Abthorpe Broadband Association Ltd.
Bringing Broadband to the community since 2003.

Changing your email address

Changing your email address can be daunting. Indeed this is the very reason that people resist doing it. However, spending £60 per year for an email address (ie from BT) really is excessive when there are completely free solutions available, not only from Tove Valley Broadband, but from other sources such as Gmail and Outlook etc. There is one significant advantage of changing your email address – you can get rid of a lot of spam and unwanted messages.

Unfortunately there is no simple "one notification" solution to help with the switch. Where you have lodged an email address with a bank, on-line store, etc. you will have to log on to the appropriate websites and change your email details for each. You will have to do that for any account you have with a company or organisation which sends you messages.

However, for general email traffic there are steps you can take to make the process a little easier……

If you use an email CLIENT app such as Outlook, emClient, K9, Thunderbird, iOS etc:

- When you have been assigned your new email address and password, open your email client and create a profile or account for your new address. The settings for the account can be *found here.*
- In addition:
  - seek out the option and "set this account as the default account" if there is one.
  - seek out the option and "always send emails from this account/the default account" if there is one.

Alternatively:

- When you have created and tested your new account, go to your old account administration and see if you can set up a *forwarder* - that is, any emails received will immediately be sent on to your new address.

- When you have tested this by sending an email to your old address and verified it is being received to your new address, *disable* (NOT delete!) your old address account in your client app.

- In this way, all your replies and new emails will be, without doubt, from your new account and after a time you will be able to get rid of your old address.

IF YOU EXCLUSIVELY USE webmail:

- The neatest trick is to put, on your old email service, a forwarder so that all emails received there will be sent to your new address. Then any replies you make, logged into your new account, will be from your new address and your contacts will soon get the picture.

- After a time, you will be able to get rid of your old address.

Then make as complete a list as possible of all the businesses (banks, Amazon etc) that you need to notify. In most cases you can do the switch yourself by logging on to your account. Remember that in many cases your account name will be the same as your email address, so you will want to change both of those. Some you may have to request the change. Just work systematically through the list. Having a list will ensure that you don't miss any important ones out.

For all of your personal contacts just compose a message notifying them of your change of address and BCC it to all your contacts (REMEMBER TO USE BCC – blind copy – so that you do not expose everyone's address to everyone else).

Subsequently, whenever you send an email, always check the "From..", usually located in the top left of the window, says it is from your new address.

Some clients (eg iOS and Outlook) allow you to set the From email address (to your new address). Others don't and in that case you will have to check each time.

This process may sound a bit daunting, but it's really not that complex, and people who have gone through the process agree that it is worth it.