

Your Lifetime Email Address

(How to End Email Chaos)

by Thornton and Marty Gale

Note – This article is a summary of how to use your domain name as your lifetime email address. This is possible because of the technical feature called email forwarding that can be easily implemented on any e-mail account at www.genealogyhosting.com. Also, e-mail forwarding is very useful to convert from an old email account to a new email account

When you register a domain name at www.genealogyhosting.com, you get one fully functional email account (also, you receive many more email accounts when you purchase other web hosting services). Recall that domain names are the monikers that a website will be known as. For example, the genealogist Margaret Schmidt has a website www.schmidt14.org. Technically, her domain name is the last two nodes or “Schmidt14.org” in this example. The free email account that comes with your domain name is associated with your domain name. You can pick any email account name for your free email account. For example, Margaret’s free email account might be margaret@schmidt14.org or genealogydict@schmidt14.org

Note – we have included a detailed explanation of domain names in the article “Stake your Claim with a Domain Name!” available on the www.genealogyhosting.com web site.

No matter what happens in the future, no matter where you go in the future, no matter what you do in the future, you will want to make your free domain name email account your permanent and only email account. The reason is that using your domain name as your permanent email address eliminates one of the greatest deficiencies of the internet: email chaos.

Email chaos occurs because everyone is always changing their ISP (internet service provider) usually to take advantage of faster service, a better deal or even because their old ISP went out-of-business! For example, let’s say Margaret Schmidt has changed her ISP from www.netzero.com to a broadband account at www.comcast.net. In the process, Margaret’s email account has changed from margaret643@netzero.com to margaret871@comcast.net. This means her old email address of margaret643@netzero.com is now or will soon be invalid! Thus, anybody who has her old email address in their address books must now be notified to make the change. Also, since Margaret is a regular participant on several genealogy forums, her email address is also wrong on all her forum registrations not to mention the many messages in which she listed her email address. She must undertake a lengthy campaign to correct her email address in all these places. The trouble is, she must do this whenever she changes her ISP. We’ve all seen it and have been victims of it ourselves. To avoid this chaos in the future, Margaret can convert once to her permanent email address of

margaret@schmidt14.org! To make this possible, Margaret will take advantage of a standard feature of the email accounts of *www.genealogyhosting.com* known as email forwarding.

What Exactly is Email Forwarding?

Email forwarding (not to be confused with domain forwarding) causes any email messages sent to one email account to be forwarded to another email account. Instead of using your free email account associated with your domain name as a standard email account, it is often desirable to forward it instead. Any email account from the *www.genealogyhosting.com* can be configured to use email forwarding instead of using it as a standard email account.

Why would you want to do this? That is why would you want to cause email messages sent to your brand-new, free domain name email account to be forwarded to your old email account? The answer is that email forwarding is a technique to continue using your old email address but tell everybody that your email address is your new domain name email account. This is particularly useful while you convert to your new domain name email address over a period of time.

For example, Margaret's current email address (which she has given to dozens of her friends and fellow genealogists, recorded it on several genealogy mailing lists, and has two boxes of business cards with it) is *margaret871@comcast.net*. She wants to continue using this email address for a while because she doesn't have time right now to convert to her new domain name email address of *Margaret@schmidt14.org*.

She can accomplish this easily with email forwarding (Figure 1). In this way, any email messages sent to *Margaret@schmidt14.org* (figure top) will be forwarded to *margaret871@comcast.net*. Also, any email messages sent to *margaret871@comcast.net* (figure bottom) will not be effected and will be routed as usual. In this way, Margaret would continue to process all her email messages no matter what their origin from her *margaret871@comcast.net* email account in the usual way.

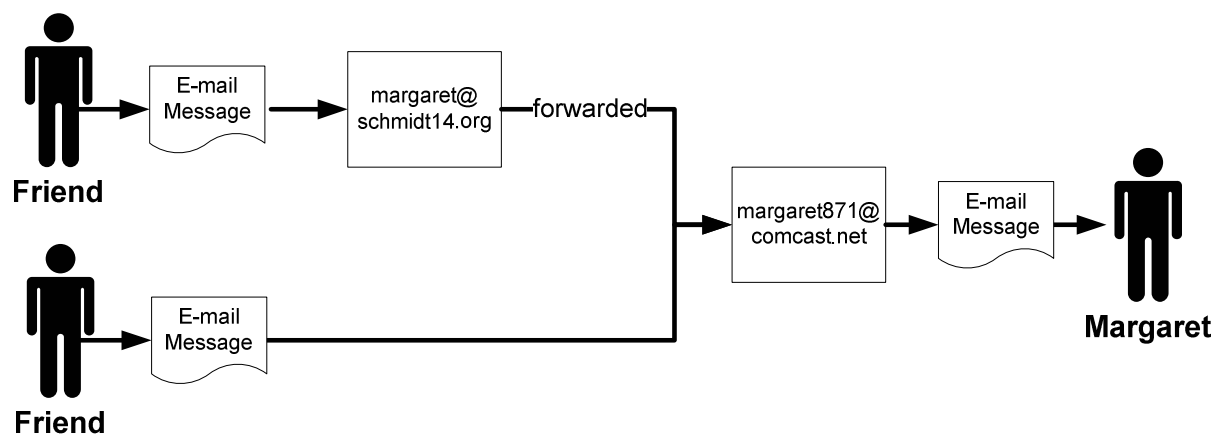


Figure 1 - Email Forwarding

Convert Quickly to Your Domain Name Email Account

The alternative to forwarding is to convert quickly to the new domain name email account. Even though it's harder, this is the recommended way. Margaret would tell all her friends her new email address of *Margaret@schmidt14.org* as well as update any genealogy forums and message boards that have her old email address. Sure, this would be tedious and time-consuming but this would be the last time in her life that she would have to do it! Then she would process all her email from her new account. She would probably keep her old *margaret871@comcast.net* email account for a while but she would delete this account after a few weeks.

The important point is that either way (i.e., forwarding or full account), Margaret will have just the one public email address of *margaret@schmidt14.org*. In this way, when she gives others her email address or she leaves it on genealogy forums, it will always be correct for the rest of her life!

When Margaret does start using her full email account (rather than no longer forwarding to it) then she can access her full account at *www.genealogyhosting.com* via web-based email or via an email application such as Outlook Express (Figure 2). Web-based email is familiar to anyone who has a hotmail.com email account. You start a web browser such as Internet Explorer or Netscape Navigator, log on to your email account, and process your email. This option is very handy on a trip since you can process your email from any public computer, such as in a library.

The alternative to web-based email is to make use of an email application such as Outlook Express. Either of these access options (web-based or email application) can co-exist. Thus, if you use a local email application, you can still access your email account at *www.genealogyhosting.com* via the web such as when on a genealogy trip.

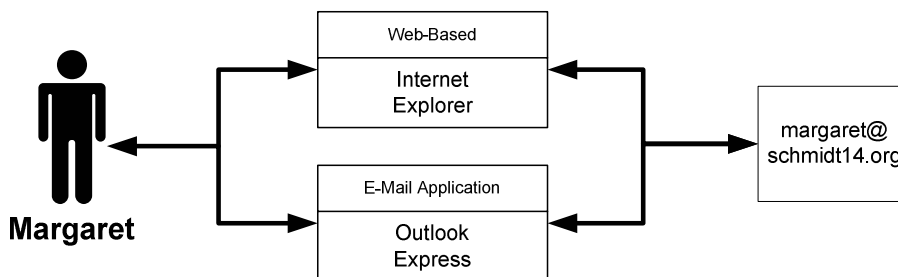


Figure 2 - Two Ways to Access Email: Web-Based or Email Application

Should Margaret want to move her domain name from *www.genealogyhosting.com* to another web hosting company, it's very easy for her to change her email setup. She would just use the above techniques of forwarding or full account to establish her desired email configuration at the new service and she would still have her email address of *margaret@schmidt14.org*. So in summary, no matter what happens, her email address is and will be permanent since she has her own domain name.

Features of Your Email Account

Your full email account at www.genealogyhosting.com has many great features that make the quick conversion option very attractive. If you use email forwarding (rather than the full email account) then most of these great features are not available. Also, if you do use a full email account and you access it via an email application such as Outlook Express (instead of webmail), then some of these features are not available.

Therefore, it is our strong recommendation that you do a quick conversion to your permanent domain name email account and that you access your email account via the web rather than a mail application. This would become your permanent email work environment. Under this option, not only is your email system always available wherever you go in the world but also there are many features that make you more efficient at processing your email:

- First, our email accounts at www.genealogyhosting.com can be accessed from both an email application (e.g., Outlook Express) as well as webmail (i.e., from the web via a web browser). Both can co-exist. Thus, when you are at home, you can continue to use your email application such as Outlook Express. Then when you're away from home such as on a trip, you can access your email account from the web. However, one or the other of these two email systems will be secondary and thus deficient in that it won't have all your addresses, recent email, sent email, etc.
- Our email accounts have state-of-the art anti-spam and anti-phishing technology with virus protection.
- Our email accounts have many extras such as greeting cards (select and send a personalized greetings from over 100 different cards) and much more. These features are not applicable for those who use an email application like Outlook Express or who use just forwarding.
- Our email accounts are feature rich. For example, your email account will have advanced folder management with drag and drop, preview pane, message compose feature, a powerful address book and much more. These features are not applicable for those who use an email application like Outlook Express or who use just forwarding.
- Once you setup your permanent email account then you can take advantage of email forwarding in addition to having your permanent account. Email forwarding allows you to use variations of your email address. For example, it can be used very effectively to set up specialized email addresses for different functions. For example, Margaret Schmidt could have her regular email account of Margaret@schmidt14.org and also some specialized email addresses such as info@schmidt14.org, questions@schmidt14.org, submissions@schmidt14.org, or remove@schmidt14.org. All of these would be forwarded to her regular Margaret@schmidt14.org email account (or any other email account she desires).

Options for Converting to Your Permanent Email Account

So in general when you get your own domain name then an email conversion project is in your future. The only question is whether it will be quick and intense but efficient or slow and leisurely but inefficient. In this section we will outline these two types of conversion projects using Margaret Schmidt as our example.

Permanent Account: Quick Conversion

This conversion option is recommended: the idea is to just get it over with and convert to your new domain name email account right off the bat. Margaret Schmidt would proceed as follows:

- She would use the Account Manager of her account at *www.genealogyhosting.com* to set up her free email account, say *margaret@schmidt14.org*. Later in this article (see "Setup Your Permanent Email Account," page 6) we will present a detailed explanation of this process.
- Then she would tell all her friends that her new email address is *margaret@schmidt14.org* and methodically change all the places she has registered her email address such as genealogy forums. Then she would make sure she put a notification in every email message she sends out warning that her email address has changed (this can usually be done automatically by setting up the signature block of the email program).
- She would keep her old email account of *margaret871@comcast.net* for a while (a few weeks) so that any email messages sent to it would still go through. Notice that she would avoid using email forwarding "just in case." Doing this would be a crutch that would prolong the conversion. Better to bite the bullet.
- Then whenever she wanted to process her email, she would have two choices: she could just log on to her email account at *www.genealogyhosting.com* using her web browser such as Internet Explorer or Netscape or she could also use an email application such as Outlook Express.

Forwarding: Gradual Conversion

The second alternative is to convert to the new domain name email account gradually. Using this option, Margaret would proceed as follows:

- Margaret would use the Account Manager of her account at *www.genealogyhosting.com* to set up an email account (i.e., *margaret@schmidt14.org* just like the quick conversion option above). This email account will eventually be her permanent email account but at first will just be an email address to be forwarded to her current email account of *margaret871@comcast.net*. Later in this article (see "Setup Your Forwarded Email Account," page 7) we will present a detailed explanation of this process.

- Then Margaret would use her Account Manager to set up the email forwarding from *margaret@schmidt14.org* to *margaret871@comcast.net*. In this way any email messages destined for *margaret@schmidt14.org* would be forwarded to her old email address of *margaret871@comcast.net*. Also, normal email messages to *margaret871@comcast.net* would not be affected and would be routed as usual. In other words, her old email address would still work as before.
- Then she would gradually tell all her friends her new email address. For example, on every email message that she sends, she could include a message that her email address is now *margaret@schmidt14.org* (she could do this automatically in every message she sends by putting it in the signature block provided by her email system). She would also correct the various postings on the forums with her new email address.
- After a few months, she would delete the old email account (e.g., stop subscribing, etc.).
- In the meantime, if she changed her ISP again (e.g., from Comcast to Verizon), she would just change her email account at *www.genealogyhosting.com* to forward to the new email address at the new ISP.

Either way (i.e., quick conversion or gradual conversion), Margaret has just the one public email address of *margaret@schmidt14.org*. In this way, when she gives others her email address or she leaves it on genealogy forums, it will always be correct and she will always get her email.

Setting Up the Physical Plumbing for Your Domain Name Email Account

You use your Account Manager at *www.genealogyhosting.com* to set up your domain name email account either as your permanent email account or as a forwarded email account.

Setup Your Permanent Email Account

Use this sequence to setup your domain name email account as your permanent email account (i.e., instead of forwarding discussed next).

- Log on to your *www.genealogyhosting.com* Account Manager.
- Select “Email/Email Forwarding.” This will take you to the “Manage Email” window and will present a list of your email and email forwarding credits that have come with your various hosting services. Select the “Use Credit” for the “Free Email with domain.”
- This will display a list of your domains that are eligible for setting up a free email account (i.e., if you have several domains and have already setup free email accounts on some of them the list will be adjusted accordingly). Select one of them to activate its free email account then click “Continue.”

- This will put you back on the “Manage Email” window in which a “New Account” entry has been placed in the list of “Email Accounts.” (i.e., if you only have the one then this will be the only entry). Click on its “Manage Account” link.
- This will display a list of all your email accounts including the new one which will have an “Add” button next to it. Click the “Add” button.
- This will display the “Add Email” window (Figure 3). Proceed as follows referring to the numbers in the figure:
 1. Enter the email account name (e.g., “margaret”).
 2. Set your password which will be required to open your email account to view your email (don’t forget to write it down).
 3. You have the option of sending copies of any email messages sent to this account to another email account.
 4. You can make this a catchall account which means any email message that is sent to the *schmidt14.org* domain will be routed to this account. For example, if someone sends an email message to *Maggie@schmidt14.org* then it will be routed here. This is very useful for making sure all email messages are received if your friends make a mistake in spelling your name.
 5. The auto responder settings will cause the immediate response to all email messages received.

Setup Your Forwarded Email Account

Use this sequence to setup your domain name email account to be forwarded to another email address (i.e., instead of using it as your permanent email account).

- Log on to your www.genealogyhosting.com Account Manager.
- Select “Email/Email Forwarding.” This will take you to the “Manage Email” window and will present a list of your email and email forwarding credits that have come with your various hosting services. Select the “Email Forwarding Account” link.
- This will display the “Manage Email Forwarding” showing a list of accounts which have email forwarding setup (if any) as well as the number of credits you have available. Click the “Use Credit” link next to the “Free Email Forwarding” link.
- This will cause the right side of the screen to display a pull-down menu displaying the domain names which are eligible for email forwarding. Select the one in question then “Continue.”
- This will put you back on the “Manage Email Forwarding” window in which a “New Account” entry has been placed in the list of “Email Forwarding Accounts.” (i.e., if you only have the one then this will be the only entry). Click on its “Manage Account” link.

- This will display a list of all your email forwards including the new one which will have an “Add” button next to it. Click the “Add” button.
- This will display the “Add Forward” window (Figure 4). Proceed as follows referring to the numbers in the figure:
 1. Enter the forward account name (e.g., “margaret” for *margaret@schmidt14.org*).
 2. Enter the foreword email account (e.g., “margaret871@comcast.net”).
 3. You can make this a catchall account which means any email message that is sent to the schmidt14.org domain will be routed to this account then in turn forwarded. For example, if someone sends an email message to *schmidt@schmidt14.org* then it will be routed here. This is very useful for making sure all email messages are received if your friends make a mistake in spelling your name.
 4. The auto responder settings will cause the immediate response to all email messages received.

Single Address

Add Email

Use a registered or hosted domain name.
 Email Address: @ SCHMIDT14.ORG ← **Email Address 1**

Set Password

Set your email password.
 Password: (5-32 characters) ← **Password 2**
 Confirm Password:

Forward Carbon Copy

You may specify one or more email addresses to receive copies of all messages sent to this account.
 Send CC To: (separate addresses with comma) ← **Carbon Copy 3**
 (Warning: Auto-Responders send a response back to the sender.)

Incoming Box Size

Total Space with Plan: 25 MB
 Space Used: 0 MB
 Space Remaining: 25 MB
 Space for this Account:

Incoming Mail Settings

Make Catchall Account [What is this?](#) ← **Catchall 4**
 Enable spam filtering for this account [What is this?](#)

SMTP Relaying

Bypass ISP restrictions on your outbound emails - with SMTP Email Relay.
 Relays per day: 0 used today
 Your outgoing mail server is **smtpout.secureserver.net**

Set Auto-Responder

Auto-Responder
 Auto-Responder message (Max 1000 Characters)
 (1000 Max) ← **Auto Responder 5**

Custom Responder Properties

From Name: Default: you@youremail.com Custom Name
 Message Subject: Default: Original Email Subject Custom Subject
Start Time: Start Now
 Start On: December 1 2007 at 1 :05 PM (All times are MST)
End Time: No End Time
 End On: December 8 2007 at 1 :05 PM (All times are MST)

OK Cancel

Figure 3 – Setup Permanent Email Account

Hosted By
Genealogy Hosting

Email Control Center™
Version 1.2

Log Out
Logged in as 12861240
Manage your account

Email Help

Add Forward Feedback ! Need Help ?

Single Address **Bulk Addresses**

Add Forward

Use a registered or hosted domain name.
Forward Address: @ SCHMIDT14.ORG **Email Address 1**

Forward Mail to:

Email Address: **Forward To 2**
Want to receive the email that's sent to this account at other addresses too? Enter them in here separated by commas. The maximum length of this field is 149 characters.

Make Catchall Account [What is this?](#) **Catchall 3**

Set Auto-Responder

Auto-Responder
Auto-Responder message (Max 1000 Characters)

(1000 Max) **Auto Responder 4**

Custom Responder Properties

From Name: Default: you@youremail.com Custom Name

Message Subject: Default: Original Email Subject Custom Subject

Start Time: Start Now
 Start On: December 1 2007 at 5:00 PM (All times are MST)

End Time: No End Time
 End On: December 8 2007 at 5:00 PM (All times are MST)

OK Cancel

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Figure 4 – Setup Email Forwarding