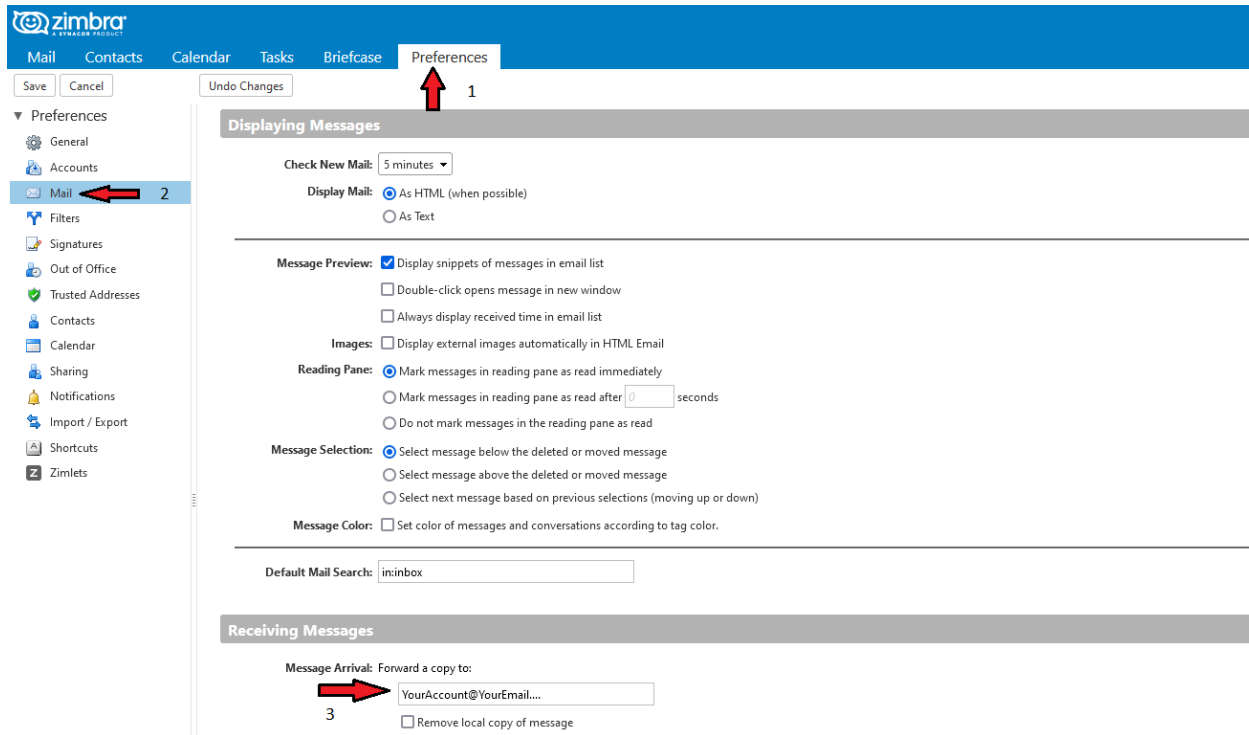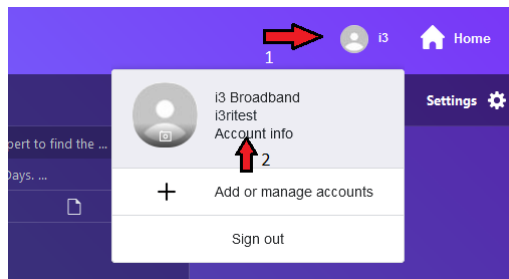**Link Fullchannel to Yahoo**

1. Set up a free Yahoo account at Yahoo.com
2. Log into your Fullchannel.net email account.
3. Go to the preferences tab at the top.
   a. Click "Mail" on the left column
   b. Under "Forward a copy to:" option, put in the Yahoo address and select "Remove local copy of message. This will make any new emails that come in during the migration automatically send to the Yahoo account
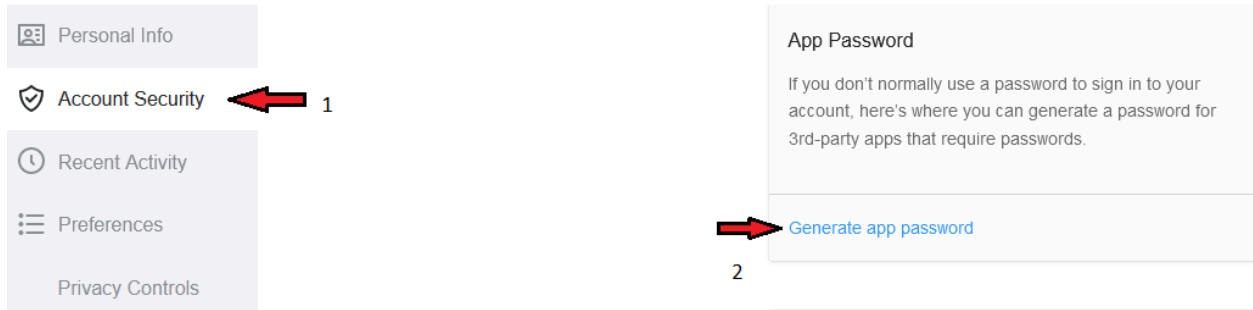

4. If you want, you can select the "Out of Office" option on the left column and have it send an automatic reply message to anybody that sends an email to the Fullchannel account notifying them of your new email address.

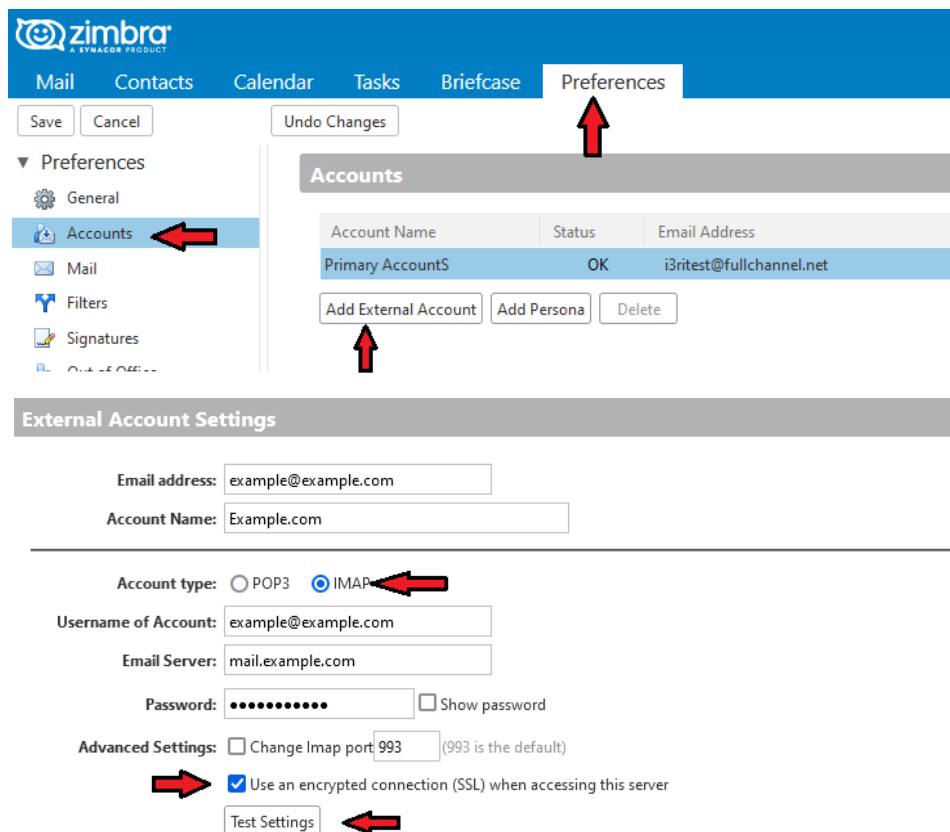1. Go back to your Yahoo account and click the account name at the top right and select "Account Info."

2. This will cause another window or tab to pop up. If you are not immediately redirected to it, find it and open it.
3. Click "Account Security" and scroll down the page a little bit until you find "Other ways to sign in," underneath 2-step verification.
   a. It will ask you to sign into the account again.
   b. Scroll down and find "Generate and manage app passwords." Click it and enter a name such as "Fullchannel" so you can remember what the password is for in the future.
   c. Click "Generate Password" and it will generate a random password for you.

d. Click the "Copy" button or write down the password, ignoring the spaces, whichever method you prefer.
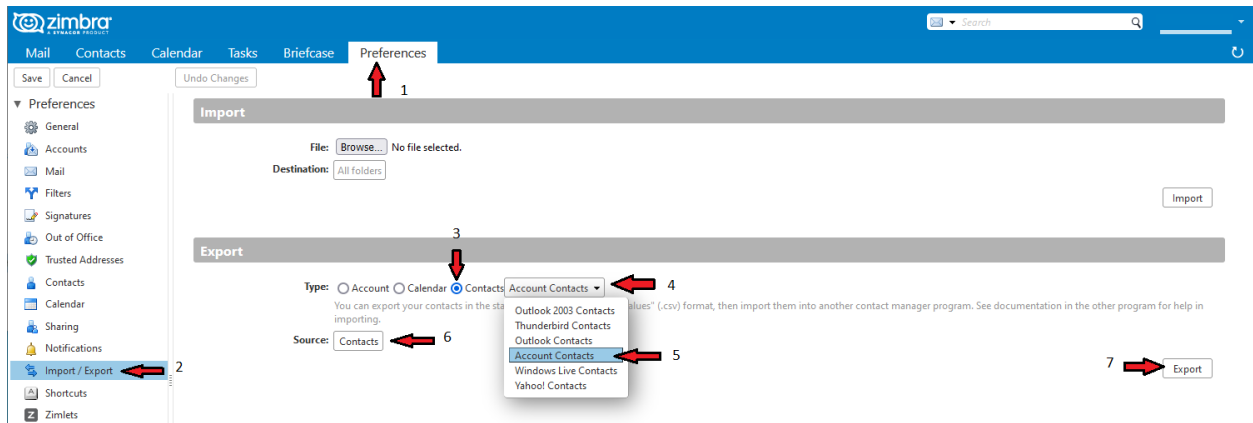e. It may be helpful to keep this page up in the background just in case you need it again for the next step.

4. Go back to your Fullchannel account and select the "Preferences" tab at the top again.
    a. Select the "Accounts" option on the left, and press "Add External Account" at the top of the window.
    b. Working down the page, enter your new Yahoo email address and name the Account "Yahoo."
    c. Change the "Account type" to IMAP
    d. The username of the account will be your full Yahoo email address again
    e. Set the Email Server to: imap.mail.yahoo.com
    f. In the Password box, enter the new APP password that you just generated, by either typing in what you copied down, putting no spaces inbetween sets, or right clicking in the box and hitting "paste."
    g. Click the box for "Use an encrypted connection (SSL) when accessing this server"
    h. Click the "Test Settings" button and you should get a success message!
    i. If the test fails, double check all information entered, especially that the app password is correct.

5. Select any emails in the inbox you want to keep by clicking the box to the left of each email, or if you want to save all of them, click the box on the left above all of the emails.
    a. You can drag and drop all selected emails now to the Yahoo inbox

6. If there are folders that need to be saved, you can drag and drop them onto the Yahoo mailbox in the Fullchannel mailbox.
7. Click the rotating arrow, "Update my current view" button, at the top right of the Fullchannel mailbox.
   a. It may take several minutes to a few hours for the Yahoo mailbox to reflect what is showing in the Fullchannel mailbox after the update, depending on how many emails and folders there are.
8. To sync contacts between Fullchannel and Yahoo, go to the "Preferences" tab in Fullchannel, and select the "Import/Export" tab on the left column.
   a. Under the "Export" section, select "Contacts" as the Type and "Yahoo Contacts" from the drop-down menu. Beside "Source" select "Contacts."
   b. Press the "Export" button on the right.
   c. Take note of where it downloads the file to. Your computer may be different from others, but most go into the "Downloads" folder.

9. In the Yahoo account, select the "Contacts" button on the right side, to the left of "Settings."
   a. You can hover over each of the four options to see which is Contacts.
   b. Click the 3 dots to the right and select "Import from CSV file."
   c. Find the file that was downloaded, select it, and press "Open."
10. All contacts and mail will now have been migrated to Yahoo mail. Be sure to inform your contacts of your new email address, and update your email address in any systems *before* the cutoff date.