

## General

### **I am using gmail. How do I save the emails to import them into OfficePool?**

Doing a search on the web, there doesn't appear to be an easy way to save emails... Here is one site which may help:

[how-to-save-a-gmail-message](#)

But it sounds like your best bet is to either use the copy/paste method or set up POP access for your gmail account and use an email client such as Outlook or Mail.

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