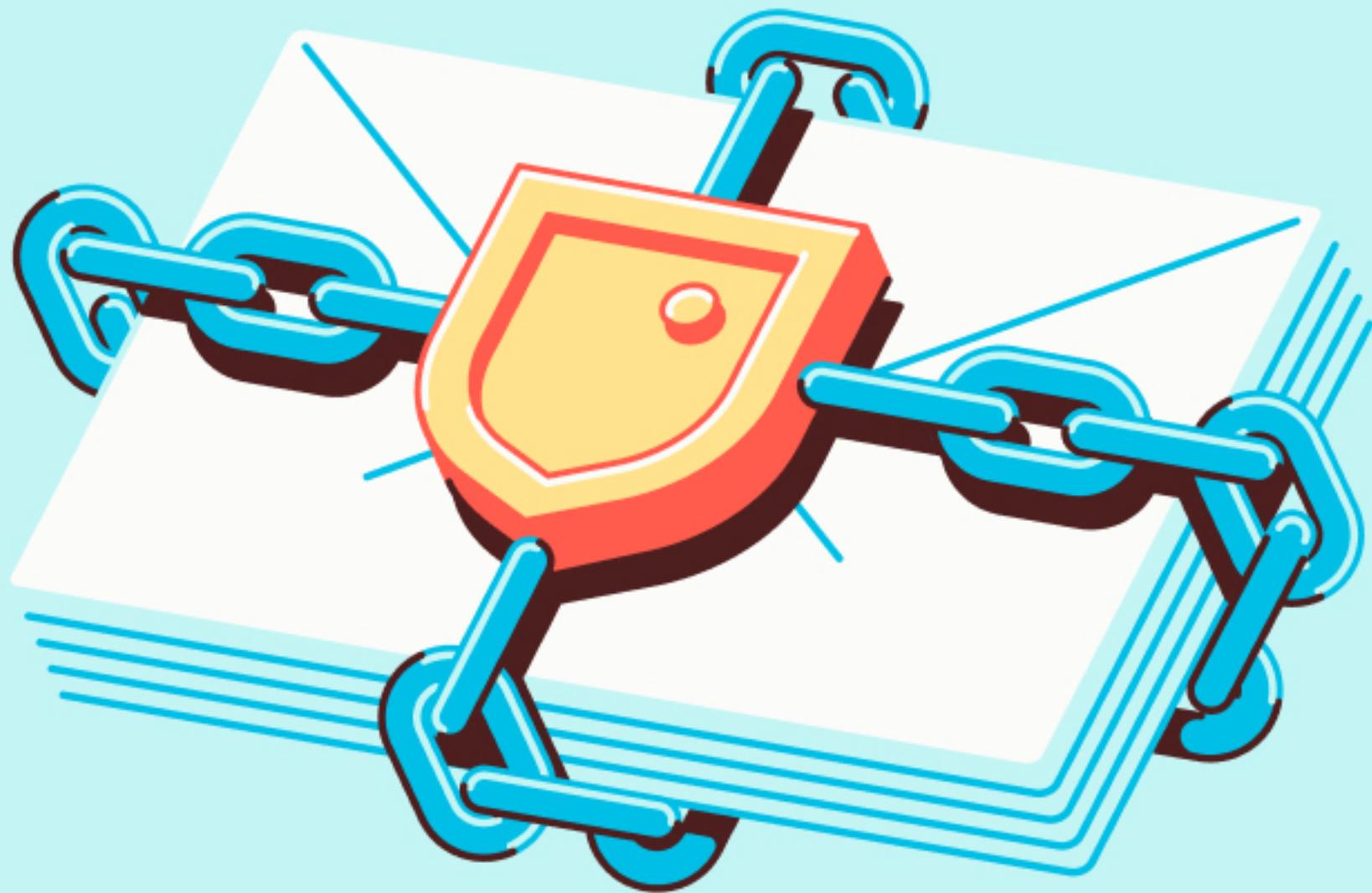




Gmail Switching is Simple

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](#)

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.



The screenshot shows a web browser window with the Soverin logo at the top. Below it, a large yellow speech bubble icon contains the text: "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." To the right of the speech bubble, there's a form field with the placeholder "EMAIL ADDRESS" containing "info @ yourdomain.com". At the bottom right of the form, the price "€49.00" is listed with the note "billed per 1 year".

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.



The screenshot shows a web browser window with the Soverin logo at the top. The main content area displays a welcome message: "Welcome info@baasineigenmailbox.nl" followed by "You have just liberated your inbox!". Below this, there is a "Recovery Code" section featuring a red key icon. A note states: "If you ever lose access to your account, your recovery code is the **only way** to regain access." A large red rectangular box contains the recovery code: "Q9FoQpuvf6tmymseX". At the bottom of the page, there is a note: "If you lose access to your account and your recovery code, you'll be locked out of your account permanently. We advise to print it, write it down, or store it digitally in a safe way." Two buttons are present: a checkbox labeled "I safely stored my recovery code" and a red "Continue" button.

03

Set up an Vacation Responder on your Gmail account

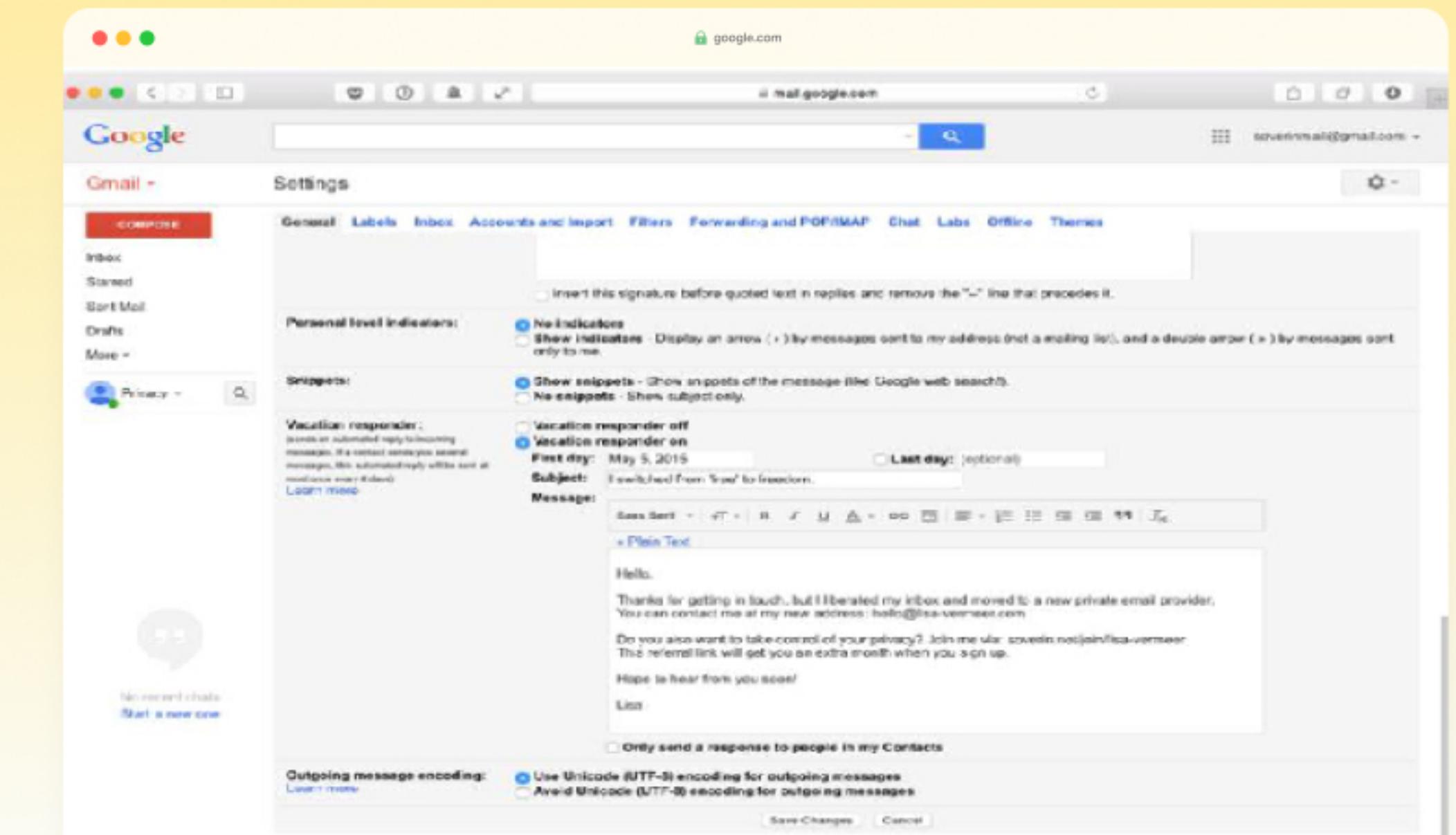
Use an auto reply to let people know you've switched.

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.'



04

Create a forward rule*

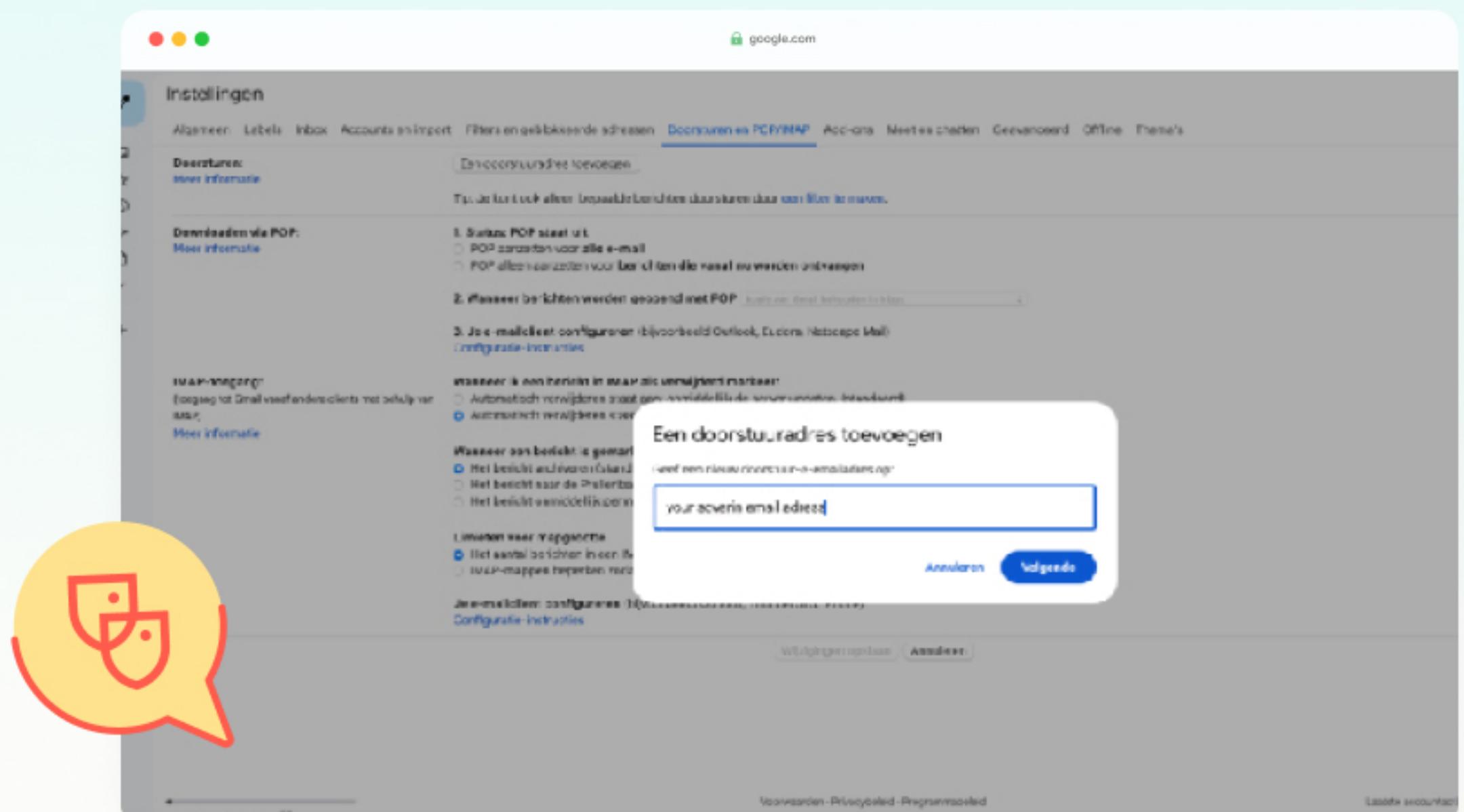
*CREATING A FORWARD RULE IS ONLY
POSSIBLE IN YOUR BROWSER

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

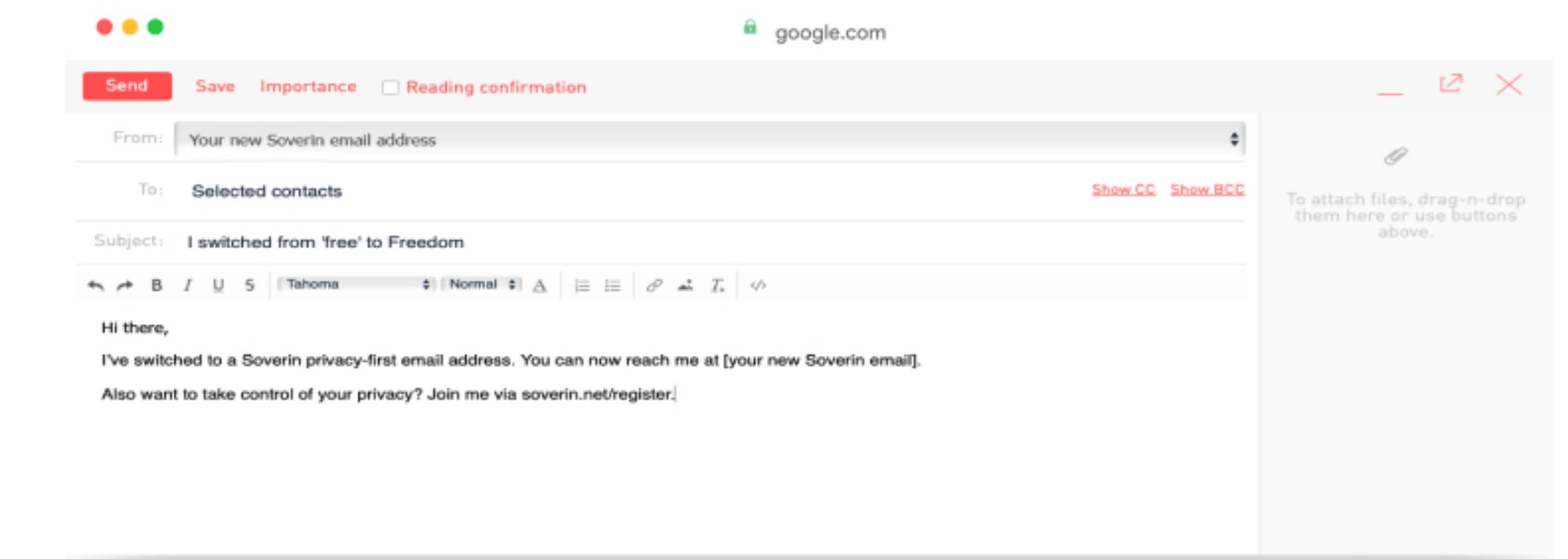
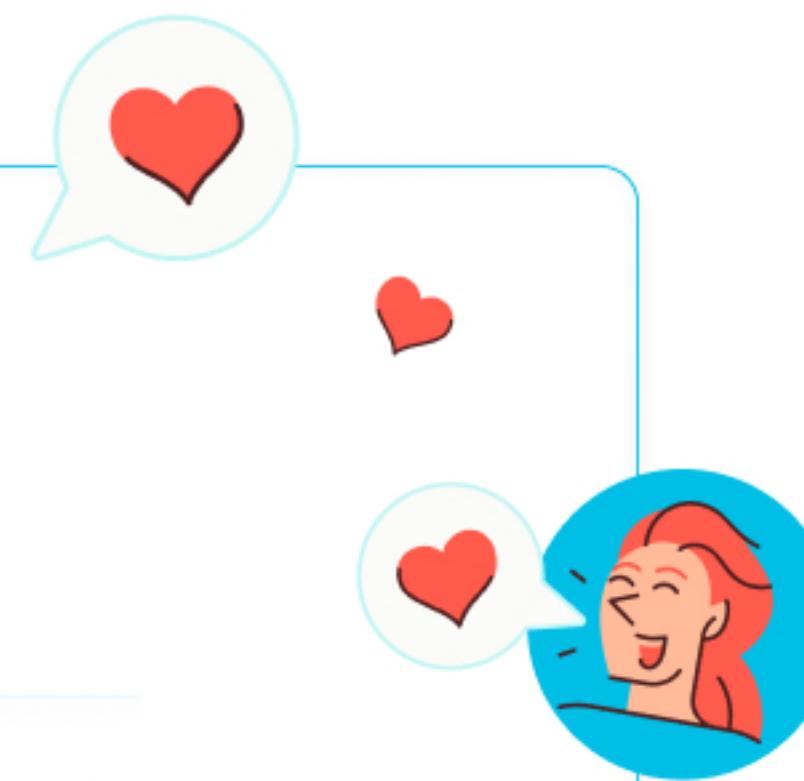
Tell your contacts

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](#)."



To attach files, drag-n-drop them here or use buttons above.

06

Victory! You've liberated your inbox

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



Need help
setting things up?

HEAD TO [SOVERIN.COM/HELP](https://soverin.com/help)
FOR OUR HELP ARTICLES