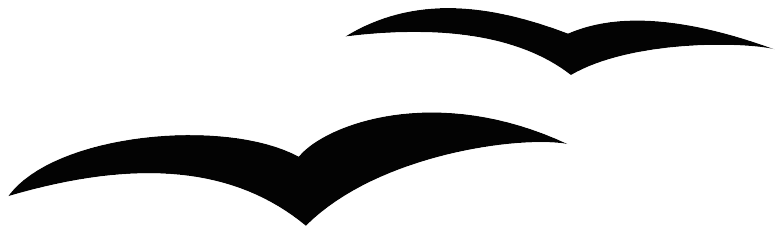


# *Changing Your Email Address:*

*OpenOffice.org Mailing Lists*



Changing Your Email Address: OpenOffice.org Mailing Lists  
Version: 0.1  
First edition: August 1, 2003  
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## Overview

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Because changing your email address with the OpenOffice.org mailing lists can be a little confusing, this document is intended to facilitate the change. This document assumes the user has a general familiarity with basic computing skills. It also assumes the user has a basic knowledge of their email client. This document is intended to be a general guideline, not specific instructions for a specific email client. If this document does not help, please describe and post your specific situation to the users mailing list.

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## Feedback

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Please direct any comments or suggestions about this document to:  
[dev@documentation.openoffice.org](mailto:dev@documentation.openoffice.org)

## Acknowledgments

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Thanks to Matt Needles for his very useful suggestion on how most easily to go about updating my email address with OpenOffice.org mailing lists.

## Modifications and updates

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<i>Version</i>	<i>Date</i>	<i>Description of Change</i>
0.1	08/01/03	Initial edition issued for comment.

<b><i>Version</i></b>	<b><i>Date</i></b>	<b><i>Description of Change</i></b>
0.2	08/27/03	Corrected heading levels in TOC. Fixed a couple o' minor typos, too.



## Introduction

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If you are a registered OpenOffice.org user, you are probably subscribed to at least one of the mailing lists. If your email address has changed, updating your mailing list subscription to your new email address is not as simple as updating your OpenOffice.org user profile. Because the user profile and the mailing lists databases are not connected, they have to be updated separately. The following instructions will help you change your information as easily as possible.

These instructions are arranged, in the order to be performed, in three main sections:

- Unsubscribe your old email address from any mailing lists to which you are subscribed.
- Update your email address in your OpenOffice.org user profile.
- Subscribe to the mailing lists with your new email address.

## Unsubscribe your old email address

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The first step is to unsubscribe your old email address from any mailing lists to which you are subscribed. This must be done *before* subscribing to the mailing lists with your new email address, or changing your email address in your user profile. The following instructions assume you will be connecting to the internet using your new email address/ISP (internet service provider). In fact, your account with your old ISP does not even need to be active.

### Email client account settings

Launch your email client and locate the account settings window. It may be called “Mail and Newsgroups Account Settings,” “Accounts,” or something similar. The location of the account settings window varies with the email client.

*Note: The Mozilla email client is presented in the screen shots in these instructions. Mozilla uses two different screens for its email account information. Other email clients use only one. However, the appropriate fields will be similarly named in all email clients. Please be aware that your email client's account setting screen may look different than the following screen shots. Please see the Appendix for screen shots of some other popular email clients.*

You can use the following instructions to create a new email account, or you can modify your existing one, changing it back to your new account information later.

1. Enter your old email address/user name in the incoming email server field. See Figure 1.
2. Enter your new email address/user name in the outgoing email server field. See Figure 2.

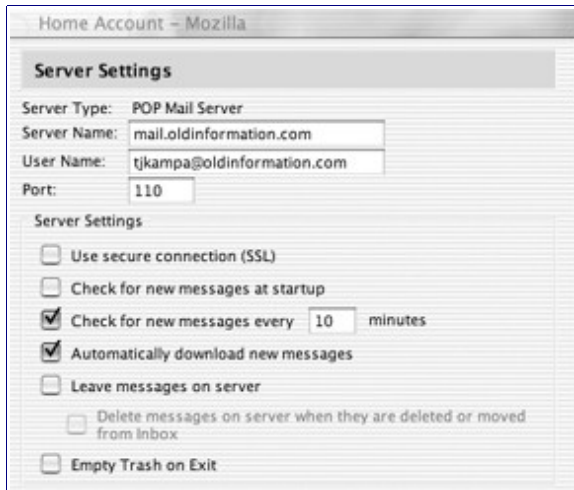


Figure 1: Incoming email server information



Figure 2: Outgoing email server information

3. Unsubscribe from any mailings lists to which you are subscribed using these account settings. You may need to navigate to the mailing lists page on the OpenOffice.org website to do this.
4. Confirm your unsubscription using these account settings.



## **Update your OpenOffice.org email address**

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Now that you are unsubscribed from any mailing lists to which you belonged, log in to your OpenOffice.org account and update your email address to the new one.

## **Subscribe to the mailing lists with your new email address**

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Before you subscribe again to your desired mailing lists, you must first update your incoming email account settings with your new information.

After completing this, navigate again to the OpenOffice.org mailing lists web page and subscribe to all desired mailing lists.

## Appendix

Below are screen shots of the account settings windows for some other, popular email clients.

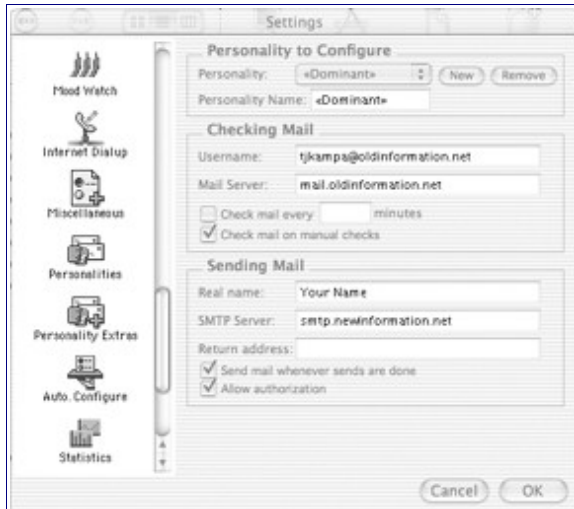


Figure 3: Account settings window for Eudora



Figure 4: Account settings window for Entourage

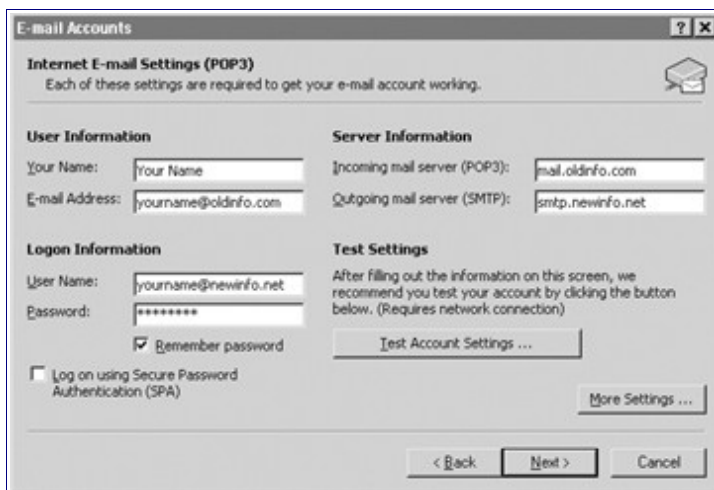


Figure 5: Account settings window for Outlook