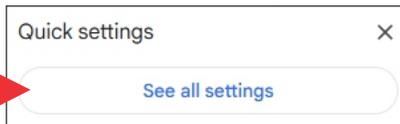


IMPORT PLD.COM EMAIL & CONTACTS TO GMAIL

1. Log into your gmail account. In the Top right-hand corner go to **settings**. 

2. Click on **See all settings**



Quick settings ×

[See all settings](#)

3. Go to **Accounts and Import**



Settings

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

4. Go to **Import mail and contacts** and click **Import mail and contacts**



Import mail and contacts: [Learn more](#)

Import from Yahoo!, Hotmail, AOL, or other webmail or POP3 accounts.

[Import mail and contacts](#)

5. Add **pld email address**



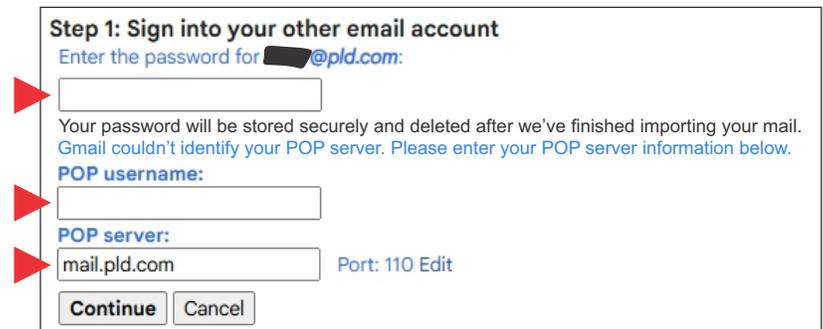
Step 1: Sign into your other email account

What account do you want to import from?

For example: name@example.com

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

6. Type in your **email password**,
Pop username needs to be the full email address
so you will need the @pld.com on it
Pop server is mail.pld.com port: 110
Hit **Continue**



Step 1: Sign into your other email account

Enter the password for [redacted]@pld.com:

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:

mail.pld.com Port: 110 Edit

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

7. Make sure you have a check mark in the **Import mail**, and the **add label to all imported mail** boxes, I would suggest to also check mark to **leave a copy to retrieved messages on the server**. Hit **Start import**

Step 2: Import options

Select the import options for [redacted]@pld.com:

- Import mail
- Leave a copy of retrieved message on the server
- Archive incoming messages (Skip the Inbox)
- Add label to all imported mail: [redacted]@pld.com

[Start import](#) [Cancel](#)

8. Hit **OK**

Step 3: Finish

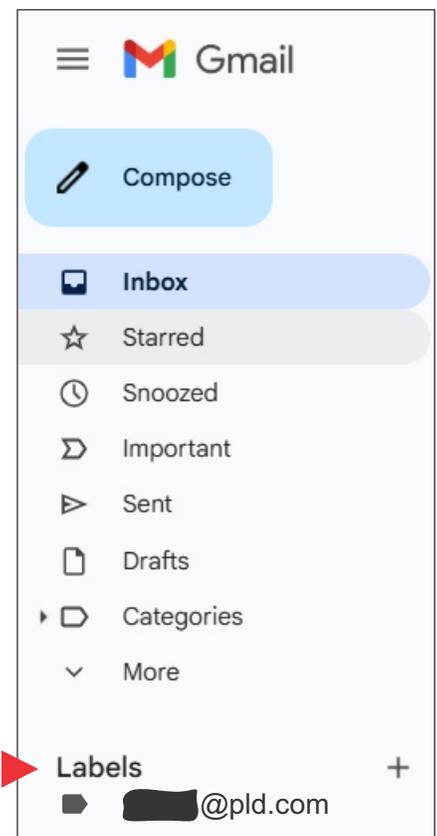
Your messages are being imported.

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](#)

9. You will now have your **pld.com** emails listed under the **Labels tab**



☰ Gmail

[Compose](#)

- [Inbox](#)
- [Starred](#)
- [Snoozed](#)
- [Important](#)
- [Sent](#)
- [Drafts](#)
- [Categories](#)
- [More](#)

Labels +

- [\[redacted\]@pld.com](#)