Welcome to the Internet SIG

Change Your E-mail Provider

Discussion Topics

- Differences between e-mail and webmail
- Why change your e-mail address?
- IMAP vs POP3
- E-mail features to look for and compare
- Choosing an e-mail provider
- How to change your address.

Webmail vs E-mail

- Users access their email via web browser

- Requires an internet connection

- Emails backed up in the email server

- Scanned for viruses by the service provider

- Single inbox for each of your accounts. You need to log into each of the email accounts separately

- Program installed on a computer

- Emails accessible without internet

- Emails backed up to the computer

- Needs an anti-virus program to scan emails

- Good for multiple email addresses with different domains. Gives you the ability to manage emails from each one as individual addresses

IMO – The Biggest Difference

With webmail, you are stuck with the features of the provider.

Most e-mail clients let you install add-ons which make them easier to use.

Examples of Clients

Webmail

- Gmail
- Outlook (Hotmail)
- Yahoo! Mail
- AOL Mail
- Most ISPs
- Many Others

E-Mail

- Thunderbird
- Mailbird
- eM Client
- Postbox
- Mailbird
- Many Others

Why Change E-mail Address?

- Changed ISP
- E-mail provider quit serving you
- E-mail provider becomes unreliable
- Getting too much spam
- E-mail address is inappropriate
- Computer got hacked

IMAP vs POP3

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IMAP vs POP3
(these are protocols for mail delivery-not usage)

Internet Message Access

- Slower – E-mail is always on server.

- E-mail is synced on multiple devices.

- E-mails downloaded can be read or deleted when offline. Changes made on the device are synced with the server when device goes online.

Post Office

- Faster – E-mail is d/l to local device.

- E-mail available on only one device.

- E-mails can be read offline once downloaded. Device only needs to go online to download e-mail.

IMAP vs POP3 Workflow

IMAP

- Connect to server
- Fetch content and cache it locally
- Process user edits: marking read, deleting, etc.
- Disconnect

POP3

- Connect to server
- Retrieve all mail
- Store locally as new mail
- Delete mail from server (default action)
- Disconnect

Features to Consider

- IMAP/POP3 or both

- Mailbox storage size

- Attachment limit and size

- Mail forwarding

- Cost for extra services

Which E-mail Provider Should You Pick?

How do I know? Everyone's situation is different.
Here's some links to help you decide:

[Wikipedia comparison of webmail providers](#)

[Gizmo's Best Free Email Software](#)

[Or do a web search](#)

How To Change Your E-mail

(without losing your data)

Create Your New Address

- Do your research. Pick a provider that isn't likely to go out of business.

- Avoid ISP providers, colleges/universities, your company, etc.

- Consider the name you choose. Your name is usually the best choice.

- If you're stuck, you can always pick something like tinyisgreat@provider.com

Import Contacts to New Address

- First, choose export contacts from old e-mail.

- Export to either CSV or vCard file.

- In new e-mail, export the contacts file.

- You may have to experiment with which works better.

- Some providers will export to other formats.

- Some providers have options to import directly from old address

Check your new list make sure contacts are correct

Import old e-mails

- This is usually very easy or hard.

- This is a good time to review your saved mail. Do you really need them?

- Check your new provider for instructions on how to import.

- Do a web search on how to import.

- If all else fails, e-mail saved mail to your new address.

Set up e-mail forwarding

- On your old address, set up a forwarder to your new address.

- You can also use "fetching" if your new provider allows it. This is not the best option.

- Consider setting up an auto-reply on old address to let people know the address will be expiring soon. (this is sometimes call vacation or out-of-office reply)

- Consider making a temporary signature on your new e-mail reminding recipients that your address has change.

  This step can be omitted. If so, you will have to check both old and new accounts until old one is no longer needed.
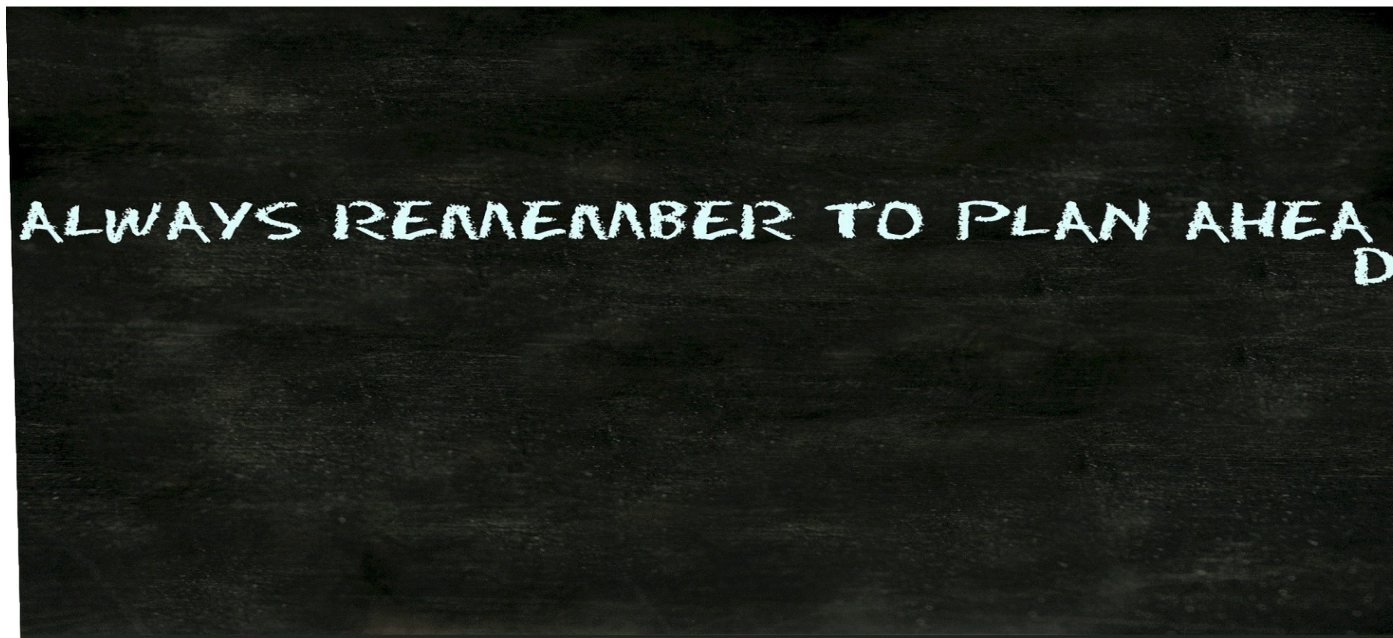
Update on-line accounts

- This may be the hardest step

- Log into each site and change to new e-mail. Most sites have a "Personal Settings" option.

- This might also be a good time to change your log-in passwords if you haven't done that in a while.

- Using a password manager can make this step easier.

Tell People About New Address

- This is when you find out how good your contact list is.

- E-mail all with a simple this is my new address. Save small talk for a separate mail.

- This should be your last e-mail sent from old address.

- Use Bcc. You don't want your contacts to know every e-mail address on your list.

Enjoy Your New E-mail Address

- Keep your old account for awhile.

- Check occasionally to ensure all mail has forwarded.

ALWAYS REMEMBER TO PLAN AHEAD

To Summarize

1) Create a new e-mail address
2) Import contacts to new address
3) Import old e-mails
4) Set up e-mail forwarding
5) Update on-line accounts
6) Tell people about new address

Keep your old address for a while

What's The Next SIG Topic

Have you got a topic idea? Want to learn about something special? Tell me anytime you see me or contact me online.

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Clickers - General Discussion Google Group

All Presentations Available for Download

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http://ghostmilitarys.com/clickerstempfiles/

Tutorials are in a sub-directory