

TRANSFERRING INFORMATION FROM COMCAST TO GMAIL

1. Edit your Comcast address book to remove inactive information.
2. Print a copy of the edited list so that you will have a hard copy.
3. Go to your Gmail account.
4. Click on the settings wheel.
5. Click on settings in the drop down menu.
6. Click on "Accounts and Import".
7. Click on "Import mail and contacts".
8. Enter your Comcast Email address in box and click "Continue".
9. Enter password for your Comcast account in box and click "Continue"
10. Under import options place a check mark in the appropriate boxes.

Import contacts

import mail (inbox at Comcast)

import new mail for 30 days (from Comcast)

11. Click on "Start Import" -- this step **MAY** take more than 24 hours. You can use your computer as you normally would during this process.

Your Comcast address book will be imported to your Gmail contact list and your Comcast inbox will be imported to your Gmail inbox. Gmail will post an Email to you when the import is complete.

12. From your Gmail account, notify everyone on your contact list of your new (Gmail) address.
13. Reach out to those not on your contact list who send you Emails (banks, businesses, newsletters, etc.) and change your address with them.
14. Monitor new Emails coming to your Comcast account for additional contacts that need to be corrected.