



## Email Tips as you convert to MVlink service

Once we convert your internet service to MVlink, your existing email account may not work, especially if you are using one associated with your current internet provider (Example, @netins.net or @yousq). Prior to our arrival, you may want to set up a new email account and transfer your contacts so your email isn't interrupted. Gmail and Outlook appear to be the most widely used, free email services, and are user friendly; however you may find Yahoo, or another service are best for you. Below are steps to set up either a Gmail or Outlook account. **Note, MVlink installation technicians are not trained in setting up/transferring email service.**



- Start by first saving/exporting your contacts from your existing email service.
- Visit: [www.google.com](http://www.google.com)
- Click on Gmail in top right corner
- A pop-up sign-in box appears. At the bottom of the box click on "Create Account"
- Enter your name and desired email address/username. Example: [joe@gmail.com](mailto:joe@gmail.com)
- Create a password using at least 8 characters including a mix of letters, numbers and symbols, then click Next
- Enter your phone number and a recovery email address for security purposes to ensure you can still access your account if you forget your password. Enter your birthday and gender, then click Next
- Read the Terms of Service/Privacy Policy and if you agree, click "I agree". Once you accept, your account is set-up.
- Next, import your saved contacts.
- Notify your contacts that your email address has changed.



- Start by first saving/exporting your contacts from your existing email service.
- Visit [www.outlook.com](http://www.outlook.com)
- Click on "Create Free Account" in center of screen
- Enter your desired email address in center of screen. Example: [joe@outlook.com](mailto:joe@outlook.com)
- Create a password using at least 8 characters including a mix of letters, numbers and symbols, then click Next
- Enter your first and last name, then click Next.
- Enter the country you live in, and your birthdate, click Next.
- To ensure you are not a robot, you will be asked to manually enter the random number/letter combination that pops up. Click Next. (If you entered the combination incorrectly, you may be asked to repeat this step.)
- The next few steps ask questions related to how you would like your account to look. Once these are answered, your account is ready for use.
- Next, import your saved contacts.
- Notify your contacts that your email address has changed.