



## EMAIL TRANSFER/CREATION & HOSTING

When a domain is transferred to a new host, any emails at (your domain) will be lost unless they are downloaded to your computer via an email program or forwarded to another email address. The email addresses will be down for 24 to 48 hours, so I often begin the transfer process on a Friday if there are multiple emails that need to be accessed during the week.

**Are you on an exchange server?** If so, that means I will not be hosting your emails, so you will need to have that host contact me as they will need to give me specific codes that I have to enter on my end.

I will need a complete list of all current/needed email addresses. In general, I create a temporary password and when a person logs in, they can change the password. However, you can forward the password and I can input them initially to eliminate this step.