## 1. Create a New Email Using Gmail Webmail Service

While other webmail services can be used, we are providing a tutorial for Gmail only. If you need assistance creating a Gmail account, <u>a tutorial can be found on our Member Resources page on our website or by scanning the QR code.</u>

## 2. Set Up Email Forwarding, Auto Replies, and Export Contacts from Jtt.net Webmail

You will have to do this through the jtt.net webmail version here: [https://webmail.jtt.net/](https://webmail.jtt.net/). <u>A tutorial can be found on our Member Resources page on our website or by scanning the QR code.</u> Once your new email is set up, stop sending emails from jtt.net account to avoid confusion.

## 3. Extract Jtt.Net Data and Transfer to Gmail

This lengthy step will require you to be on a computer or laptop. <u>A tutorial can be found on our Member Resources page on our website or by scanning the QR code.</u>

**Tutorials**
[www.heartlandtechnology.com/member-resources](http://www.heartlandtechnology.com/member-resources)

## 4. Update All Personal Accounts and Services

Make a list of services/accounts where your jtt.net email is used and update them with your new email. Also update your two-factor authentication (2FA) on these websites as well. These often include:

- **Apple ID / Google Play Store**
- **Microsoft Account**
- **Banking and financial services**
- **Government Portals** (Tax Filing, Social Security)
- **Social media** (Facebook, Instagram, X, etc.)
- **Online shopping** (Amazon, eBay, etc.)
- **Streaming services** (YouTube TV, Netflix, Spotify, etc.)
- **Ticket purchasing services** (Ticketmaster, Vivid Seats, StubHub, etc.)
- **Utilities and bills** – don't forget to update your new email with us and on the online customer portal!  Please call to update or email us at customercare@heartlandtechnology.com.
- **Work or school accounts**
- **Cloud storage** (Google Drive, Dropbox, iCloud)
- **Subscriptions/newsletters**
- **Medical Portals** (Patient portals for hospitals or clinics)
- **Anywhere you use your @jtt.net as a username.**