

2 Create a Gmail account

To transfer your email from Outlook Express to Outlook 2007 we will create a Gmail account.

We will copy your email from Outlook Express to your Gmail account and then from the Gmail account to Outlook 2007.

The Gmail account is free and once the transfer is complete you can delete the account again.

If you already have a Gmail account we recommend you create a new account for this purpose.

- Go to www.gmail.com.
- Click Create an account.

The screenshot shows the Gmail homepage. At the top left is the Gmail logo with 'by Google' underneath. To its right is a blue banner that says 'Welcome to Gmail'. Below the banner is the heading 'A Google approach to email.' followed by a paragraph: 'Gmail is built on the idea that email can be more intuitive, efficient, and useful. And maybe even fun. After all, Gmail has:'. There are three feature icons: 'Less spam' (a red circle with a slash), 'Mobile access' (a mobile phone), and 'Lots of space' (a wooden crate). To the right is a sign-in box with the heading 'Sign in with your Google Account', fields for 'Username:' and 'Password:', a checkbox for 'Stay signed in', a 'Sign in' button, and a link 'Can't access your account?'. Below the sign-in box is a 'Latest News from the Gmail Blog' section with a link 'Drag images into messages' dated 'Wed May 12 2010'. To the right of the sign-in box is another box with the heading 'New to Gmail? It's free and easy.' and a red-bordered button that says 'Create an account »'. Below this button are links for 'About Gmail' and 'New features!'.

- Follow the steps to create the account and make a note of your account name and password.
- For our example we use JohnDoeWallet999@gmail.com. Whenever you see this address substitute it with your own Gmail address.
- When you have created your Gmail account, log in and click on **Settings** in the top right corner.

The screenshot shows the top navigation bar of the Gmail interface. It includes links for 'Gmail', 'Calendar', 'Documents', 'Web', 'Reader', and 'more'. On the right side, it shows the user's email address 'johndoewallet999@gmail.com' and a red-bordered box around the 'Settings' link, along with 'Help' and 'Sign out' links. Below the navigation bar is the Gmail logo and a search bar with 'Search Mail' and 'Search the Web' buttons, and links for 'Show search options' and 'Create a filter'.

- Click **Forwarding and POP/IMAP**.

The screenshot shows the Gmail Settings menu. The menu items are 'General', 'Accounts and Import', 'Labels', 'Filters', 'Forwarding and POP/IMAP', 'Chat', and 'Web Clips'. The 'Forwarding and POP/IMAP' item is highlighted with a red-bordered box.