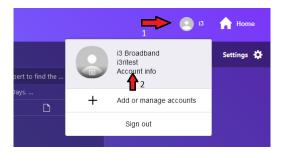
Link Fullchannel to Yahoo

- 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
 - 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

| C zimbra | | | | | | | | |
|---------------------------------|--------------------------|--|--|--|--|--|--|--|
| Mail Contacts | Calendar Tasks Briefcase | Preferences | | | | | | |
| Save Cancel | Undo Changes | | | | | | | |
| Preferences | Displaying Messages | | | | | | | |
| 🎲 General | Check New Mail: | 5 minuter 🗙 | | | | | | |
| | | As HTML (when possible) | | | | | | |
| Y Filters | 2 | ○ As Text | | | | | | |
| 🌛 Signatures | | | | | | | | |
| 💩 Out of Office | Message Preview: | Display snippets of messages in email list | | | | | | |
| 🤣 Trusted Addresses | | Double-click opens message in new window | | | | | | |
| 🔒 Contacts | | Always display received time in email list | | | | | | |
| Calendar | Images: | Display external images automatically in HTML Email | | | | | | |
| 📥 Sharing | Reading Pane: | Mark messages in reading pane as read immediately | | | | | | |
| 🛕 Notifications | | O Mark messages in reading pane as read after 0 seconds | | | | | | |
| 😫 Import / Export | | ○ Do not mark messages in the reading pane as read | | | | | | |
| Shortcuts | Message Selection: | Select message below the deleted or moved message | | | | | | |
| Z Zimlets | | ○ Select message above the deleted or moved message | | | | | | |
| | 1 | O Select next message based on previous selections (moving up or down) | | | | | | |
| | Message Color: | Set color of messages and conversations according to tag color. | | | | | | |
| | Default Mail Search: | incinbox | | | | | | |
| | Receiving Messages | | | | | | | |
| | Message Arrival: | Message Arrival: Forward a copy to: | | | | | | |
| | | YourAccount@YourEmail | | | | | | |
| | 3 | Remove local copy of message | | | | | | |

- 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.

| E Personal Info | App Password |
|--------------------|---|
| Account Security | If you don't normally use a password to sign in to your account, here's where you can generate a password for |
| ① Recent Activity | 3rd-party apps that require passwords. |
| | Generate app password |
| Privacy Controls 2 | |

- 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.

| Mail Contacts | Calendar Tasks Briefcase Preferences | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| Save Cancel | Undo Changes | | | | | | | |
| Preferences | Accounts | | | | | | | |
| 🎲 General | | | | | | | | |
| 👌 Accounts | Account Name Status Email Address | | | | | | | |
| 🖂 Mail | Primary AccountS OK i3ritest@fullchannel.net | | | | | | | |
| M Filters | Add External Account Add Persona Delete | | | | | | | |
| 🌛 Signatures | | | | | | | | |
| - 0.4-£0£6 | | | | | | | | |
| External Account Se | ttings | | | | | | | |
| | | | | | | | | |
| Email address: | xample@example.com | | | | | | | |
| Account Name: | Example.com | | | | | | | |
| | · · · | | | | | | | |
| Account type: | | | | | | | | |
| Username of Account: | ample@example.com | | | | | | | |
| Email Server: | il.example.com | | | | | | | |
| Password: | Show password | | | | | | | |
| Advanced Settings: Change Imap port 993 (993 is the default) | | | | | | | | |
| Use an encrypted connection (SSL) when accessing this server | | | | | | | | |
| | Test Settings | | | | | | | |

- 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.

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|--|----------------|--------------------------|---------------------------------------|----------|------------------------------|---------------------------------------|---------------------------|
| Mail Contacts | Calendar Tasks | Briefcase Preferences | | | | | ر |
| Save Cancel | Undo Changes | 1 | | | | | |
| Preferences | Import | | | | | | |
| 🔅 General | | | | | | | |
| 🚵 Accounts | | File: Browse No file se | lected. | | | | |
| 🖂 Mail | | Destination: All folders | | | | | |
| Y Filters | | | | | | | Import |
| 📝 Signatures | | | | | | | |
| b Out of Office | _ | | 3 | | | | |
| 💙 Trusted Addresses | Export | | 1 | | | | |
| Contacts | | Type: OAccount OCalen | dar 🧿 Contacts Account Contacts 👻 < | 4 | | | |
| Calendar | | You can export your co | | | em into another contact mana | ger program. See documentation in the | other program for help in |
| 🚋 Sharing | | importing. | Thunderbird Contacts | | | | |
| Notifications | | Source: Contacts | Outlook Contacts Account Contacts | 5 | | | |
| 💲 Import / Export < | 2 | | Windows Live Contacts | | | | 7 Export |
| A Shortcuts | 8 | | Yahoo! Contacts | | | | |
| Z Zimlets | | | | | | | |

- 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.

