



PLS-NET.ORG to OWWL.ORG Email Migration Checklist

Congratulations! You're the owner of a new **@owwl.org** email address! Switching from **@pls-net.org** email addresses to **@owwl.org** is a major step in the change from **Pioneer Library System** to **OWWL Library System**.

You will continue to receive emails addressed to your **@pls-net.org** account until **December 31, 2023**, but it won't stay around forever. Consequently, there are some things you should do to make the transition as smooth as possible. *Taking these steps will help ensure you continue to receive emails and are not locked out of important online accounts.*

If you need any assistance, please submit a ticket to support@owwl.org

Update your email signature in Zimbra to include your new email address.

Draw attention to your new email address by adding it to your signature on outgoing emails. Increase the chances of other people noticing it by making it bold or a different color.

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OWWL Library System
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New email address: khibbardbaker@owwl.org
<https://owwl.org>

See this OWWL Docs page for instructions on how to change your email signature:
<https://docs.owwl.org/Members/ZimbraEmailSignature>

- Send an email to everyone on your contacts list letting them know that your email address has changed; ask them to update *their* contacts list.**

Make sure to use the BCC (blind carbon copy) option when sending this email; otherwise you will be sharing all your contacts' email addresses and names with each other.

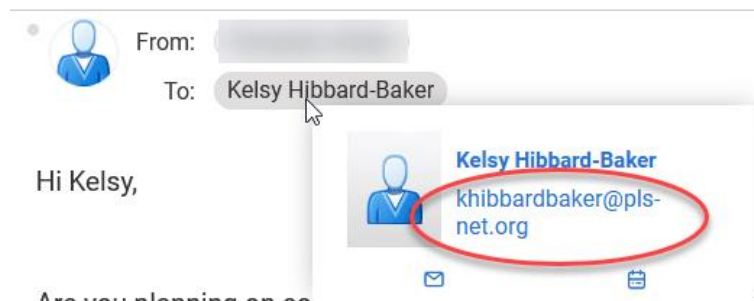
Here is a simple template you could use:

Greetings! My email address has changed to _____@owwl.org. Please update your contacts list to reflect this new address. My old email address _____@pls-net.org will deactivate on December 31, 2023. Thank you.

- When replying to emails sent to your @pls-net.org address, remind the sender that your email address has changed.**

People may not have noticed your updated email signature. Maybe they missed the email you sent to your contacts, or they weren't on your contacts list to begin with.

Hover your mouse over your name in an email address to see if the sender used the old @pls-net.org address.



If so, you may want to reply and include a friendly reminder letting the sender know your email address has changed.

- Update your email address on important newsletters, listservs, and mailing lists.**

If you subscribe to any mailing lists, listservs, or virtual newsletters, you will want to change your email address there.

Unfortunately, many of these types of virtual communication do not allow you to change your email address. Oftentimes, you must subscribe again using the new [@owwl.org](mailto:owwl.org) address.

If you don't remember the various communications you're subscribed to, your Zimbra inbox and trash folder are a good place to start.

- Change business cards and any other promotional materials that might have your old email address on it.**

- Sign up for all new online accounts with the new [@owwl.org](mailto:owwl.org) email address.**

Do not use the old [@pls-net.org](mailto:pls-net.org) address to sign up for new online accounts. (See below)

Directors, we recommend you use your LIBNAMElibrarydirector@owwl.org email when signing up for accounts on behalf of the library. This helps to ensure that library accounts are still accessible in the case of a staffing change.

- Change existing online accounts FROM the [@pls-net.org](mailto:pls-net.org) address TO the [@owwl.org](mailto:owwl.org) address.**

This will undoubtedly be the most time-consuming step. *If you do not update the email address you use to login to online accounts, you may find yourself permanently locked out of them.*

Step 1: Identify Accounts

One of the hardest parts about this step is remembering all of the online accounts you've opened. Here are some places to check.

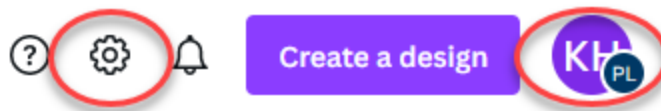
1. Check your password manager account (1Password, Bitwarden, Dashlane, LastPass, etc.). If you don't already use a password manager, this is a great time to start!
2. Check any documents used to save account logins and passwords (such as an Excel spreadsheet or Word document). Also check your browser for saved logins/passwords.
3. Check your inbox and trash to see which sites are sending emails to your [@pls-net.org](mailto:pls-net.org) account. You most likely have an account with this website.

Step 2: Login or Change Password

Log into each of your online accounts. If you are locked out because you've forgotten the password, click on the "Forgot Password?" password reset link on the website's sign-in page. You should receive an email with a link to choose a new password.

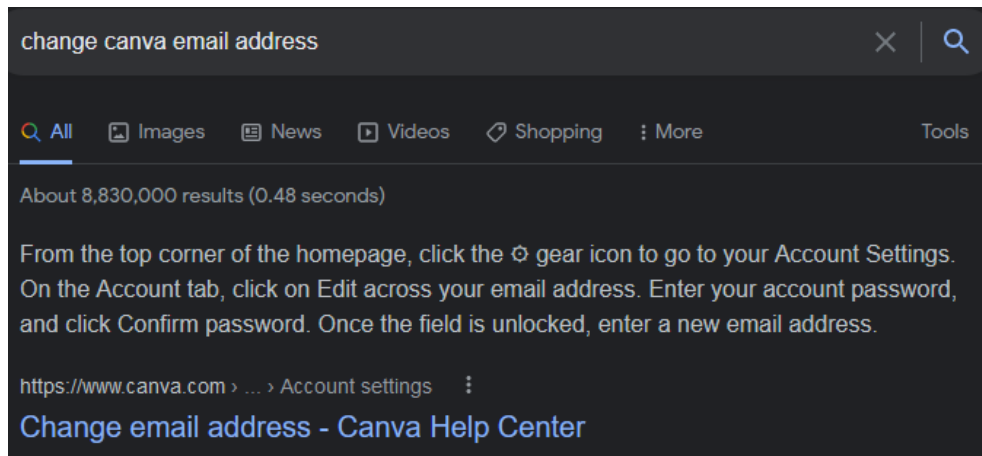
Step 3: Change Email Address in Account Settings

Most websites will allow you to change your email address in the account or profile settings. To find your account, look for your profile picture (if you uploaded one), your initials, or a gear/cog icon. For example, in Canva, clicking the gear *or* initials takes you to the same account settings.



Look for a section that displays the email address used to login, or look for a Login section, and change your email address there.

If you're unable to locate that setting, do a Google search. Many websites have support pages that outline how to make changes to your account.



You will mostly likely receive a confirmation email which will contain a button or link. You must click the link/button to confirm that the new email address belongs to you. Companies do this so that people cannot sign up for an account and then do an unwanted transfer to someone else's email address. Expect that you will have to do this for the majority of your accounts.