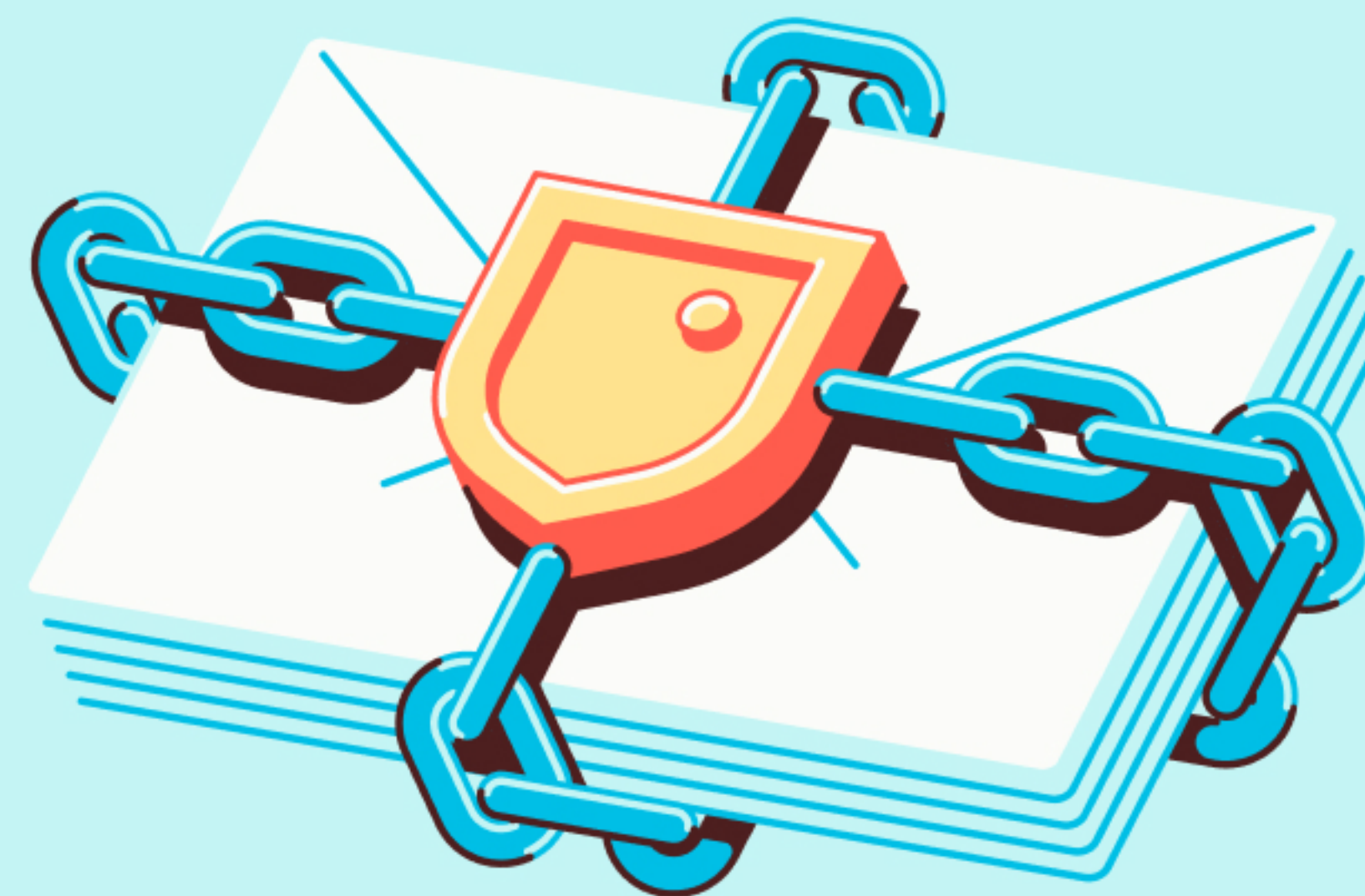


Gmail Switching is Simple

Switching from Outlook to Soverin is easy.
This guide walks you through it — just
6 simple steps to liberate your inbox.



SIGN UP & SET UP YOUR DEVICES → EMAIL YOUR CONTACTS ABOUT YOUR NEW ADDRESS → **LIBERATED INBOX**

01

Sign up at Soverin

START BY SIGNING UP FOR A SOVERIN ACCOUNT
ON [SOVERIN.NET/REGISTER](https://soverin.net/register)

At Soverin, you always create your email address using your own unique domain name.

We don't own it—you do. That means you stay in control and can take it with you anytime, without losing your email address.

Your domain name is everything after the @ in your email address.

The last part—after the dot—is called the extension. In our domain registration overview, you can see which extensions we support. The part before the '@' is your username—like your first name, info, or sales. You can use your Soverin email with your favorite email app, or log in via my.soverin.net in your browser.



What email address would you like?

At Soverin, you always create your email address using your own unique domain name. We don't own the domain, so you can take it with you anytime—without losing your email address.

The domain name is the part after the '@' in your email address. The last part, after the dot, is called the extension. In our [domain registration overview](#), you can see which extensions we support. The part before the '@' is your username—like your first name, info, or sales.

€49.00
billed per 1 year

EMAIL ADDRESS

info @ yourdomain.com

02

Set up your Soverin account

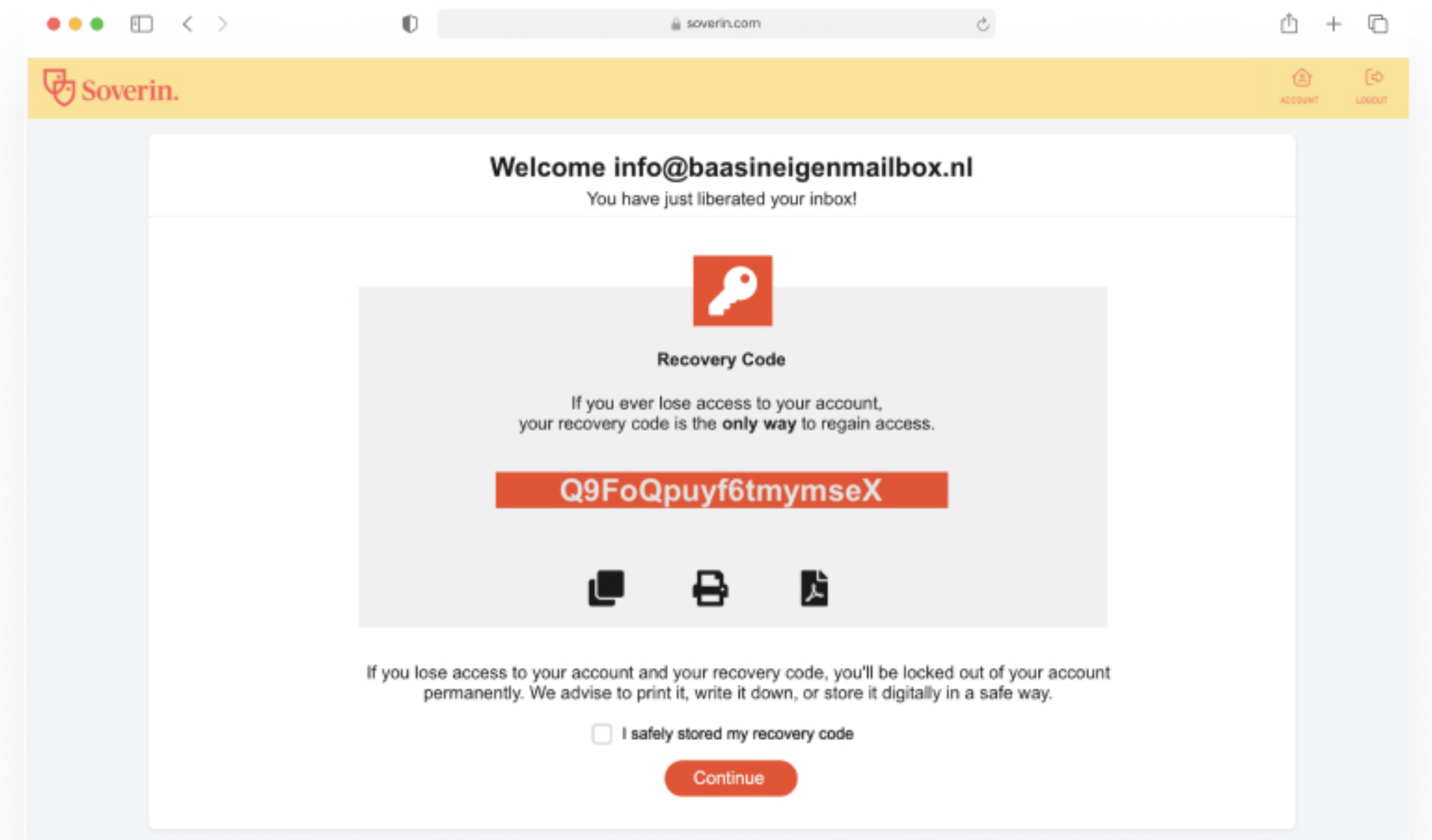
YOUR ACCOUNT IS ACTIVE!

One important thing before you continue
—store your recovery code.

If you ever lose access to your account and your recovery code, there's no way back in. We recommend printing it or storing it securely in a password manager.

Now it's time to set up your email apps

Go to soverin.com/help/setup, follow the instructions and you'll be up and running in no time. Or you can log in via my.soverin.net in your browser.



03

Set up an AutoReply on your Gmail account

Use an auto reply to let people know you've switched.

Everyone who sends an email to your old address will receive this message automatically.

Log in to your Gmail account and go to the settings. Go to Vacation Responder (automatic reply in the app) and set it on.

Add a message like:

"I've switched to a Soverin privacy-first email address. You can now reach me at [your new Soverin email]. Also want to take control of your privacy? Join me via soverin.net/register."

A screenshot of the Gmail 'Settings' page, specifically the 'General' tab. The 'Out-of-Office AutoReply' section is visible, showing options to turn it on or off. It is currently set to 'On'. The 'First day' is set to '30 June 2025'. The 'Subject' field is empty. The 'Message' field contains a pre-written template about switching to a Soverin email address. The 'Last day' field is optional and empty. At the bottom, there is a checkbox for 'Only send a response to people in my Contacts' which is also unchecked.

Settings

General Labels Inbox Accounts and Import Filters and blocked addresses Forwarding and POP/IMAP Add-ons Chat and Meet Advanced Offline Themes

☐ No snippets - Show subject only.

Out-of-Office AutoReply:
(sends an automated reply to incoming messages. If a contact sends you several messages, this automated reply will be sent at most once every 4 days)
[Learn more](#)

☐ Out of Office AutoReply off
☒ Out of Office AutoReply on

First day: 30 June 2025 ☐ **Last day:** (optional)

Subject:

Message:

Sans Serif T B I U A Link Image Bulleted list Numbered list Decrease indent Increase indent Quote Unquote

[« Plain Text](#)

I've switched to a [Soverin](#) privacy-first email address. You can now reach me at [your new [Soverin](#) email].

Also want to take control of your privacy? Join me via soverin.net/register.

☐ Only send a response to people in my Contacts

04

Create a forward rule*

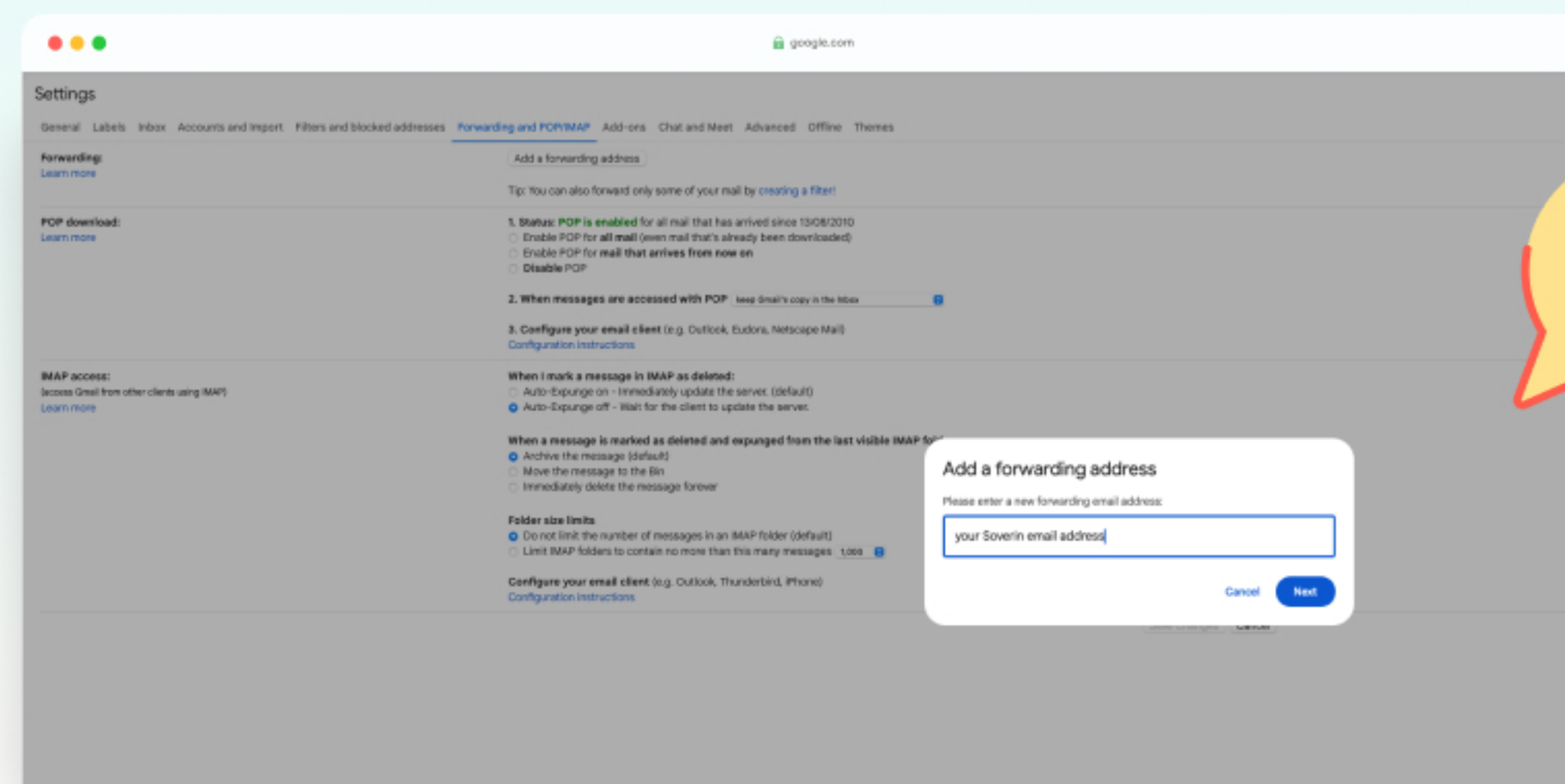
*CREATING A FORWARD RULE IS ONLY POSSIBLE IN YOUR BROWSER

Don't miss anything.

Forward email from your old inbox to your new Soverin inbox.

In the settings, go to 'forward and POP/IMAP'.
Click on 'add forward address' and create a forwarding rule to your new Soverin address

This way, you can also monitor which contacts or services are still using your old address.



05

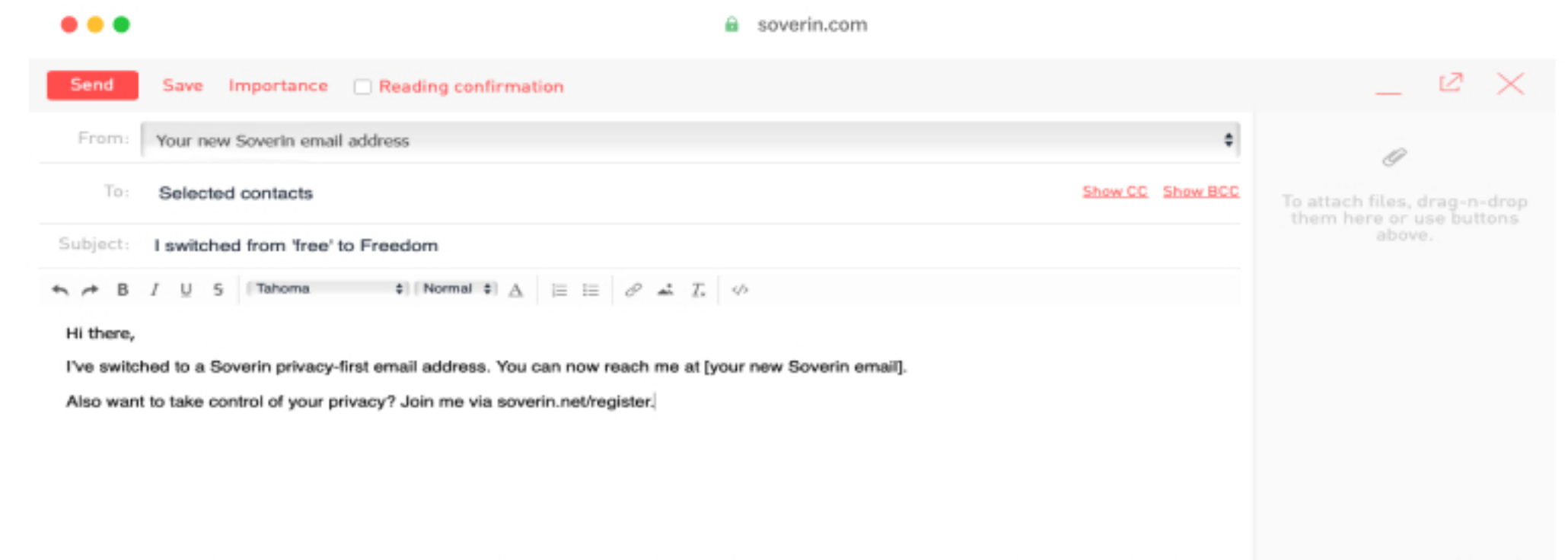
Tell your contacts

Send an email from your Soverin account to let friends and family know you've switched.

While you're at it, maybe tip them about Soverin too—so their email stays private as well.

Also take a moment to update your email address with any companies, apps, webshops, or services that still have your old one—like your dentist, your bank, or your favorite delivery service.

Example message: "I've switched to a Soverin privacy-first email address. You can now reach me at [your new Soverin email]. Also want to take control of your privacy? Join me via soverin.net/register."



06

Victory! You've liberated your inbox

FROM NOW ON, USE YOUR SOVERIN ACCOUNT
AND ENJOY **YOUR TRULY SOVEREIGN MAILBOX**



**Need help
setting things up?**

HEAD TO **SOVERIN.COM/HELP**
FOR OUR HELP ARTICLES