EarthLink Convert and Notify

EarthLink provides two exclusive programs:

- Convert converts information from existing browser and email programs on your computer to the browser and email programs you just installed.
- Notify creates a email message to notify people in your address book about your new EarthLink email address.

Converting Favorites and Bookmarks

Letting People Know about your New EarthLink Email Address

For more information about EarthLink 5.0` see **EarthLink Help**

Converting Favorites and Bookmarks

If you had a browser or email program on your computer before you installed EarthLink 5.0, Convert identifies the program(s) and lists them for you.   You can convert favorites or bookmarks from AOL, Netscape, or Internet Explorer to EarthLink 5.0 favorites.

▶ Select the program you want to convert favorites or bookmarks from then click **Ok.**

Letting People Know about your New EarthLink Email Address

The EarthLink Notify program enables you to let friends, relatives, and business associates know about your new email address.

Enter your old email address so it can be included in the email message to your friends.   Click **View Email** to see the text of the message that your friends will be receiving.

The address list shows the last names and email addresses found in your Address Book.   If you're ready to send email to all of these people, click **Send**.

If you don't want to send an email to any of these people, click **Cancel**.

You can add or remove names from this list.

Adding an Address

To add an address to the notification list:

▶ Click **Add** to pop up the Add Address dialog.
▶ Enter the name of the person you want to add.
▶ Enter the email address for the person you want to add, then click **OK**.

 Removing an Address

To remove an address from the notification list:

▶ Highlight the name you want to remove then click **Remove**.
▶ Click **OK** to confirm this removal.

EarthLink Converter

The EarthLink Converter program enables you to convert email addresses and bookmarks from one Internet software program to another.   The Converter is included as one of the additional software programs on your EarthLink CD.   Once installed, it automatically detects existing Internet software on your computer (such as AOL, Internet Explorer or Netscape). Bookmark and address book files from these applications can be copied to a new Internet software program, without affecting the original files. The eligible files, and possible locations they can be copied to, appear in the list.   Be sure the items you want to convert are checked then click **OK**. A message will let you know when the copy process is complete.   Click **OK** to close the message and launch the EarthLink Notify program.

Components

Select the components (products) you would like to convert.   For example, if you've been using AOL 4.0 and you want to convert your bookmarks to Internet Explorer 5.0.   Select AOL to Internet Explorer.

Converting Bookmarks

Shows the product you are converting bookmarks FROM, the product you are converting bookmarks TO and the conversion progress.

EarthLink Notify - Change of Email Address

The EarthLink Notify program enables you to let friends, relatives, and business associates know about your new email address.

Enter your old email address so it can be included in the email message to your friends.   Click **View Email** to see the text of the message that your friends will be receiving.

The address list shows the last names and email addresses found in your Address Book.   If you're ready to send email to all of these people, click **Send**.

If you don't want to send an email to any of these people, click **Cancel**.

You can add or remove names from this list.

Add Address

To add names and email addresses to the list of people you want to notify.

▶ Enter the name of the person you want to add, such as Jane Quincy.
▶ Enter the email address of the person you want to add, such as jquincy22@aol.com
▶ Click **OK**.

 Remove Address

This dialog appears so you can confirm that you want to remove the selected name and address from the notification list.

 Check the **Don't ask me anymore** button if you do not want to confirm each name you remove from the list.

View Message

This dialog shows the <u>text of the message</u> as it will be sent to your friends and business associates.   Click **Close** to close this dialog.

About EarthLink Convert and Notify

About EarthLink Convert and Notify provides the version number.

Components List

Lists the eligible Internet software products found on your computer.   Currently, the Converter can import bookmark or address book files from AOL versions 3.0 and 4.0, Internet Explorer versions 3.0 and 4.0, and Netscape versions 3.0 and 4.0.

Your Old Email Address - This old address will be included in the notification message emailed to your friends. Some of your friends may immediately recognize this old address.

Click View Email to see the text of the email notification message that will be sent to your friends.

The Notification List lists the names and addresses of people you want to send the change of address notification message to. To add another name to this list, click the Add button and complete the fields on the **Add Address dialog** . To remove a name from this list, highlight the name you want to remove, then click the Remove button.

Click Add to display the Add Address dialog on which you can add name and email address for other friends (friends not in your Address Book) to whom you want to send a change of address notification.

Click Remove to remove the selected people from the list of friends that you want to receive the change of address notification message.

The Name of the friend you want to send a change of address message to.

The Email Address for the friend you want to send a change of address message to.

Click Send to send the change of address notification message to the friends you specified.   If you are not connected to the Internet, the messages will be sent the next time you connect.

Check Don't ask me anymore if you don't want to have to confirm the removal of each name from this list.

Message Contents shows the contents of the email message.