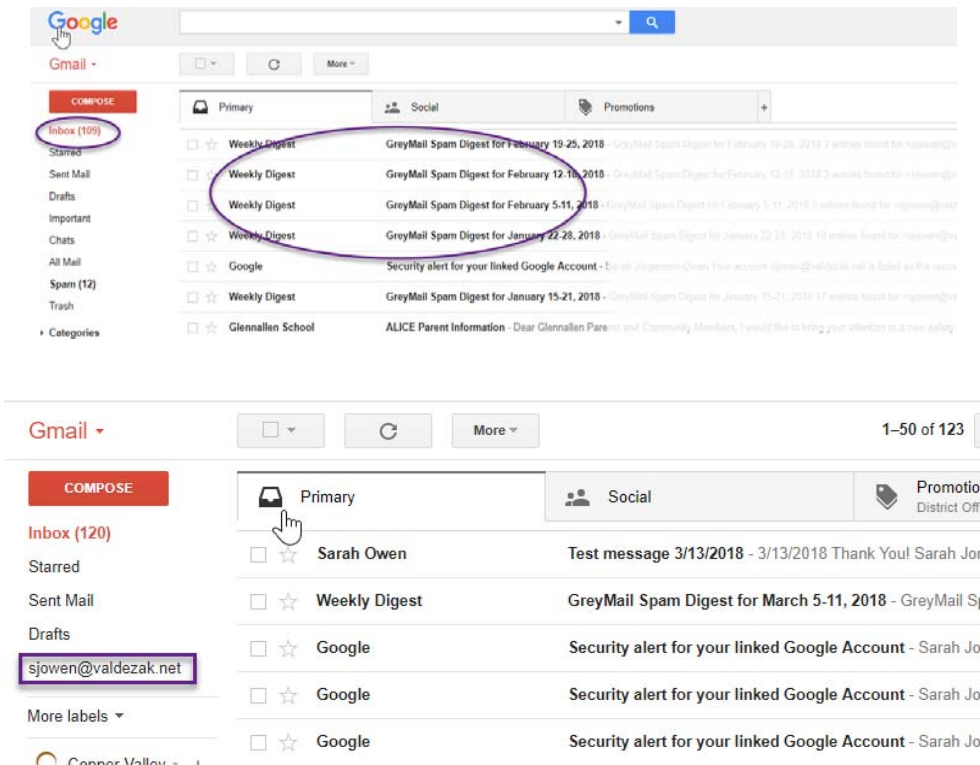
Your messages are being imported.

It may take several hours (sometimes up to 2 days) before you start to see imported messages

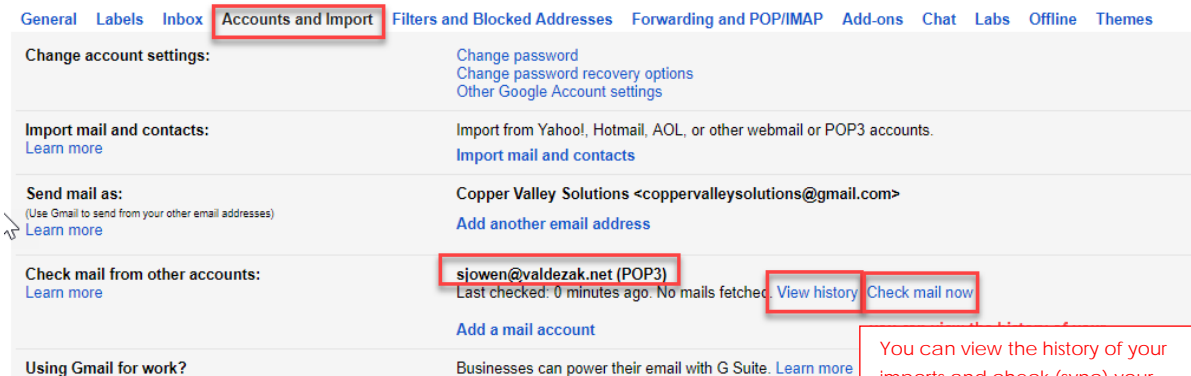
You can close this window and keep using Gmail or even log out and close your browser – we'll continue importing your mail and/or contacts in the background. To check the status of your import, look under Settings > Accounts and Import.

OK

7. Check your CVT emails in Gmail. Your new emails should show up in your Inbox- as well as any messages in your current inbox. You may see a folder below your Gmail folders that has your CVT email address—you can save your CVT emails to that folder, if you wish.



Under Settings, go to Accounts and Imports. Under your CVT email account, you may View history and/or Check mail now (i.e. check for new messages from your CVT email)



Step 5: Update your online accounts that use your CVT Email

Your email address is often your online identification for other accounts, from social media access to shopping. It can be difficult to keep track of all the places we use our email on the internet.

Below are common online accounts that may be using your CVT email address. **Please check that you have updated your email, especially when used for PASSWORD RECOVERY, for each of these accounts. After November 1st YOU WILL NOT BE ABLE TO ACCESS YOUR EMAIL FOR PASSWORD RECOVERY or other purposes!**

Checklist of Common Online Accounts

<u>Banking/Financial</u>	Wells Fargo	FNBA	Merrill Lynch	Retirement	Stocks	Credit Union	Loans
	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
<u>Taxes/PFD</u>							
	Yes / No						
<u>POS Accounts</u>	Square	Clover					
	Yes / No	Yes / No					
<u>Hotel/Travel</u>	Marriott Rewards	Alaska Airlines					
	Yes / No	Yes / No					
<u>Shopping</u>	Amazon	Zappos	REI	Modcloth			
	Yes / No	Yes / No	Yes / No	Yes / No			
<u>Social Media</u>	Facebook	Instagram	Pinterest	LinkedIn	Twitter	YouTube	
	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
<u>IM and Video Calling</u>	Skype						
	Yes / No						
<u>Cloud Storage & Photo Backup</u>	Dropbox	Snapfish					
	Yes / No	Yes / No					
<u>TV & Movies</u>	Netflix	Hulu	Vudu	Google	Network (ABC, NBC, ESPN)	Fandango	
	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
<u>Music</u>	Pandora	Spotify	iTunes	Google	iHeartRadio		
	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
<u>Lifestyle/ Fitness</u>	Beachbody	Map My Run	Garmin	Meal Planning Sites	Organizational Tools	Calendars	
	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
<u>Games/ Gaming</u>	Steam	Xbox	PlayStation	Nintendo			
	Yes / No	Yes / No	Yes / No	Yes / No			

OPTION 1: You may choose to **change your username** (if they use an email address for username) for logging into these accounts if it's allowed by the provider.

OPTION 2: You may choose to **change your password recovery and contact information** on that account so email notifications will go to your new account, allowing you to change your password.