



Moving Your Email

A helpful guide for making the switch

Congratulations on your purchase of Register.com's professional email. It's an important step toward growing your business online.

Register.com is here to help you transition from your existing email provider to your new email account. **Here are the steps.**

1 Let people know you've moved

- Send a message to your contacts from your new Register.com email account and ask them to update their address books with your new email address.

Sample Message

Subject: My email address has changed, please update your records

Dear Friends and Family,

I wanted to inform you that I have changed my primary email address to **[insert your personalized email address]**. Please update my contact information in your address book and direct your messages to my new email address.

Some mail programs allow you to instantly add my address by right clicking on my address in the 'From' line above.

Your messages are important to me, thanks for keeping my information up to date.

Sincerely,
[Your Name]
[Your email address]

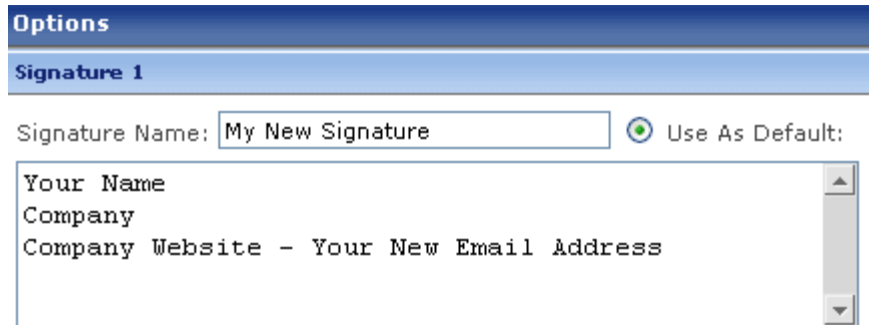
- If the email provider you're switching from allows you to forward incoming messages, set up forwarding to direct your messages to your new Register.com account.
- Create an automated message from your old account that announces your new address and encourages everyone to update their address books.
- Use the signature file function to create a signature that shows your new Register.com email address. You can create a signature that will always

be shown at the bottom of your emails.

Sample Signature

1 In the left navigation bar under **Preferences**, click on **Signature Settings**.

2 Type...



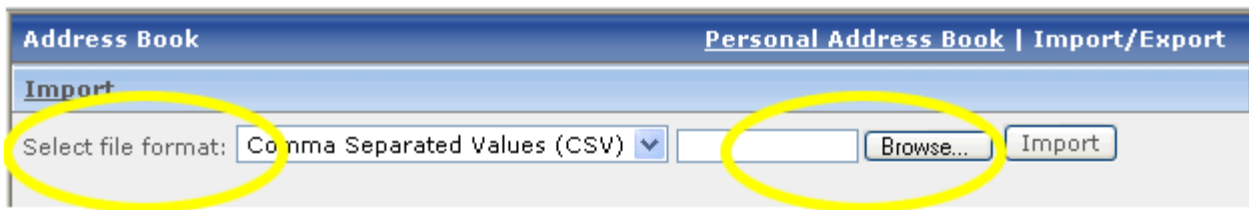
3 Save your changes by clicking **Update** at the bottom of the page.

2 Bring your contacts with you

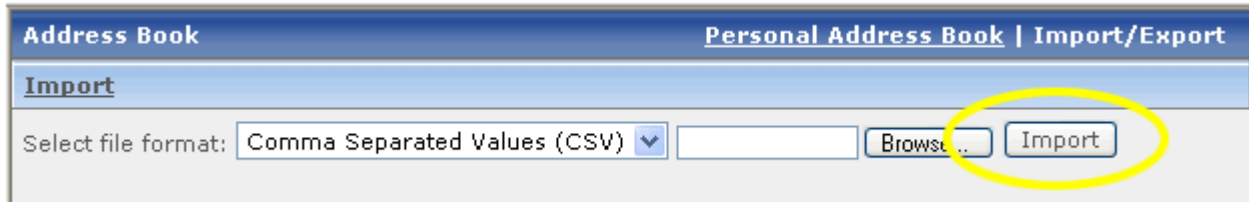
- First you will need to export your contact list from your existing email provider. You can usually export your address book contacts in CSV (Comma Separated Values) format, or in LDIF (Lightweight Directory Interchange Format). Follow instructions your existing email provider supplies for how to do this.
- Once you have exported your address book contacts into either the CSV format or LDIF, you can import them into your Register.com email account. Log into your WebMail account and click on the **Address Book** icon shown in the top navigation bar. Next, click on the link **Import/Export** in the dark blue area.



- Choose the **file format** you used to export your address book, and click on the **Browse** button to locate the file to be imported.



- Click on the **Import** button. That's it! Your contacts will be automatically loaded into your Register.com address book.



3 Import your messages to your new account

- If the email provider you're switching from allows for POP3 access you can quickly import your messages from the account you're switching from to your new Register.com email account. POP3 allows you to download your mail into email software such as Outlook®, Outlook® Express, and Eudora.
- First, get your existing email provider's POP3 server information.

POP3 server information for several ISPs

ISP	Mail Server	Username
Yahoo! Email	pop.mail.yahoo.com.	User ID
Verizon Online	incoming.verizon.net	User ID
Time Warner	pop-server.carolina.rr.com	UserID
Telstra Big Pond	pop-server.bigpond.net.au	UserID
pacbell.net	pop.pacbell.yahoo.com	memberID@pacbell.net
nvbell.net	pop.nvbell.yahoo.com	memberID@nvbell.net
swbell.net	pop.swbell.yahoo.com	memberID@swbell.net
sbcglobal.net	pop.sbcglobal.yahoo.com	memberID@sbcglobal.net
snet.net	pop.snet.yahoo.com	memberID@snet.net
ameritech.net	pop.ameritech.yahoo.com	memberID@ameritech.net
prodigy.net	pop.prodigy.yahoo.com	memberID@prodigy.net
flash.net	pop.flash.yahoo.com	memberID@flash.net
wans.net	pop.wans.yahoo.com	memberID@wans.net
NetZero	pop.netzero.com	User ID
Juno	pop.juno.com	User ID
Earthlink	pop.earthlink.net	User ID@earthlink.net

Comcast	mail.comcast.net	User ID
Optimum Online	mail.optonline.net	User ID
Bellsouth	mail.bellsouth.net	User ID
AT&T Worldnet	postoffice.worldnet.att.net	User ID

- Next, from within your Register.com email account, click on the link **Options** and then click on the link **POP3 Mail Settings**.
- Enter the mail server information and your password in the first two boxes, and check the box **Include this account when retrieving external mail**. Also, uncheck the box **Leave messages on server** or you will have to re-import all your old messages each time you check your email.
- Then, click on the **Update** button at the bottom of the page to save this important information.
- Now, go back to your Register.com Inbox and click the button **Check POP3 Mail**.

4 View your mail in MS Outlook™

- On the **Tools** menu, click **E-mail Accounts**.
- Select **Add a new e-mail account**, and then click **Next**.
- Select **POP3***, and then click **Next**.
- Under **User Information**, do the following:
 - In the **Your Name** box, type your full name the way you want it to appear to other people.
 - In the **E-mail Address** box, type your e-mail username followed by **@yourdomain.com**.
- Under **Server Information**, do the following:
 - In the **Incoming mail server (POP3)** box, type **mail.yourdomain.com**.
 - In the **Outgoing mail server (SMTP)** box, type **mail.yourdomain.com**.
- Under **Logon Information**, do the following:
 - In the **User Name** box, type your user name **username@yourdomain.com**
 - In the **Password** box, type your password.
 - Select the **Remember password** check box.

If you'd like to keep your original email in your WebMail inbox, while under **User Information**:

- Click **More Settings**.
- Click the **Advanced** tab, and then under **Delivery**, select the **Leave a copy of messages on the server** check box.
- Click **OK**.

To verify that your account is working, click **Test Account Settings**. If there is missing or incorrect information, such as your password, you will be prompted to supply or correct it. Make sure your computer is connected to the Internet.

- Click **Next**.
- Click **Finish**.
- If you are using a POP3 client other than Microsoft® Outlook, you can review our POP3 FAQs page at http://help.register.com/cgi-bin/register_help.cgi/php/enduser/std_adp.php?p_faaid=1423

That's it! The messages that had been going to your other email provider will now appear in your new Register.com and/or your **Microsoft Outlook** Inbox. On your WebMail interface you can click the **Check POP3 Mail** button periodically to import any new messages that may still be going to your other mailbox.

Now that you have professional branded email with Register.com, you can promote your Web site with every email you send. As always, we're ready to help you choose, set up and use the Web services you need to help grow your business online.

* POP3 not available with our 5MB Webmail service