

11. mars 2013

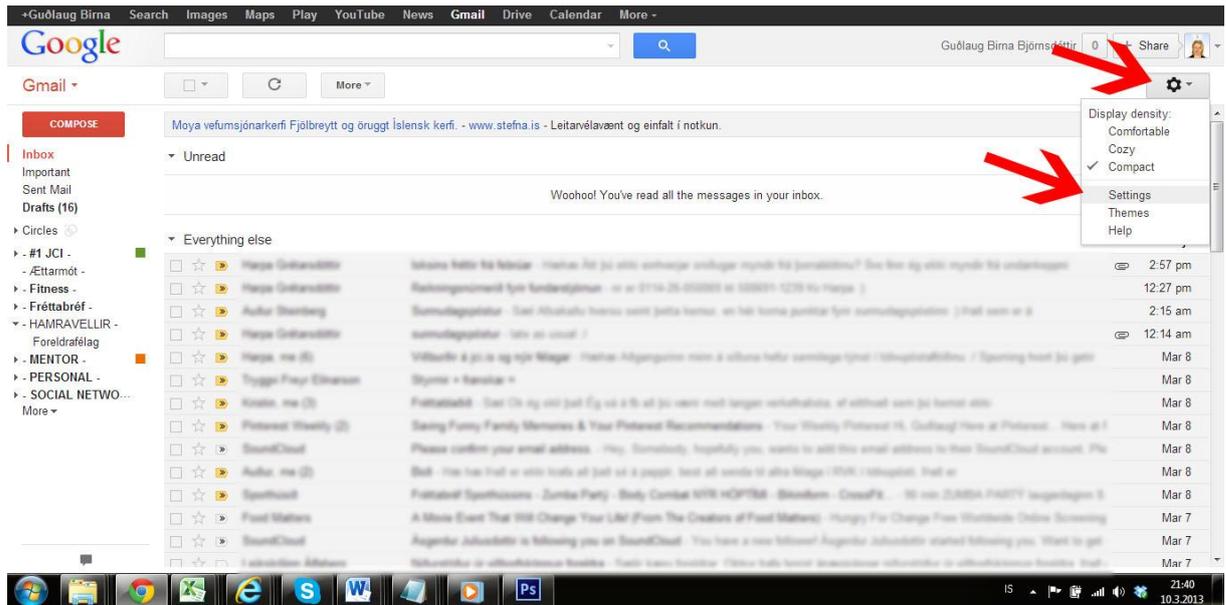
Dear member of JCI Iceland

In the next few days the hosting for jci.is will be moved along with the emails. We should not notice the change for jci.is **but if you have a @jci.is email then read this letter carefully!**

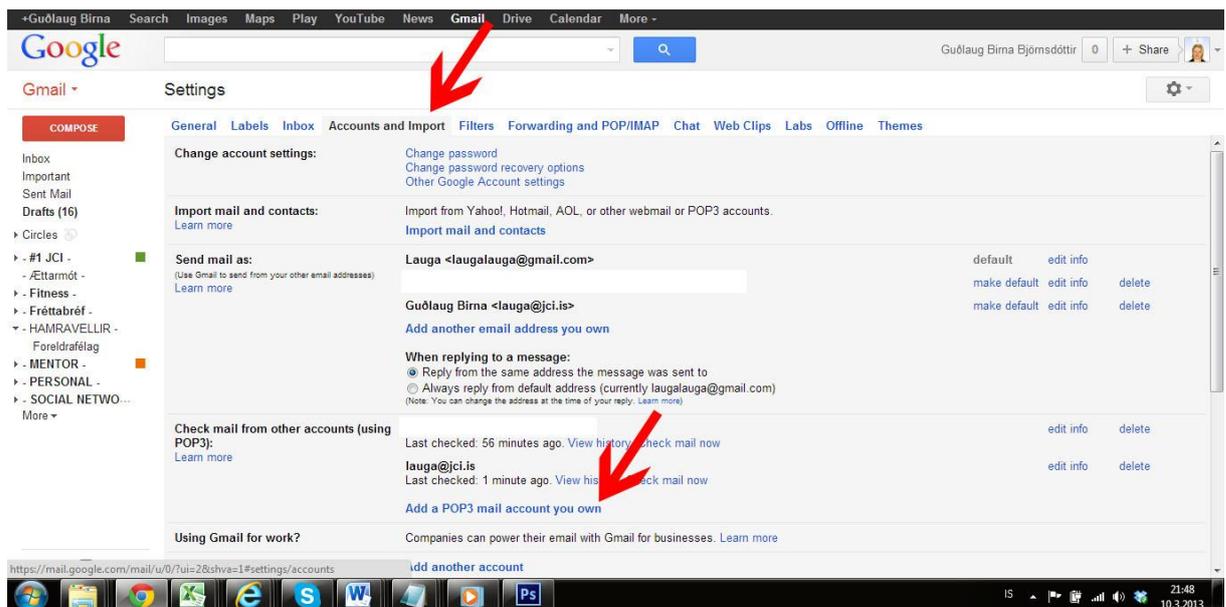
1. **All emails you have in your inbox today will disappear!**  
**If you want to save your current emails you need to take appropriate actions.**  
If it's a small amount you could **forward** it to another email you own.  
If it's a lot you could register for a gmail account (if you don't own one already) and let gmail **fetch** all your current mail (see detailed instructions below).
2. After the transfer has taken place you will login to your @jci.is email at another url than today and you will be given a new password that you can change.
3. NOTE: Send me an email now to [lauga@jci.is](mailto:lauga@jci.is) (if you have a jci email) with:
  - your name
  - your @jci.is email
  - your alternative email and/or telephone where I can contact you
4. If you have any questions or comments about this, please contact me!
5. **I will announce the approximate date of transfer when the time comes on jci.is and on the JCI Torgið group on Facebook. However I recommend that you start saving your emails right away if you wish to keep it since the transfer will take place in the next few days!**

Guðlaug Birna Björnsdóttir  
2013 National Secretary  
[lauga@jci.is](mailto:lauga@jci.is)  
S: 821-7619

**Here are instructions on how to let gmail fetch all your emails from your @jci.is inbox:**



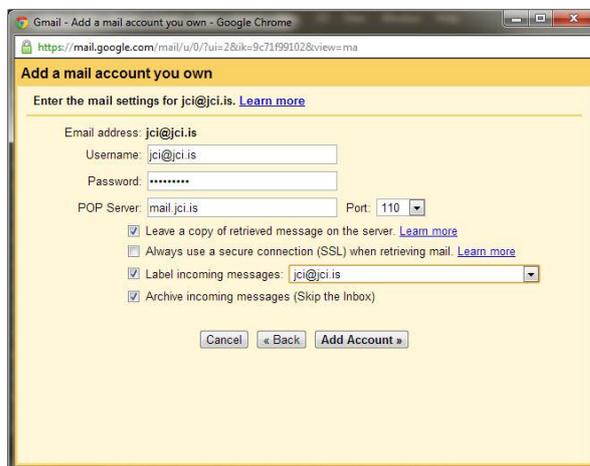
Step 1: Go to settings (small wheel to the right)



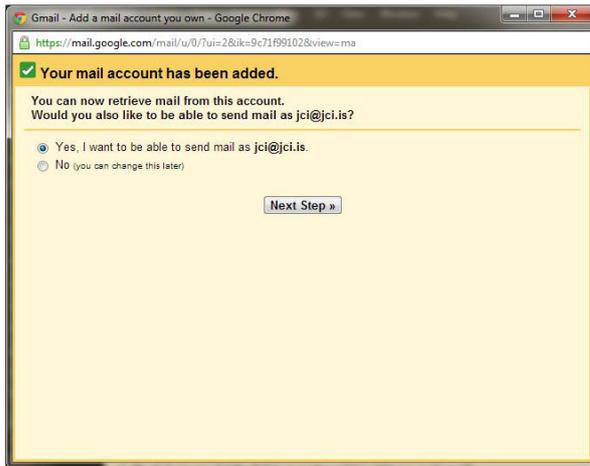
Step 2: Go to the tap **Accounts and Import** and then click on **Add a POP3 mail account you own**. A small window pops up.



Step 3: Enter your @jci.is email there. I use jci@jci.is as an example since I already have gone through these steps with my lauga@jci.is email. Click on **Next Step**



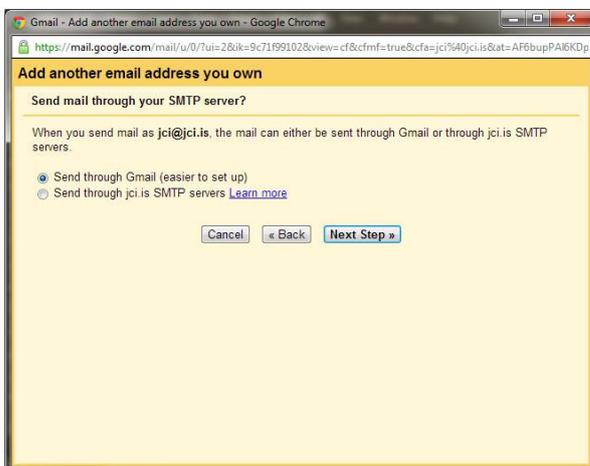
Step 4: Enter your password for your @jci.is email. (If you don't know your password, let me know).  
You can select „Leave a copy....“ if you want a copy of your email to be kept on the email server (which might be important if there are more people than you fetching that email).  
I also selected „Label incoming messages“ and „Archive incoming messages“ because I don't want this email in my gmail inbox and I want it specially labeled as [jci@jci.is](mailto:jci@jci.is). This is optional, if you want your email to go in your gmail inbox don't select this.  
Click on **Add Account**



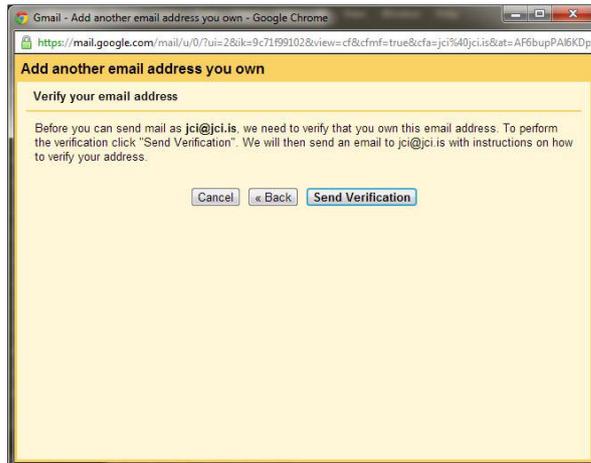
Step 5: This is also optional. If you want to make your email look as if you sent it from your @jci.is email then select Yes. This can be changed later. Click on **Next Step**.



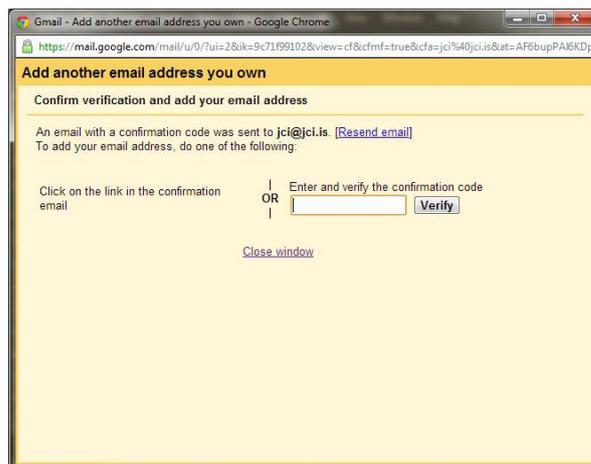
Step 6: Here you enter your name as you want it to display in other peoples inbo. Then click on **Next Step**.



## Step 7: Click on **Next Step**



Step 8: Click **Send Verification**. You will receive a verification code to your @jci.is email which you will use in the next step.



Step 9: Enter the verification code that you got sent and click **Verify**. The popup window will close and gmail will fetch all your @jci.is emails.

