How to Change Your Email Address

Changing your internet provider can mean changing your email address. And let's face it, that can be a pain in the neck. Here are some quick tips to making a smooth transition to a "forever email" so that you'll never have to change it again.

Step 1: Your New Email	Pick a provider and register your new email address. Popular providers include Gmail and Outlook.com and regular service is usually free. Unlike a school, work, or ISP provided address, with a "forever email" the address will be yours even if you move or change internet providers.

If you use an email client

- Emails from your old address which are currently available on your device(s) will remain intact.

- Set up your new email address in the email client.

- Email your contacts to let them know you have a new address.

- Update online accounts (bank, credit card, etc.) with your new address.

- You may wish to track your old account for a short time to make sure you have informed all contacts of your new address.

If you only use web mail

- **Do not cancel service until you have transferred your current account.**

- This would be a good time to switch to a secure email client like Microsoft Outlook, Thunderbird, or Mac Mail.

- Transfer your old account to your email client and add your new account.

- Email your contacts to let them know you have a new address.

- Update online accounts (bank, credit card, etc.) with your new address.

- You may wish to track your old account for a short time to make sure you have informed all contacts of your new address.

HELPFUL TERMS

Email Provider: This company will provide your email address. They may also offer a webmail option for collecting and sending email when you are away from your personal devices. Common providers include Gmail, Outlook.com, and Apple.

Email Client: This is a program which runs locally on your computer or device. It is a preferred way to send, receive, and archive your email. Files and emails are stored on your device. Common clients include Microsoft Outlook, Thunderbird, and Mac Mail.

Web Mail: Web mail allows you to access your email through a browser. Your emails are not stored on your device but remain in the servers of your provider.