



Steps to Set Up Your New Email:

Click the following headings to learn more about each topic.

1. Select a New Provider

- Gmail, Outlook, iCloud, Proton Mail, etc.

2. Export Contacts, Emails, and Calendars

- Save your address book as a .CSV file.

3. Forwarding

- Set up “Auto-Forward” on your current account.

4. The “Big Announcement”

- Send one final BCC email to your contact list with your new address.

5. Set up Out-of-Office Replies

- Remind contacts by sending automated messages about the upcoming changes to your account.

6. Update Logins

- Change your email on high priority accounts (Banking, Healthcare, Utilities, etc.)

Select a New Provider

Explore the options listed below for assistance in choosing a new server:

Step-by-Step **Gmail** Account Setup:



1. Go to Gmail: <https://mail.google.com/mail/u/0/>
2. Start Account Creation: Click the Create account button.
3. Select Usage: Choose "For my personal use" (or "For work or my business" if needed).
4. Enter Details: Enter your first and last name, date of birth, and gender.
5. Choose Username: Create a unique username (e.g., example@gmail.com). If the username is already taken, you may need to try a different one.
6. Create Password: Select a strong, unique password.
7. Verify Phone Number: Enter your mobile phone number to verify your account via a 6-digit code provided by Google.
8. Add Recovery Details (Optional): You can add a recovery phone number or email address, though this step can be skipped.
9. Agree to Terms: Review Google's Privacy and Terms and click "I agree."

Step-by-Step **Outlook** Account setup:



1. Access the Site: Navigate to outlook.com in your web browser.
2. Sign Up: Click Create free account.
3. Create Email Address: Enter a username, choose @outlook.com or @hotmail.com, and click Next.
4. Create Password: Create a strong password.
5. Enter Personal Details: Provide your first/last name, country, and birthdate.
6. Verification: Complete the CAPTCHA or verification puzzle to prove you are not a robot.
7. Finish: Select whether to stay signed in and proceed to your new inbox.

Step-by-Step **iCloud** Account setup:



1. On iPhone/iPad (During Setup or Settings):
 1. Go to Settings > Sign in to your [device].
 2. Tap "Don't have an Apple ID or forgot it?"
 3. Select Create Apple Account (or "Create a free Apple Account").
 4. Enter your name and birthday, then tap "Next."
 5. Select "Use your current email" or "Get a free iCloud email address."
 6. Follow the prompts to verify your email, create a strong password, and set up two-factor authentication.
2. On the Web (Any Browser):
 1. Go to appleid.apple.com and select "Create Your Apple ID."
 2. Fill in the form (name, birthday, email, password, and country).
 3. Enter a phone number you can access for verification.
 4. Verify your email address and phone number with the codes sent to you.
3. Via App Store:
 1. Open the App Store and tap the sign-in button or your profile picture.
 2. Tap "Create New Apple Account" and follow the onscreen steps

Step-by-Step **Proton** Account setup:



1. Navigate to Signup: Go to [Proton Mail's website](#) or direct to the [signup page](#).
2. Select Plan: Click "Create a free account" or "Get Proton for free" to choose the free plan.
3. Choose Username & Password: Create a username (which becomes your @proton.me or @protonmail.com email address) and a strong password.
4. Human Verification: If prompted, complete the verification (CAPTCHA, email, or SMS).
5. Setup Account: Add an optional recovery email or phone number and set a display name.
6. Finish: Click "Create account" to start using your secure email.

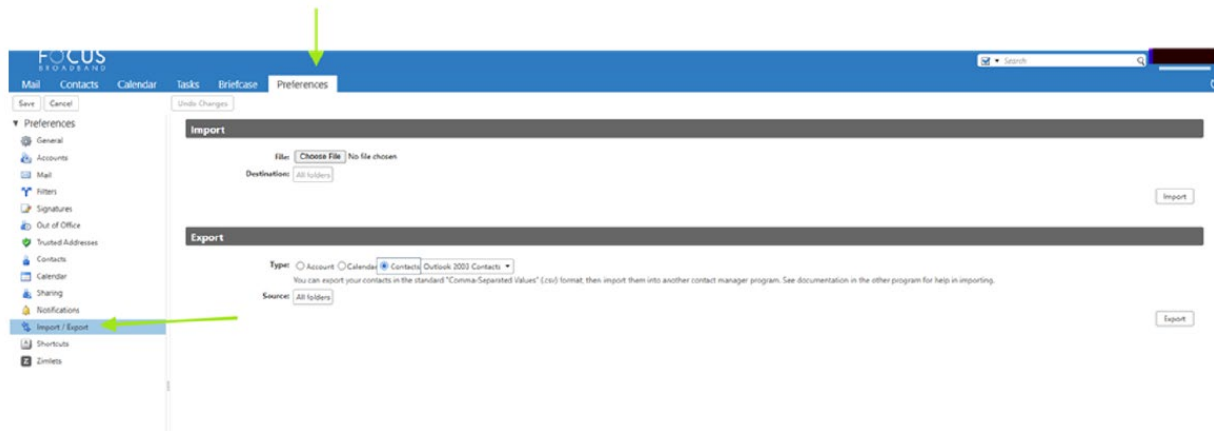
Export Contacts, Emails, and Calendars

In Zimbra, you can export your contacts in various formats to make them portable and take a backup if required. Zimbra exports contacts in the following formats:

- Microsoft Outlook CSV
- Thunderbird/Netscape LDIF
- VSF
- Multiple VCFs in a zipped file.
- Yahoo CSV
- VCF is recommended to preserve uploaded contact images.

To Export **Contacts**:

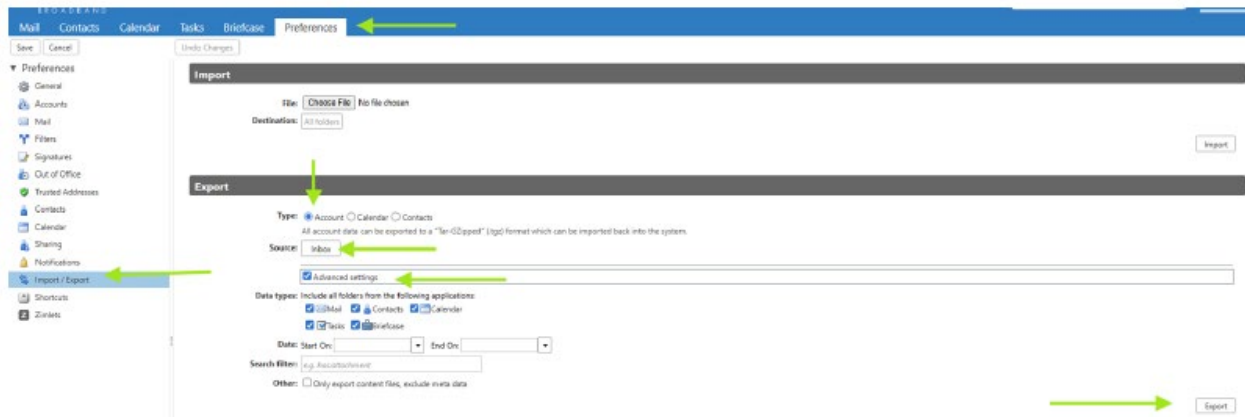
1. Click the **Preferences** tab.
2. Click Import/Export in the List menu.
3. Choose **Contacts** under Export.
4. Choose a relevant export format from the drop-down box and click **Export**.
5. Save the file when prompted.
 - *Use this saved file to import into your contact list of the new email provider.*



To Export **Emails and Calendars**:

You can export all your emails and calendars as a .tgz file. To export individual folders, emails, or calendars, right-click those items and choose Export from the context menu.

1. Click the **Preferences** tab.
2. Click Import/Export in the List menu.
3. Choose **Accounts** under Export.
4. Selecting Advance setting gives you options to select other data to export. Check the folders you wish to include in your .tgz file.
5. Scroll down to **Export** and click **Export**.

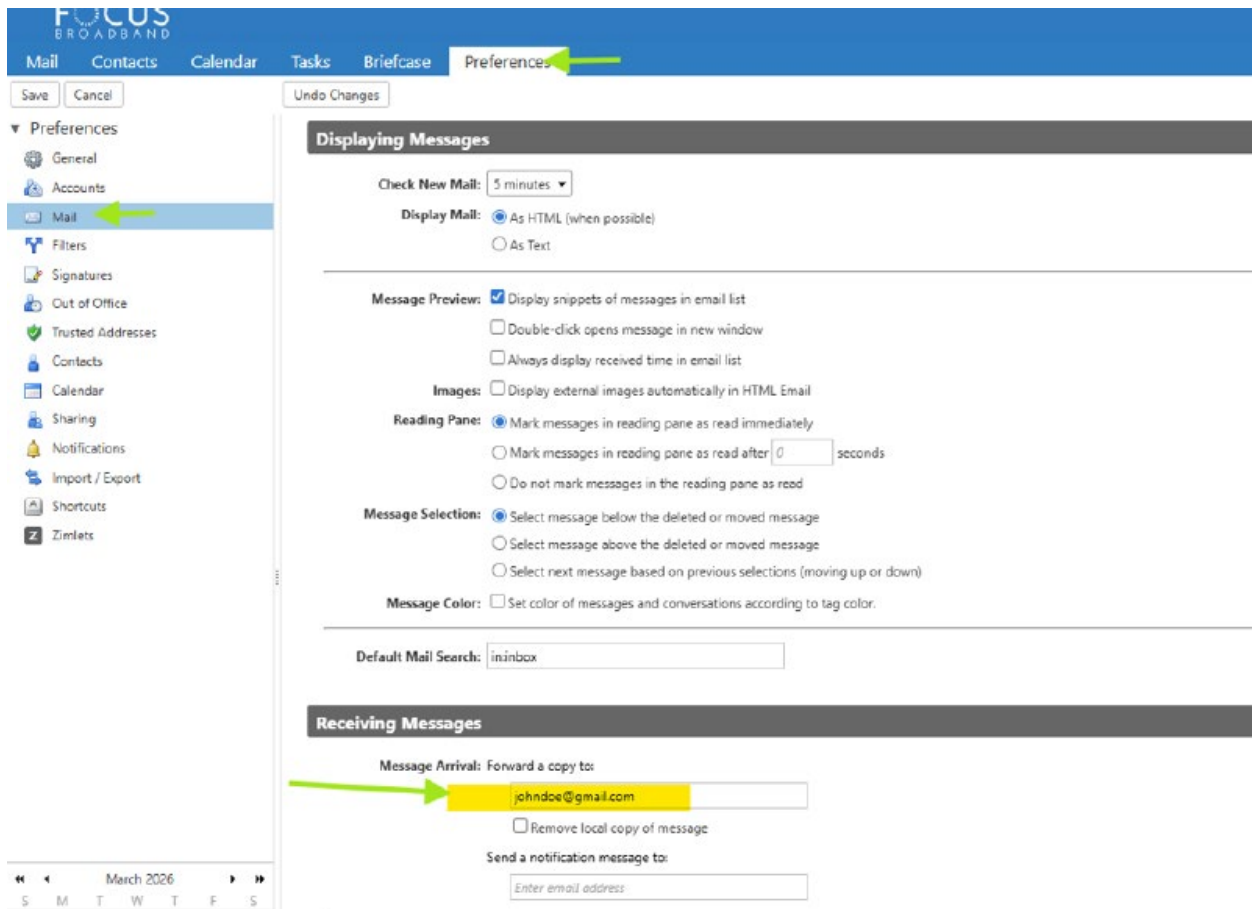


Forwarding

To Forward a Copy of all Emails from your atmc.net to Your New Email:

To ensure you don't miss any messages during this transition, you can automatically forward all incoming mail from your @atmc.net account to your new email address. By adding your new address to the forwarding list, you can begin using your new account immediately while still receiving emails sent to your old one. Please keep in mind that this forwarding service will only remain active until **June 30, 2026**.

1. Select → **Preferences**.
2. Click **Mail** in the List menu.
3. Go down to **Receiving Messages** and type in your new email address.
4. Select **Save** at the top.



The “Big Announcement”

Once your new email is created, ensure that you notify all of your current email contacts with a Blind Carbon Copy (BCC) email. This will allow them to update your information with your new contact and begin to use your new email address.

It is important to use the BCC feature in doing this to ensure the privacy of everyone’s email address you are contacting, preventing a reply-all chain, and to keep the email clean by only allowing the recipient to see the sender and the message, not all of the other contacts that are attached.

See example of email below of how to phrase this BCC email:

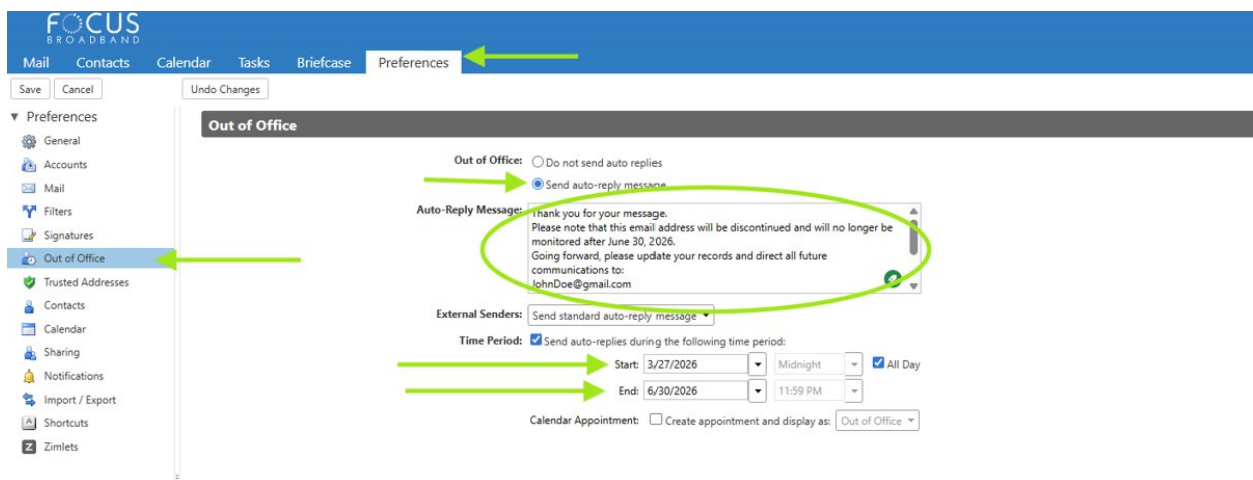
“Please note that my email address has recently changed. Beginning on June 30, 2026, this email address will no longer be monitored. Moving forward please [name@newemail.com](#) for any future communication. Please let me know if you have any questions about this change. Thank you!”

Out of Office Replies

Once a new account is set up with your new email address, it is recommended to send Out-of-Office replies to update contacts of the upcoming change in your email information regarding your atmc.net mail. This should be done as soon as possible for a heads-up to your contacts. Your new address should be set up with your new server of choice at this point so you can include the new email address in the message.

How to:

1. In your Zimbra Webmail, select the **Preferences** tab.
2. Click **Out of Office** in the left pane.
3. Select the box. **Send auto-reply message**.
4. Fill in the message. Example listed below.
5. Specify a **start** date.
6. Specify an **end** date. **The end of Webmail is June 30th.**



Example of an Out of Office Response:

“Please note that this email address will be discontinued and will no longer be monitored after June 30, 2026. Going forward, please update your records and direct all future communications to name@newemail.com. Messages sent to this address after the discontinuation date may not be received or responded to. Thank you!”

Update Logins

Once all of your information has been updated to your new server, be sure to update any accounts that currently use your atmc.net email address. This is important to ensure you don't get locked out of your accounts or lose access to recovery emails.

We recommend confirming that a current and active email address is listed for priority accounts such as your **Bank, Utilities, Healthcare, Tax, Social Security**, and other essential services first, then update all other applications that rely on your atmc.net email such as Subscriptions, Social Media Profiles, and more. Updating this information now will help ensure you continue receiving important notifications and can easily recover access to your accounts if needed.

*FOCUS Broadband does not control the third-party services referenced. Providers may change their processes at any time, and these instructions may not reflect the latest updates.