

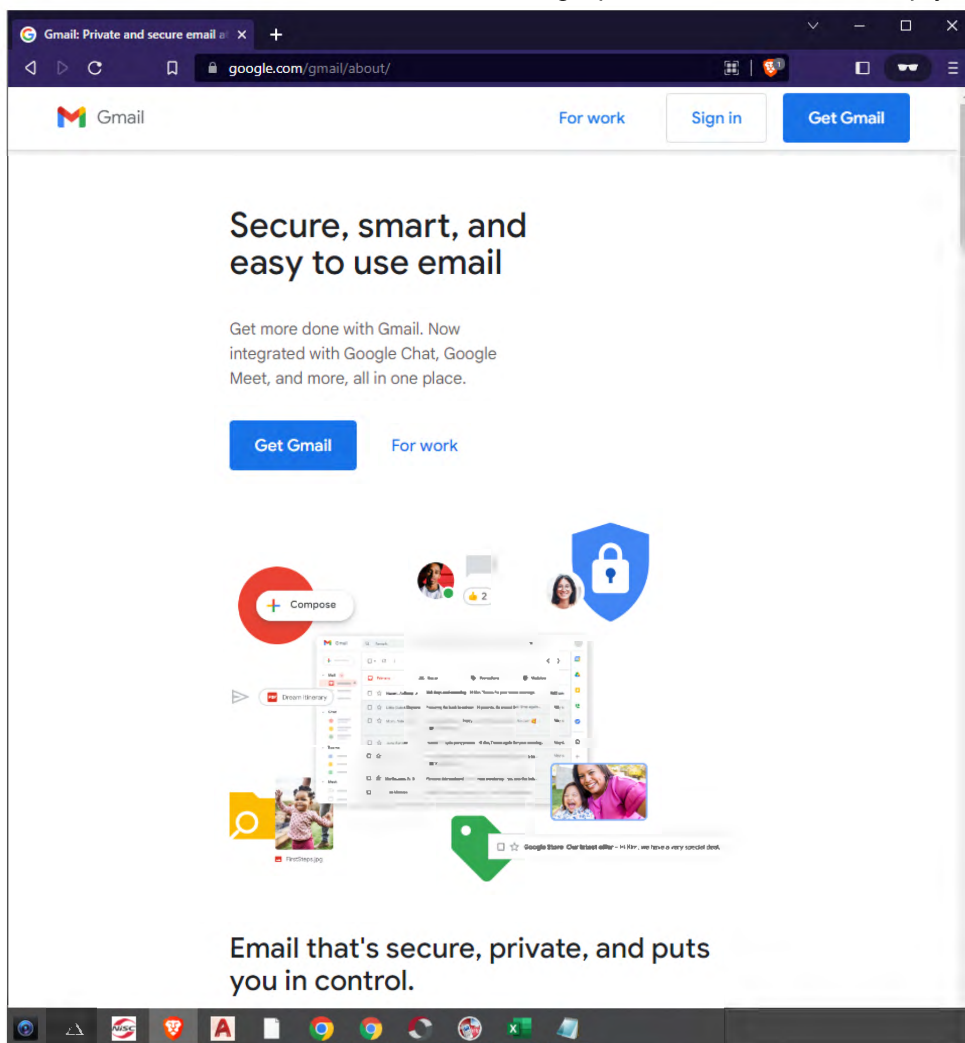


## EMAIL OPTIONS

While Bulloch Solutions is unable to provide a recommendation for which free email service you should migrate to, here are some options to choose from. You can set up forwarding and auto-reply options through the end of 2023 calendar year.

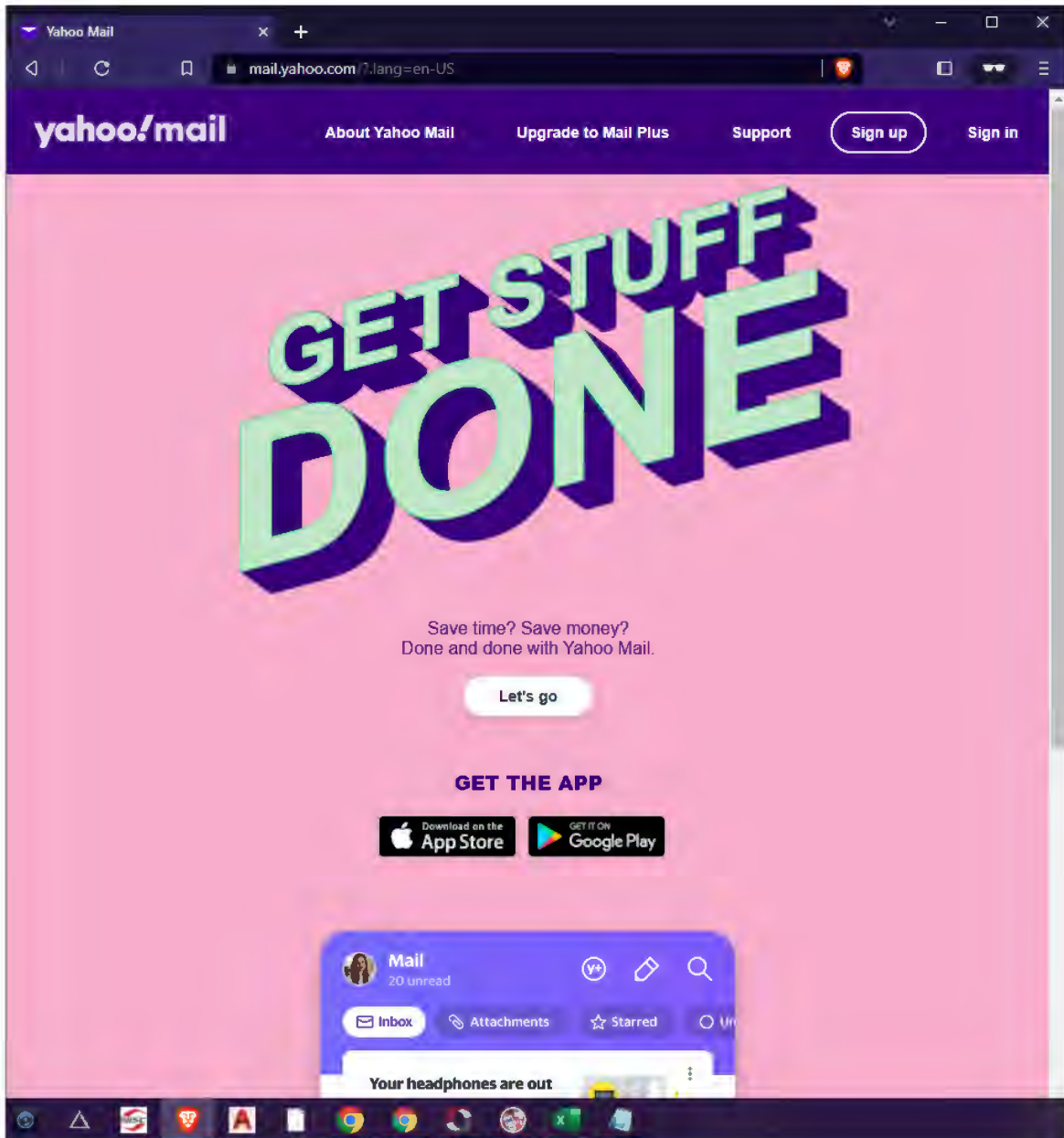
Here is a list of some free email service options:

- Gmail - <https://www.google.com/gmail/about/>
  - Click “Get Gmail” and fill out the demographic information to set up your account.



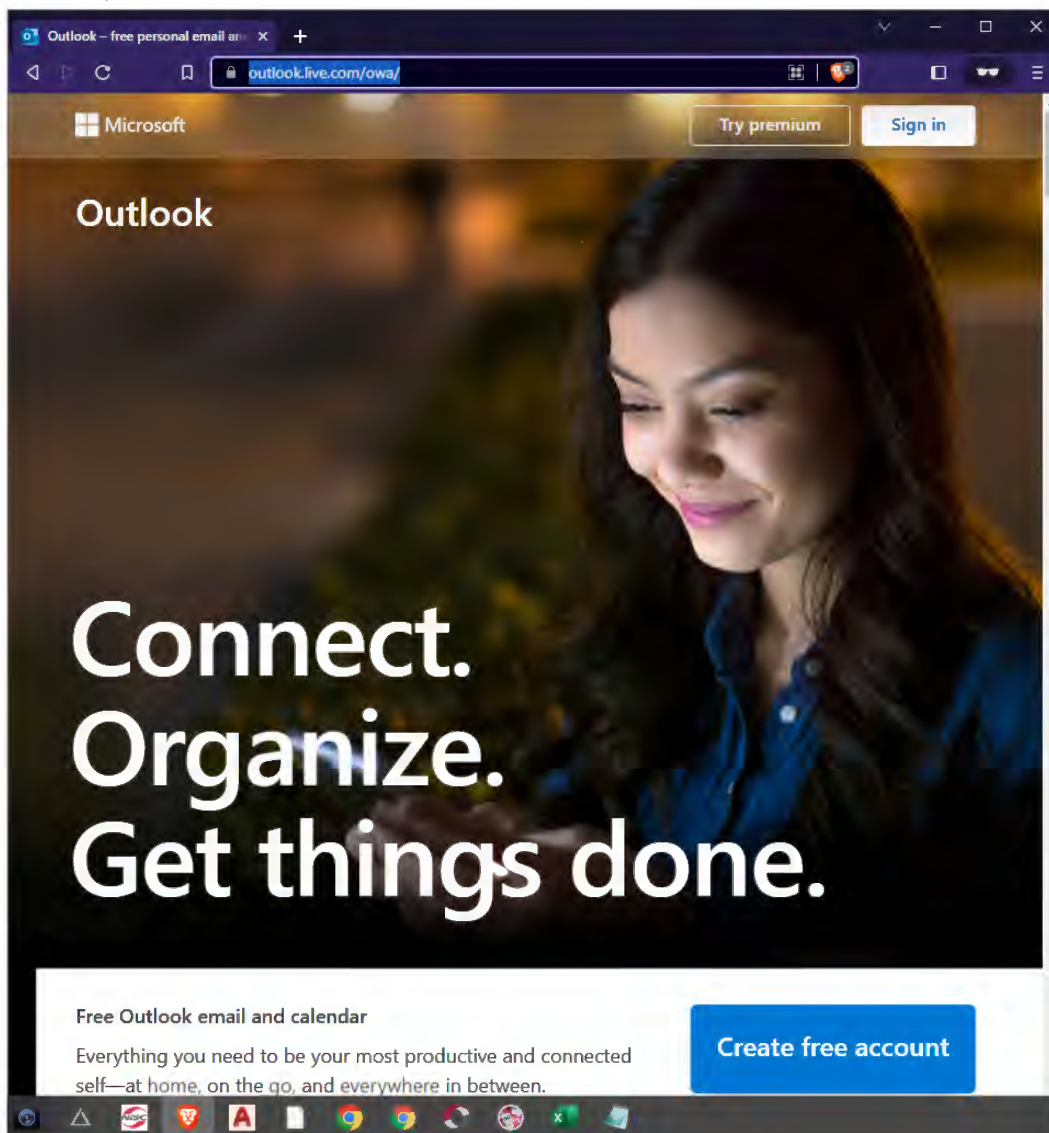


- Yahoo Mail - <https://mail.yahoo.com/?lang=en-US>
  - Click “Sign up” and fill out the demographic information to set up your account.



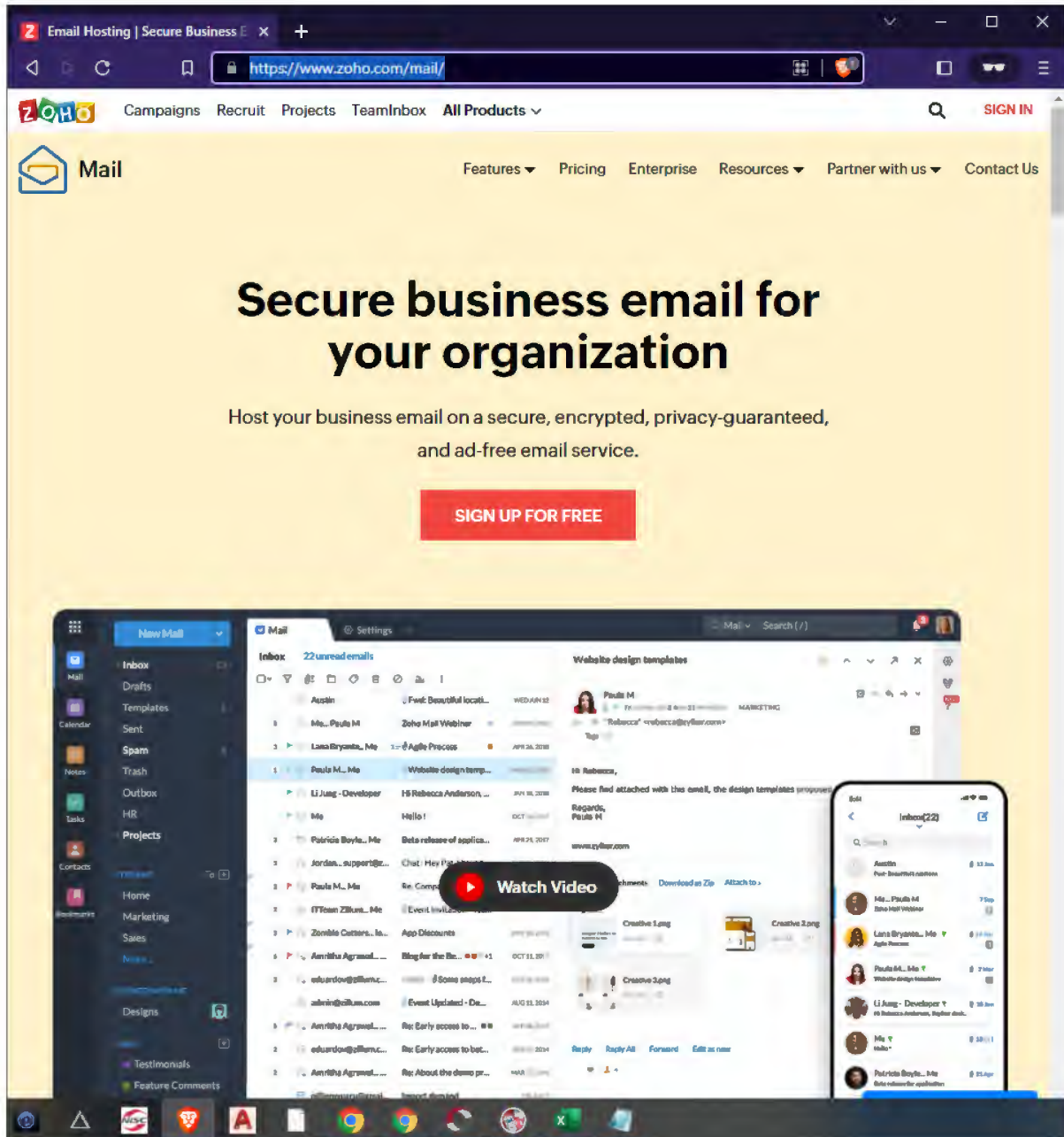


- Microsoft Live Mail - <https://outlook.live.com/owa/>
  - Click “Create Free Account” and fill out the demographic information to set up your account.





- Zoho Mail - <https://www.zoho.com/mail/>
  - Click “Sign Up For Free” and fill out the demographic information to set up your account.





## Autoreply & Forwarding

- Go to <https://webmail.bulloch.net/mail#2>
  - Sign in using your bulloch.net username and password
  - Click **Preferences** in the top navigation bar
  - Click **Mail** on the left navigation pane
    - Scroll down to **Receiving Messages Section**
    - In **Message Arrival: Forward a copy to:** put your new email address here.
  - Click **Out of Office** in the left navigation pane
    - Click **Send auto-reply message** radio button inside the circle
    - You can copy and paste the message below or generate your own
      - Thank you for your email. I am migrating to a new email provider by Dec 31, 2023. Your message was forwarded to my new account and I will reply accordingly.
  - Click **Import/Export** in the left navigation pane
    - Insure the Account radio button is selected
      - Click the **Export** button
    - Select the **Calendar** radio button
      - Click the **Export** button
    - Select the **Contacts** radio button
      - Click the **Export** button



This screenshot shows the 'Zimbra Preferences: General' window. The left sidebar lists various preference categories, with 'General' selected. The main content area is divided into sections: 'Sign In' (Default Client: Advanced (Ajax)), 'Appearance' (Theme: Harmony, Font: Standard, Display Font Size: Normal, Print Font Size: 12pt), 'Time Zone and Language' (Time Zone: GMT -05:00 US/Canada Eastern, Language: English (United States), Compose Direction: Left to Right), 'Search' (Search Folders: Include Spam Folder, Trash Folder, Shared Items; Search Language: Show advanced search language), and 'Other Settings' (Selection: Display checkboxes, Email Addresses: Display names).

This screenshot shows the 'Zimbra Preferences: Mail' window. The 'Mail' category is selected in the sidebar. The main content area includes: 'Receiving Messages' (Message Arrival: Forward a copy to; Notification Folders: Display notifications for new messages in inbox), 'Arrival Notifications' (Show a popup notification), 'Read Receipt' (When I receive a request for a read receipt: Ask me), 'Messages from me' (When I receive a message originally sent by me: Place in Inbox), 'Duplicate Messages' (Automatically delete duplicate copies), and 'Composing Messages' (Compose: As HTML Form, Automatically save drafts, Reply/Forward using format of the original message).

This screenshot shows the 'Zimbra Preferences: Out of Office' window. The 'Out of Office' category is selected. The main content area includes: 'Out of Office' (Do not send auto replies, Send auto-reply message), 'Auto-Reply Message' (Thank you for your email. I am migrating to a new email provider by Dec 31, 2023. Your message was forwarded to my new account and I will reply accordingly), 'External Senders' (Send standard auto-reply message), 'Time Periods' (Send auto-replies during the following time period: Start: 1/5/2023, End: 1/5/2023, 11:59 PM), and 'Calendar Appointment' (Create appointment and display as: Out of Office).

This screenshot shows the 'Zimbra Preferences: Import / Export' window. The 'Import / Export' category is selected. The main content area includes: 'Import' (File: Choose File, No file chosen, Destinations: All folders) and 'Export' (Type: Account, Calendar, Contacts; Source: All folders; Advanced settings).



Zimbra: Preferences: Import / Export

webmail.bulloch.net/mail#2

Bookmarks: Bulloch Domains, Banking and Cards, HIPAA, Refurb, Valor Holdings, Promo Items, Alarm, City of Statesboro, My Calendly - Even..., PortableApps.com, My Calix home, Home Page - Map..., Calix Cloud, PaymentWorks, In House PBX

**BULLOCH**

Mail | Contacts | Calendar | Tasks | Briefcase | Preferences

Save | Cancel | Undo Changes

**Preferences**

- General
- Accounts
- Mail
- Filters
- Signatures
- Out of Office
- Trusted Addresses
- Contacts
- Calendar
- Sharing
- Notifications
- Import / Export**
- Archives
- Zimbra

**Import**

File:  No file chosen

Destination:

**Export**

Type:  Account  Calendar  Contacts

All account data can be exported to a "Tar-Gzipped" (.tgz) format which can be imported back into the system.

Source:

Advanced settings

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31