

The background of the slide features a blurred image of a hand holding a pen over a document. In the foreground, a large, three-dimensional '@' symbol made of cardboard is prominently displayed. The overall aesthetic is clean and professional, with a light beige and white color palette. The text is overlaid on the right side of the image.

Changing Your Primary Email Address

April 4, 2022⁺



**Why Change
Your Primary
Email
Address?**

ISP (Internet Service Provider) is going away

Email Account has been hacked

Want to get less junk mail



Before You Start



What will you use this email address for?



What ISP do you want to use for the new email address?



What accounts will you need to change?

What will you use this email address for?

- + Your email address is the Userid on many different services
- + Apple, or Microsoft userid's and possibly Google?
 - + If you plan to have your new email be provided by a Apple, Google or Microsoft where you already have a userid with your old email, there will be special steps in the process for obtaining the new email!
- + Financial Services userid's?
- + Userid's for other digital services?

Be sure you have a list of all the services where you will be changing the userid.

What ISP Do You Want for Your New Email?

- + We recommend using one of the major providers
 - + Apple (iCloud), Google (Gmail), Microsoft (Outlook)
 - + They work across all platforms and have good support
- + Which hardware platform do you use the most?
 - + Desktop, Laptop, Tablets, Phone
- + Where is your primary cloud service?

What Online Accounts do you Need to Change?

- + Develop a complete list of all the accounts you want to change the the userid (your email address) for.
 - + If you have an account with the old email address, you can still sign in after that email doesn't work anymore, but you will not receive notifications from that account anymore – this may be OK if you rarely have used the account in the past!
 - + If it is an account that has access to your credit card or social security number, you should **definitely change** it so you will receive notifications.

Steps in changing your email address

- + Obtain the new address
- + Using Webmail for your old address:
 - + Enable Email Forwarding to your new address
 - + Enable Auto Reply to notify those using the old address of your new address
 - + Export your contacts
- + Using Webmail for your new address, import your contacts
- + Update the Mail apps that you use on all of your devices to access the new email.
- + Work through your list of online accounts, changing the "username" to your new email. Take this opportunity to set up 2 step authentication on any financial accounts.

Email Forwarding / Auto Reply

Hargray

Webmail

Use the following settings to configure your email on another email client, or on your mobile device

Preferences

- Mail
 - General
 - Advanced
 - Keyboard Shortcuts
 - Password
 - Security Question
 - POP/IMAP**
 - Spam
 - Auto Reply
 - Message Filters
 - Signatures
 - Highlighting
 - Image Rules
 - PGP Keys
 - Data Usage
- Calendar
 - General

Email address
[redacted]@hargray.com

Full name or username
[redacted]@hargray.com

Password
Use the same password that is used to login to your Webmail account

Incoming server (POP)
mail.hargray.com

Incoming and outgoing server (IMAP)
mail.hargray.com

Outgoing SMTP Server
mail.hargray.com

SMTP port
1025

Port numbers for secure mail
POP: 995
IMAP: 993
SMTP: 465

Email Forwarding / Auto Reply

Hargray

The screenshot shows the Outlook Webmail interface. The top bar displays 'Webmail' on the left and the user's name 'susan.hartmann' with a dropdown arrow on the right. A 'Save' button is located in the top right corner of the main content area. On the left side, there is a navigation menu with icons for Mail, Calendar, and a settings gear icon which is highlighted with a yellow circle. The 'Mail' section is expanded, showing a list of preference categories: General, Advanced (selected), Keyboard Shortcuts, Password, Security Question, POP/IMAP, Spam, Auto Reply, Message Filters, Signatures, Highlighting, Image Rules, PGP Keys, and Data Usage. The 'Advanced' category is selected, and the 'Forwarding' section is visible. The 'Forwarding' section includes the following settings: 'Forward emails to an alternative address' with a text input field containing a redacted email address followed by '@outlook.com'; 'Keep a copy of forwarded mail in the inbox' with a checked checkbox; 'Show message snippets' with an unchecked checkbox; 'Enable threaded messages' with an unchecked checkbox; and 'Automatically open next message in list Upon deleting or moving a message.' with a checked checkbox. The 'Message List' section is partially visible at the bottom of the main content area.

Webmail susan.hartmann

Preferences

- Mail
 - General
 - Advanced**
 - Keyboard Shortcuts
 - Password
 - Security Question
 - POP/IMAP
 - Spam
 - Auto Reply
 - Message Filters
 - Signatures
 - Highlighting
 - Image Rules
 - PGP Keys
 - Data Usage
- Calendar
 - General

What to do when messages are deleted: Move to trash

Enable Taskbox tagging in the Inbox:

Tag messages to turn them into Tasks.

Play sound when new mail arrives:

Forwarding

Forward emails to an alternative address: [redacted]@outlook.com

To forward mail to alternate email addresses, separate addresses by commas (no spaces).

Keep a copy of forwarded mail in the inbox:

Message List

Show message snippets:

Enable threaded messages:

Automatically open next message in list Upon deleting or moving a message.:

Save

Email Forwarding / Auto Reply Hargray

Webmail susan.hartman

Preferences

Mail

- General
- Advanced
- Keyboard Shortcuts
- Password
- Security Question
- POP/IMAP
- Spam
- Auto Reply**
- Message Filters
- Signatures
- Highlighting
- Image Rules
- PGP Keys
- Data Usage

Auto-Reply Messages

Auto replies respond to incoming messages while you are absent.

Create an Auto-reply message

Title

Number of times sent to an address

Everytime

Start Date 03/18/2022 **End Date** No end date

Start Time 09:00 **End Time** No end time

Condition

All conditions


+ Add Condition


List of Auto-replies

	Enable
My email has changed - this Hargray email address is no lon...	<input checked="" type="checkbox"/>


Export Contacts Hargray

Webmail


Contacts 

Search... 



304 selected


 More ▾

- Create Event
- Import
- Export
- Find Duplicates


Address Books 


Show all | Hide all


- Main book 
- Collected 

Groups 

A

 AJ
ajordan@nnsso.org

 aleiya.pinckney@va.gov



Setup an Outlook email address

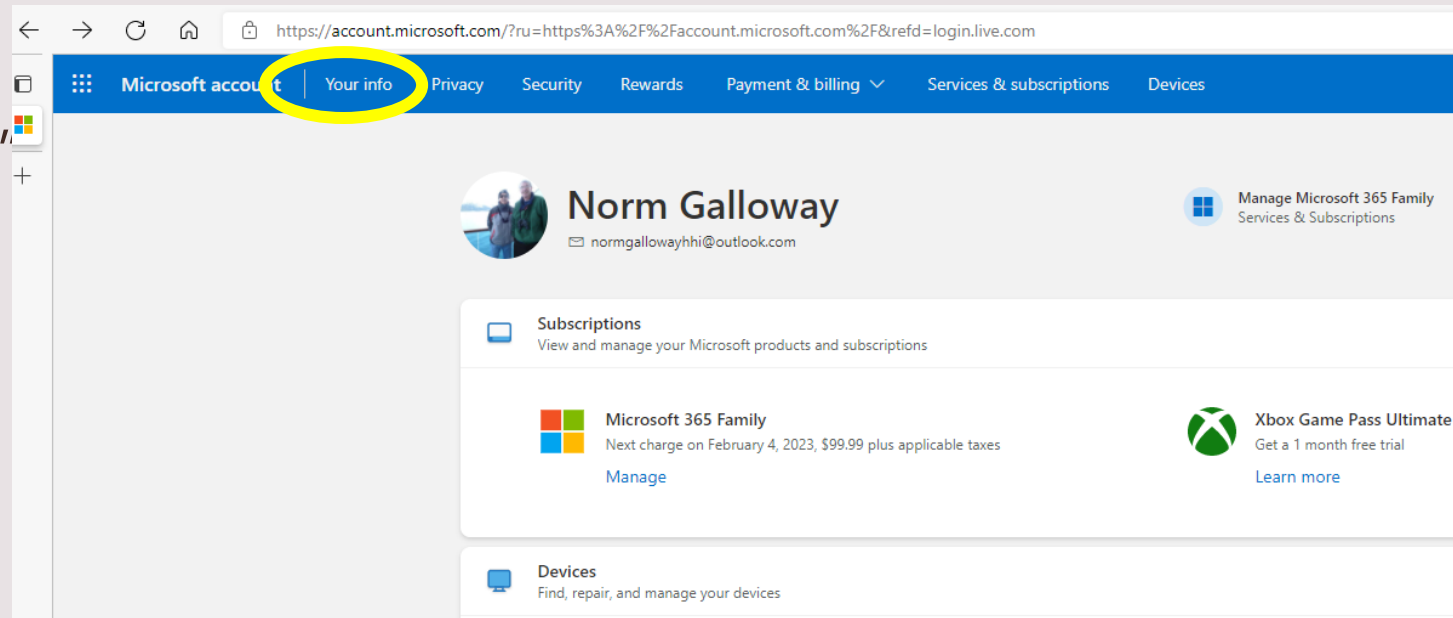
+If you use your current email for your Microsoft Account

+Go to <https://account.microsoft.com/>

+Sign in with your current Microsoft username

+Go to

"Your info"



The screenshot shows a web browser window displaying the Microsoft account management page. The address bar shows the URL <https://account.microsoft.com/?ru=https%3A%2F%2Faccount.microsoft.com%2F&refd=login.live.com>. The navigation bar includes links for "Microsoft account", "Your info" (highlighted with a yellow circle), "Privacy", "Security", "Rewards", "Payment & billing", "Services & subscriptions", and "Devices". The main content area displays the user's profile for "Norm Galloway" with the email address "normgallowayhhi@outlook.com". Below the profile, there are sections for "Subscriptions" (with a "Manage" link), "Microsoft 365 Family" (with a "Manage" link and a note about the next charge on February 4, 2023, for \$99.99 plus taxes), and "Xbox Game Pass Ultimate" (with a "Learn more" link and a note about a 1-month free trial). A "Devices" section is also visible at the bottom.



Manage how you sign in to Microsoft

An account alias is an email address or phone number that you use to sign in to your Microsoft account. You can have multiple aliases, and use any of them with Microsoft services and more.

Your account's primary alias is displayed on your Microsoft devices (such as a Windows PC, Xbox, or Windows Phone), and you can choose a different alias to be the primary one a

Account aliases

normgallowayhhi@outlook.com (primary alias)

[Remove](#)

norm@hhigalloway.com

[Remove](#)

[Add email](#)

[Add phone number](#)

From here you can create a new Outlook.com email address and when you have set it up you can make it your primary Microsoft Account email address.

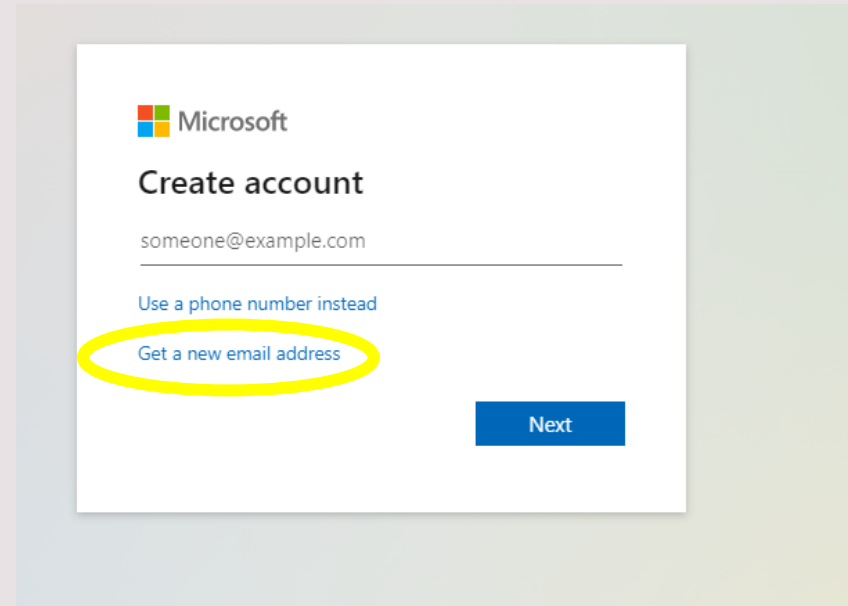
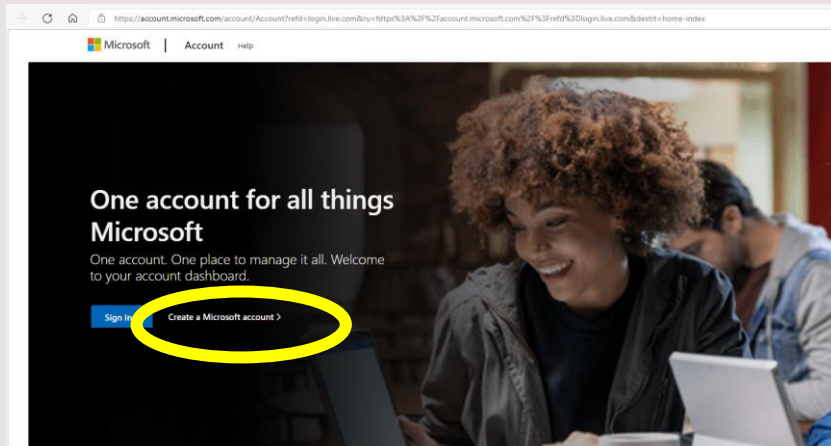
Sign-in preferences

To make it harder for someone to break in to your account, turn off sign-in preferences for any email address, phone number, or Skype name you don't use.

[Change sign-in preferences](#)

Setup an Outlook email address

- +If you do not use your current email for your Microsoft Account
- +Go to <https://account.microsoft.com/>
- +Go to Create a Microsoft Account then "Get a new email address"



Accessing Outlook.com Accounts

+ You may automatically set up an Outlook.com email in IOS and Android Mail apps

Or

+ You can download the Outlook app from the Google Play Store or the Apple store

+ On a PC you can access it on the web at Office.com or in the Mail Desktop app or the Outlook desktop app



Create an [iCloud.com](https://icloud.com) Email Address


Having an Apple ID does not mean you have an iCloud email address
You must create one

Create a primary iCloud Mail address on your iPhone, iPad, or iPod touch


1. On your iPhone, iPad, or iPod touch, go to Settings > [your name] > iCloud.
2. Turn on iCloud Mail (or Mail), then follow the onscreen instructions to create an iCloud Mail address.

If you don't see onscreen instructions after turning on iCloud Mail on your iPhone, iPad, or iPod touch, you already have a primary iCloud email address.

Create a primary iCloud Mail address on your Mac

1. On your Mac, choose Apple menu  > System Preferences, click Apple ID, then click iCloud.
2. Select Mail, then follow the onscreen instructions to create an iCloud Mail address.

If you don't see onscreen instructions after turning on iCloud Mail on your Mac, you already have a primary iCloud email address.

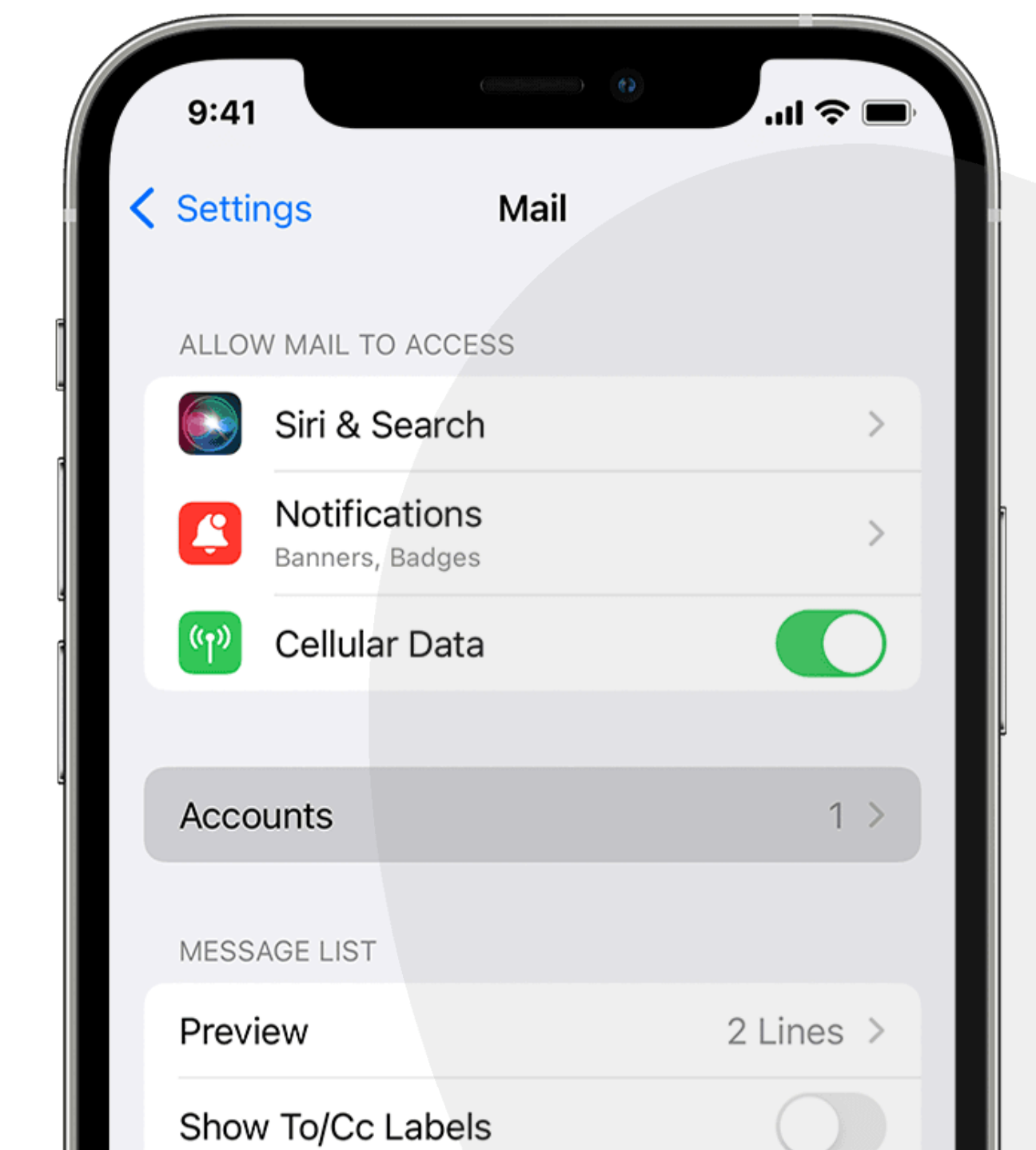


Once it is set up, you need to add
the new address to your
mail app

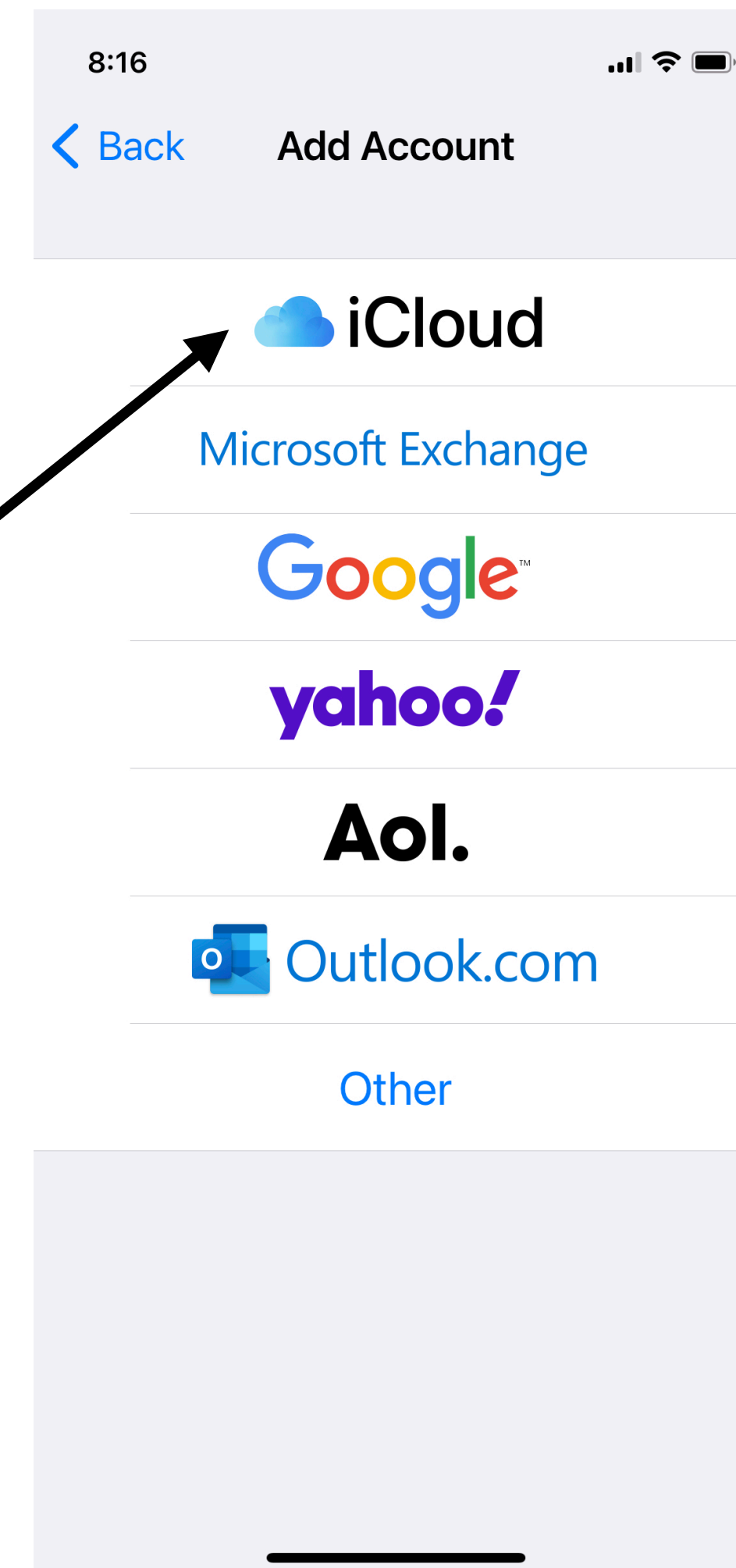
How to set up your email account automatically

If you use an email provider like iCloud, Google, or Yahoo, Mail can automatically set up your email account with just your email address and password. Here's how:

1. Go to Settings > Mail, then tap Accounts.



Adding iCloud accounts
tap here



2. Tap Add Account, then select your email provider.
3. Enter your email address and password.
4. If you see Next, tap Next and wait for Mail to verify your account.
5. If you see Save, tap Save.

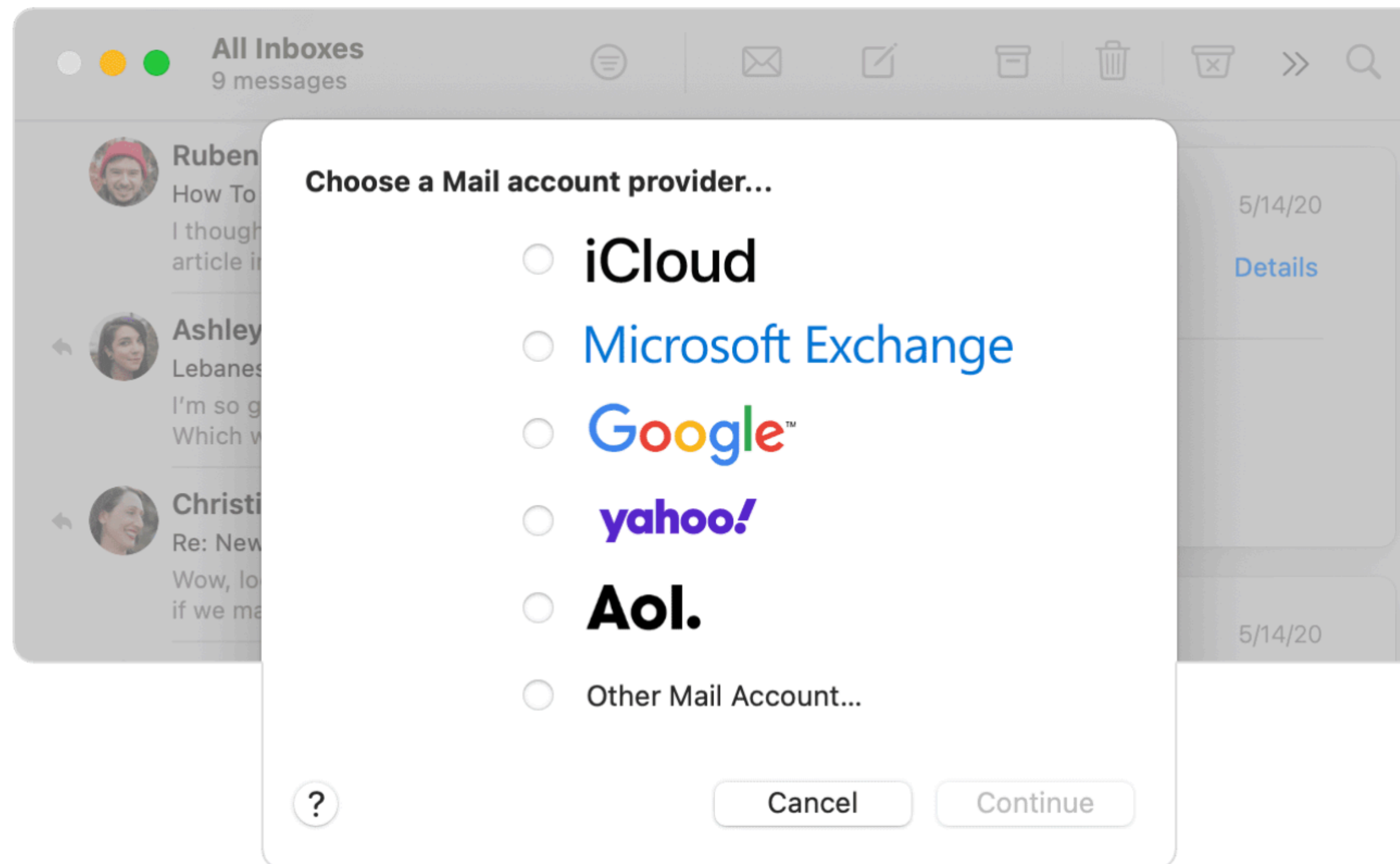
If you don't see your email provider, tap [Other to add your account manually](#).

Add an email account to Mail on your Mac

How to set up an email account for the first time, or add another email account.

Add an email account

1. From the menu bar in Mail, choose Mail > Add Account.
2. Select your email provider from the list, then click Continue.



3. Some accounts, such as Google, might ask that you click Open Browser to complete authentication in your web browser.
4. Follow the onscreen instructions to enter account details, such as your name, email address, and password. If you're not sure what information to enter, please contact your email provider for help.

After adding your new address go to the website of your old address to forward email to the new address.

The screenshot shows the Spectrum website's account settings page. At the top right, there are links for 'Sign Out' and 'Support'. A navigation bar contains 'Email', 'Contacts', 'Settings', and 'Mailbox Storage:'. The 'Settings' link is circled in yellow. On the left, a sidebar lists 'Account', 'Emails', 'Automatic Response', and 'Filters & Blocked Senders'. The main content area is titled 'Account' and includes a note about using the Self Care Application. Below this, the 'Display Name' section has a text input field with 'Ex. Sally Smith'. The 'Email Forwarding' section has a toggle switch set to 'OFF' and is circled in yellow. Below it, there is a section for adding email addresses with a text input field and an 'Add' button, both circled in yellow. The 'Reply-To Email Address' section has a text input field with 'stunncliffe@twc.com'. The 'Language' section has a dropdown menu set to 'English'. At the bottom, a footer contains copyright information and links to privacy policies.

MENU Spectrum Sign Out Support |

Email Contacts Settings Mailbox Storage:

Account

Account

Manage your Spectrum.net email account.

Note: Please use the [Self Care Application](#) to manage your email password and accounts (if applicable).

Display Name

Name

Ex. Sally Smith

Enter the name you want to appear on your outgoing emails.

Email Forwarding

OFF

Forward your email to additional email addresses. You can enter up to five email addresses.

Email Address

Add

Reply-To Email Address

Email Address

stunncliffe@twc.com

Deliver replies to your emails to a different email address.

Language

Select your Preferred Language

English

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Two things to consider about an iCloud email address:

Once created you cannot use it as a
new Apple ID for 30 days.

&

iCloud mail is stored in the cloud—not
on your device—and it **will** count
toward your iCloud storage.

If you keep **lots** of emails and decide an iCloud address is not for you for storage reasons:

create a gmail.com email address

Go to:

accounts.google.com

Simply fill in
your
information,
click the **Next**
button and
follow the
instructions.
Write down
your email
and password!



Create your Google Account

First name Last name

Username @gmail.com

You can use letters, numbers & periods

[Use my current email address instead](#)

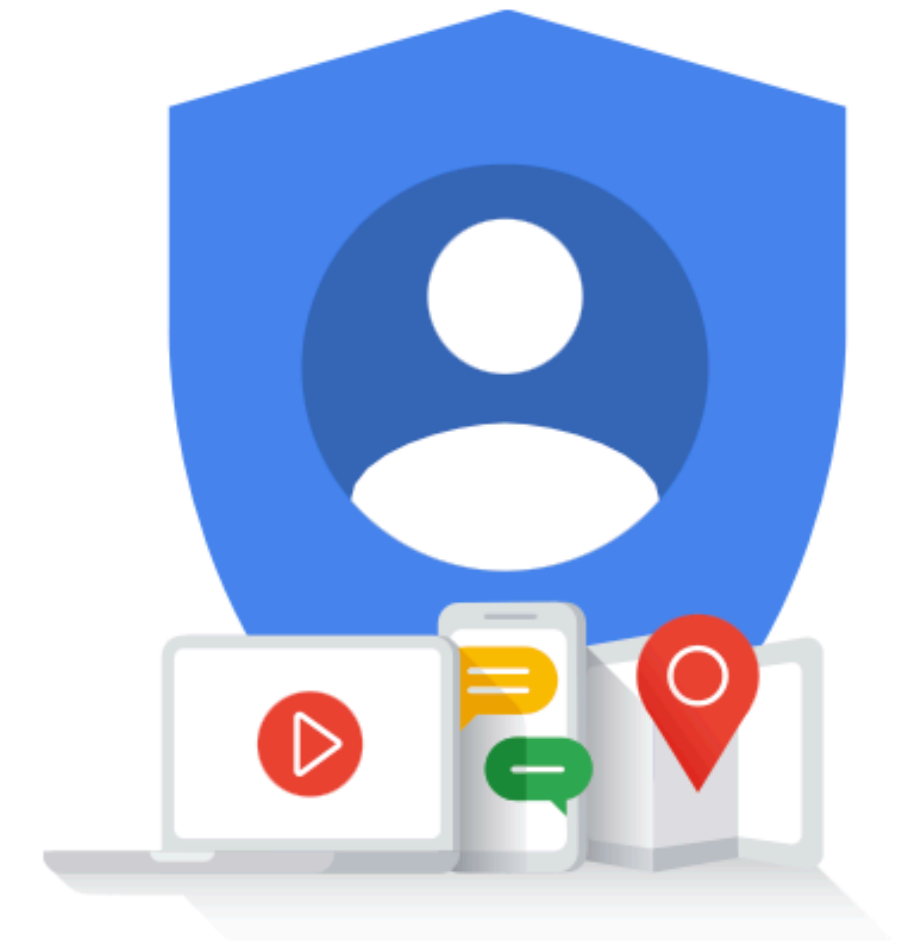
Password Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

Show password

[Sign in instead](#)

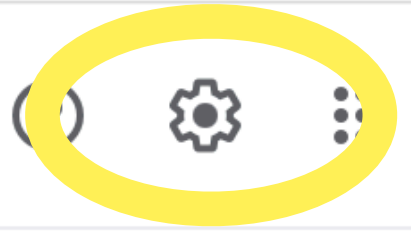
Next



One account. All of Google
working for you.

Sign in to your new gmail and it will take you to
this screen....

Click on Settings



Compose

Inbox 1

- Starred
- Snoozed
- Important
- Sent
- Drafts
- Trash
- Categories
 - [Imap]/Sent
 - [Imap]/Trash
 - Notes
 - Personal
 - Travel
 - More



1-1 of 1

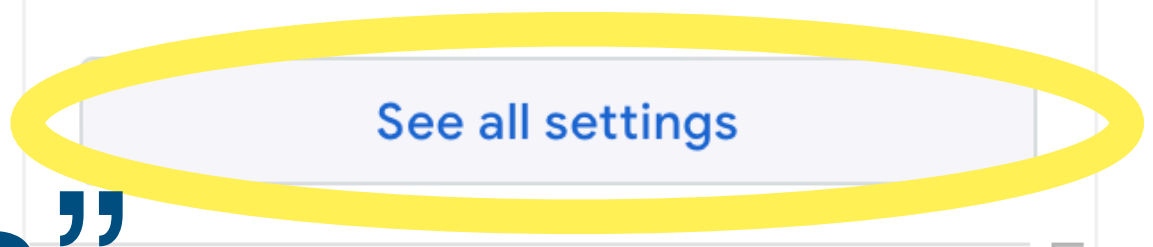
Google

Security alert - iOS was granted access to yo...

Mar 18

Then click "See all Settings"

Quick settings

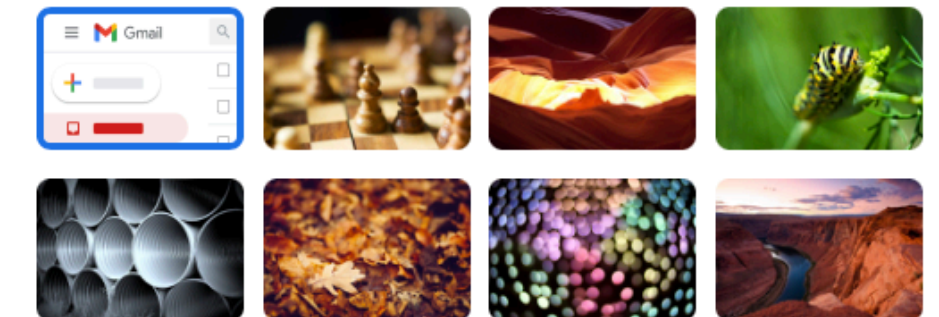


DENSITY

- Default
- Comfortable
- Compact

THEME

View all



INBOX TYPE

- Default
- Customize
- Important first

Meet

- New meeting
- Join a meeting

0.78 GB of 15 GB used

Terms · Privacy · Program Policies

Last account activity: 3 days ago

Details

You will then see this screen.

Address these circled items.

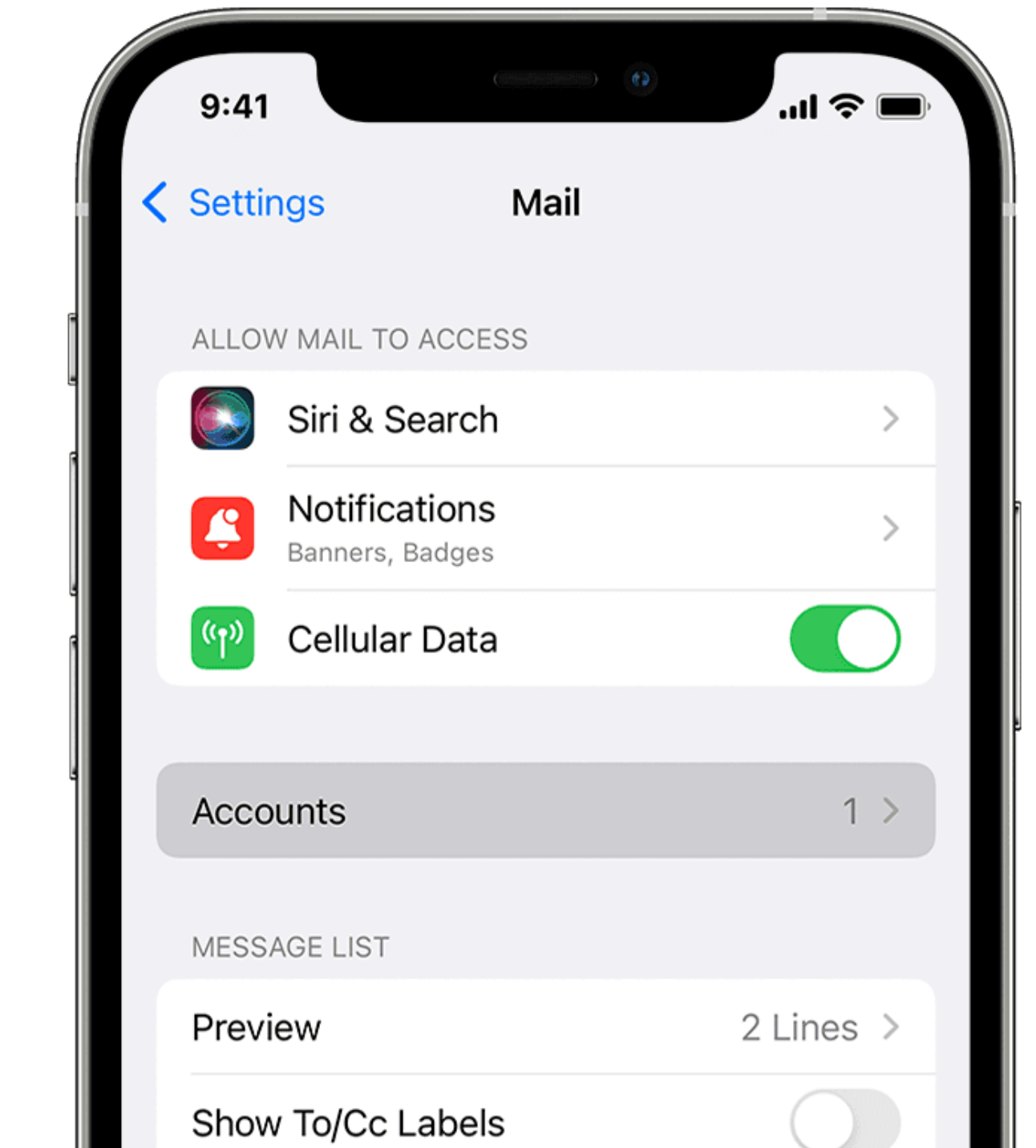
The screenshot shows the Gmail Settings interface. On the left is a navigation sidebar with options like Compose, Inbox, Starred, Snoozed, Important, Sent, Drafts, Trash, Categories, [Imap]/Sent, [Imap]/Trash, Notes, Personal, Travel, and More. The main content area is titled 'Settings' and has several tabs: 'Accounts and Import' (circled in yellow), 'Filters and Blocked Addresses', 'Forwarding and POP/IMAP', 'Add-ons', 'Chat and Meet', 'Advanced', 'Offline', and 'Themes'. Under the 'Accounts and Import' tab, there are sections for 'Change account settings', 'Using Gmail for work?', 'Import mail and contacts' (circled in yellow), 'Send mail as:', 'Check mail from other accounts' (circled in yellow), 'Grant access to your account:', and 'Add additional storage:'. The 'Send mail as:' section shows the user's name and email address, with an option to 'Add another email address'. The 'Check mail from other accounts' section has an 'Add a mail account' button. The 'Grant access to your account:' section has radio buttons for 'Mark conversation as read when opened by others' (selected) and 'Leave conversation unread when opened by others'. The 'Add additional storage:' section shows the user is using 0.78 GB (5%) of their 15 GB storage.

Remember:
add your
new gmail
account
to your
devices

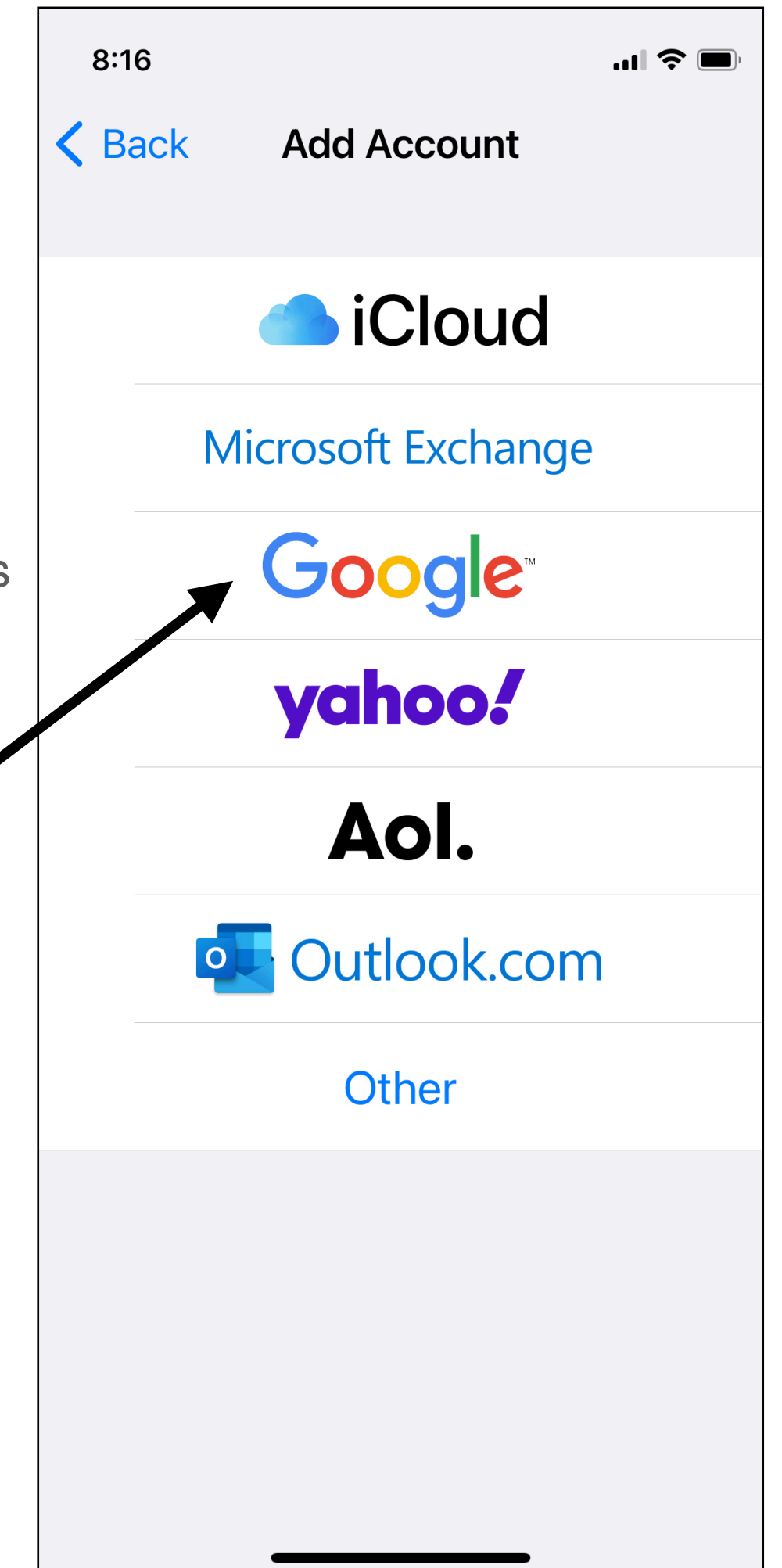
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1. Go to Settings > Mail, then tap Accounts.



Adding Gmail accounts
tap here



2. Tap Add Account, then select your email provider.
3. Enter your email address and password.
4. If you see Next, tap Next and wait for Mail to verify your account.
5. If you see Save, tap Save.

If you don't see your email provider, tap [Other to add your account manually](#).



Questions?