

To ensure a smooth transition, we recommend taking a few proactive measures as soon as you have established a new email address.

Set up an automatic message

You can create a message that automatically replies to people who send you messages, informing them that you are transitioning to a new email platform.

1. Go to *Preferences* and select *Auto Reply*.
2. Select *Send auto-reply message*.
3. In the text box, enter the message to be sent, such as “I am transitioning to a new email platform. You can reach me at (new email address)”
4. Set the start and end dates for sending this message.
5. Click *Save*.

Forward new email messages to your new email address

To ensure you receive new emails sent to your gci.net address up until that service is retired, you can set up email forwarding to redirect incoming messages to your new email address. This will only be effective until the gci.net email service is retired.

1. Go to *Preferences* and in the *Overview* pane, select *Mail*.
2. In the *Receiving Messages* section and in *When a message arrives*, *Forward a copy to*, then add the complete forwarding address. If you want to automatically delete the email from your GCI account when it is forwarded, enable *Don't keep a local copy of messages*.
3. Click *Save*.