

# HOW TO SWITCH YOUR EMAIL: MIDCO EMAIL TO GMAIL

Switching from your Midcontinent Communications (Midco) email to Gmail is straightforward. By following these steps, you should be able to successfully set up a new Gmail account, migrate your Midco email to a new Gmail account and forward any future emails you receive from your old Midco email to your new Gmail address. Following each step ensures that your emails are transferred securely and efficiently.



## Step 1: Create a Gmail Account

In this step, you will create your new email account in Gmail.

1. **Go to Gmail - gmail.com**
2. **Select Account Type:** Click on *"Create account"* and select *"For my personal use"* or *"For my work or business"* depending on your needs.
3. **Complete Form:** Fill in the required information (name, date of birth, etc.) select your new email address and follow the prompts to complete the account creation process.

## Step 2: Import Emails Using Gmail's Import Tool

If you want to bring your old Midco emails into your new Gmail account, follow the next steps. If you do not want to save your old emails, continue to step 3.

1. **Go to Gmail Settings:** Click on the gear icon (Settings) in Gmail and select *'See all settings'*
2. **Navigate to 'Accounts and Import':** In Gmail settings, click on *'Accounts and Import'* tab.
3. **Import Mail and Contacts:** Click on *'Import mail and contacts'*. A new window or tab will appear.
4. **Enter Midco Email Address:** Enter your Midco email address and click *'Continue'*.
5. **Enter Midco Email Password:** Enter your Midco email password and click *'Continue'*. Follow the steps on the screen.
7. **Start Import:** Click on *'Start Import'*. Gmail will begin importing your emails from the Midco email account.
8. **Monitor Progress:** Depending on the number of emails, it might take some time. You can monitor the progress in Gmail settings under *'Accounts and Import'*.

## Step 3: Forward Emails from Midco to Gmail

In this step, you will forward new emails you receive in your Midco email address to your newly created Gmail account. This forwarding service will continue until your Midco email ceases to exist.

1. **Access Your Midco Email:** Log in to your Midco email account using your credentials.
2. **Go To Midco Email Settings:** Navigate to the settings or preferences section.
3. **Forwarding Your Emails:**
  - When you're logged in to Midco email, click *Settings*.
  - Click on *Email Account* on left side, and then the *Forward tab*.
  - Select *Enable Forward*, and enter your new Gmail email address.
  - Click *Save*.

**CONTINUE** —————→

## Step 4: Verify and Organize Imported Emails

In this step, we will confirm that everything is working properly.

1. **Test:** Send a test email to your old Midco email address. Everything is working if it shows up in your new Gmail account.
2. **Check Imported Emails:** Once the import is complete, it's important to check your Gmail account to ensure that all emails have been successfully imported, giving you peace of mind.
3. **Organize Emails (Optional):** Create labels or folders in Gmail to organize the imported emails as per your preference.

# ***CONGRATULATIONS, YOU HAVE A NEW EMAIL ADDRESS!***

## **NEXT STEPS: Notify Contacts and Update Logins**

Updating your contacts and login information when switching to a new email address can be a task, but with a systematic approach, you can do it! Here are some tips to help you through the process:

1. **Create an Inventory:** List all online accounts and services you use, including social media, banking, shopping, subscriptions, utilities, and work-related services. Look through your inbox and folders for registration emails and notifications from services you've signed up for.
2. **Prioritize Important Accounts:** Update your most critical accounts first, such as banking, email recovery options, and any accounts tied to financial transactions.
3. **Use a Password Manager:** A password manager can store and organize your login credentials, making it easier to update multiple accounts. You can use the password manager built into your device or phone or a third-party service such as LastPass or Keeper.
4. **Update Email Address on Each Account:** Log into each account and navigate to the settings or profile section. Look for an option to update your email address. This might be under "Account Settings," "Profile," or "Contact Information."
5. **Update Subscriptions and Memberships**
  - **Email Subscriptions:** Update your email address with newsletters, mailing lists, and any subscriptions you receive regularly.
  - **Memberships:** Inform any clubs, associations, or memberships of your new email address.
6. **Notify Your Contacts:** Send an email from your new Gmail account to friends, family, and important contacts to inform them of your new email address. It is also a good idea to set up an automatic reply in your old email account informing senders of your new email address.



## **NEXT STEPS: Add Gmail to your Devices**

Adding Gmail to your phone or tablet ensures you have access to your email across all your devices. Scan the QR code with your phone for a step-by-step guide for each type of device.

