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!**

- 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 <u>lauga@jci.is</u> (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 <u>lauga@jci.is</u> S: 821-7619

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

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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.

👩 Gmail - Add a mail account you own - Google Chrome
https://mail.google.com/mail/u/0/?ui=2&ik=9c71f99102&view=ma
Add a mail account you own
Enter the email address of the account to get mail from (Note: You may add 3 more of your accounts)
Email address: [ci@)ci.is
Cancel Next Step »

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**

Gmail - Add a mail account you own - Google Chrome Https://mail.google.com/mail/u/0/ful=28ik=9c71f991028view=ma
Add a mail account you own
Enter the mail settings for jci@jcl.is. Learn more Email address: jci@jcl.is Usemame: jci@jcl.is Password POP Server: mail.jcl.is POP Server: mail.jcl.is POP Server: mail.jcl.is POP Server: mail.jcl.is Port: 110 POP Server: mail.jcl.is POP Server: Learn more POP Server: mail.jcl.is POP Server: Learn more POP Server: mail.jcl.is POP Server: Learn more POP Server: Learn

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 <u>ici@jci.is</u>. 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.**

Gmail - Add another en	hall address you own - Google Chrome
https://mail.google.co	m/mail/u/0//u=2&ik=9c/1199102&view=cf&cfmf=true&cfa=jci%40jci.is&at=AF6bupPAl6KL
Add another email	address you own
Enter information al (your name and email add	court your other email address. ress will be shown on mail you send)
Name:	Guðlaug Birna
Email address:	jci@jci.is
	Treat as an alias. <u>Learn more</u>
	Specify a different "reply-to" address (optional)
	Cancel 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 recieve a verification code to your @jci.is email which you will use in the next step.

👩 Gmail - Add another email address you own	- Google Chrome
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Add another email address you o	wn
Confirm verification and add your em	ail address
An email with a confirmation code was so To add your email address, do one of the	ent to jci@jci.is . [<u>Resend email]</u> following:
Click on the link in the confirmation email	OR Enter and verify the confirmation code
2	Close window

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.

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Now I have all the emails from the inbox of jci@jci.is into my gmail account and can keep it there. Since I chose to let the mail skip the inbox and be labeled as jci@jci.is then it all appears as above.

If you want to continue retrieving emails from your @jci.is account AFTER the transfer has been made you need to change these settings – more on that after the transfer.