



Can I Easily Change to a New Email Account?

by Bryan Smith, LTCL Tech Coach

A commonly asked question of Lake Travis Community Library Tech Coaches is “How can I easily change to a new email account?” The reasons for wanting to change may include “I don’t want to use ‘XYZ’ for email anymore”, “I remarried and want an email address with my current last name”, or “I get too much spam and I want a fresh start.” Whatever the reason, it can be done, and it doesn’t have to be painful. Read on to see how you can change your email account and still have access to previously received emails without missing emails sent to your old address.

The concept is the same as the U.S. Post Office’s service to forward postal mail to a new address. First, create the new email account – this is akin to acquiring a new residence. Next, you need to activate mail forwarding. You can search the Internet for “How to forward email from” and then the name of your email service provider, or Tech Coaches can help you with this. Once mail forwarding is set up on your old email account, send an email from any email account to the old address and verify that you receive it on the new account. The hard work is then done.

There is no immediate need to delete or cancel the old email service. Any email sent to the old address will still be delivered to the old email address AND a copy of the email will be sent to your new email address. The beauty of this is that you can then, slowly, over time, update email addresses with people, companies, and organizations. Pretty painless. At some point... maybe after a couple of years, you could shut down / delete the old account if you wanted to.

Be sure to no longer send email from the old email account. If you use an email app or program, then you could remove the old email account to prevent you from using the old account. However, you can still access any old email that you received on the old account before you set up mail forwarding. Some email programs even allow you to move messages from one email account to another – if you did this, then there would be no need to ever access the old email account.

Tech Coach Assistance

Tech Coaches are now providing remote Tech Coaching. Simply send an email to techcoach@laketravislibrary.org and one of our coaches will respond to assist you with any questions or challenges you may have.