Creating a New Email

A few steps to follow

1. Pick a new email provider

Browse around and decide which provider you would like to host your new email address. There are many great free options such as Gmail, Outlook, Yahoo, Bing, and more.

2. Forward your old account to your new account

Forwarding emails ensures that you won't miss anything important. To set up forwarding:

- Click the *Preferences* tab at the top of your email.
- Click on the *Mail* tab on the left-hand side.
- Scroll down to *Receiving Messages* and set-up a forwarding address.
  Note: this is not a permanent fix. This is to identify what accounts need your updated information.

3. Create an auto-reply on old account

Creating an automatic reply to emails will inform those who are trying to reach you that you have a new contact. To set up an auto-reply:

- Click the *Preferences* tab at the top.
- Click on *Out of Office* on the left-hand side.
- Click *Send Auto-Reply* and create your message.

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4. Update your email address on all accounts necessary

One of the biggest pains is updating your information for all your online accounts. From Facebook to your bank accounts.

- Start with your most important accounts that you use on a regular basis. This would include you internet provider, power, doctors offices, banks, streaming accounts, and more.
- One way to help is to search key words in your old email. Words like "unsubscribe" or "welcome to" can help pull up accounts you have created with that email.

5. Let your old account die!

Once you feel like you have all of your information switched to your new account, you can just let your old one die out.