



### **EarthLink Convert and Notify**

EarthLink provides two exclusive programs:

- **Convert** gets bookmarks (or favorites) and/or addresses from browser or email programs you have already installed, and converts them to work with EarthLink 5.0.

[Using Convert to import addresses and favorites/bookmarks](#)

**Notify** opens after you have finished using **Convert**.

- **Notify** creates an email message to notify people in your address book about your new EarthLink email address.

[Notify: Letting People Know about your New EarthLink Email Address](#)

[For more information about EarthLink 5.0, see \*\*EarthLink Help\*\*](#)



### Converting Favorites, Bookmarks, and Addresses

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, bookmarks, or addresses from AOL, Netscape, or Internet Explorer to EarthLink 5.0.

- ▶ If you are signed on, then from the **File** menu, choose **Import**, then click **Favorites** (or **Address Book**).
- ▶ If you are not signed on, click the Additional Software button



on the EarthLink Toolbar. You will need to choose your profile from the **EarthLink Profile** pull-down menu, and type your password into the **Profile Password** box.

- ▶ Select the program and files that you want to convert from, then click **Ok**.
- ▶ If you had more than one profile or screen name set up in the other program, you may be asked to choose which one to import from. Check the box next to your profile, and 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 **Edit Email** to see the text of the message that your friends will be receiving and edit it if you want to.

The address list shows the 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.



### Using Convert to Import Addresses and Favorites

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, bookmarks, or addresses from AOL, Netscape, or Internet Explorer to EarthLink 5.0.



If you are not signed on, click the Additional Software button



on the EarthLink Toolbar. You will need to choose your profile from the **EarthLink Profile** pull-down menu, and type your password into the **Profile Password** box.



If you are signed on, then from the **File** menu, choose **Import**, then click **Favorites** (or **Address Book**).



Select the program and files that you want to convert from, then click **OK**.



If you had more than one profile or screen name set up in the other program, you may be asked to choose which one to import from.



### **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.



#### **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](mailto: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.

### **Edit Message**

This dialog shows the text of the message as it will be sent to your friends and business associates. You can edit the message by adding or removing text in the window. Click **Close** to close the Edit Message dialog when you are happy with the message that will be sent..

**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.

**Edit Email lets you change the email that your friends will receive.**

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.**

**Version 6.10.01**

**You are low on system resources**

Your system may not behave as expected while in this condition. To remedy the low on resources condition, close any extraneous EarthLink 5.0 windows or other programs that are currently running on your computer that you are not currently using. To close EarthLink 5.0 windows you are no longer using, click on the **Window** menu and select the name of the window you want to close, then either double-click on the icon to the left of the **File** menu, or select **Close** from the **File** menu. Repeat this process until you have closed all extraneous windows.

**Note:** If you have a number of icons in your System Tray, these also impact system resources. If you consistently get “low on resources” messages, you should consider closing a number of these programs. To close a program in your System Tray, right click on the icon and click **Close** or **Exit**.



**You are no longer connected to the Internet**

You will not be able to send or receive email, upload or download files, or view web sites online unless you are connected to the Internet. Click **Yes** to connect to the Internet now. Click **No** to continue working offline.

**EarthLink Technical Support**

EarthLink maintains a website containing solutions to many technical issues at <http://help.earthlink.net>

EarthLink Technical Support is available 24 hours a day, 7 days per week at (800) 890-5128.

MindSpring customers can get Technical Support for their accounts 24/7 at (800) 719-4660.

