

Outlook 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.

A screenshot of a web browser showing the Soverin registration page. The browser's address bar shows 'google.com'. The page has a yellow header with the Soverin logo and a 'REGISTER' button. The main content area is white and contains the following text: 'What email address would you like?' followed by a paragraph explaining that users create their email address using their own unique domain name. It then explains that the domain name is the part after the '@' in the email address, and the extension is the part after the dot. It also mentions a 'domain registration overview' link. At the bottom right, the price '€49.00 billed per 1 year' is displayed. At the bottom, there is an 'EMAIL ADDRESS' label and a text input field containing 'info @ yourdomain.com'.

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

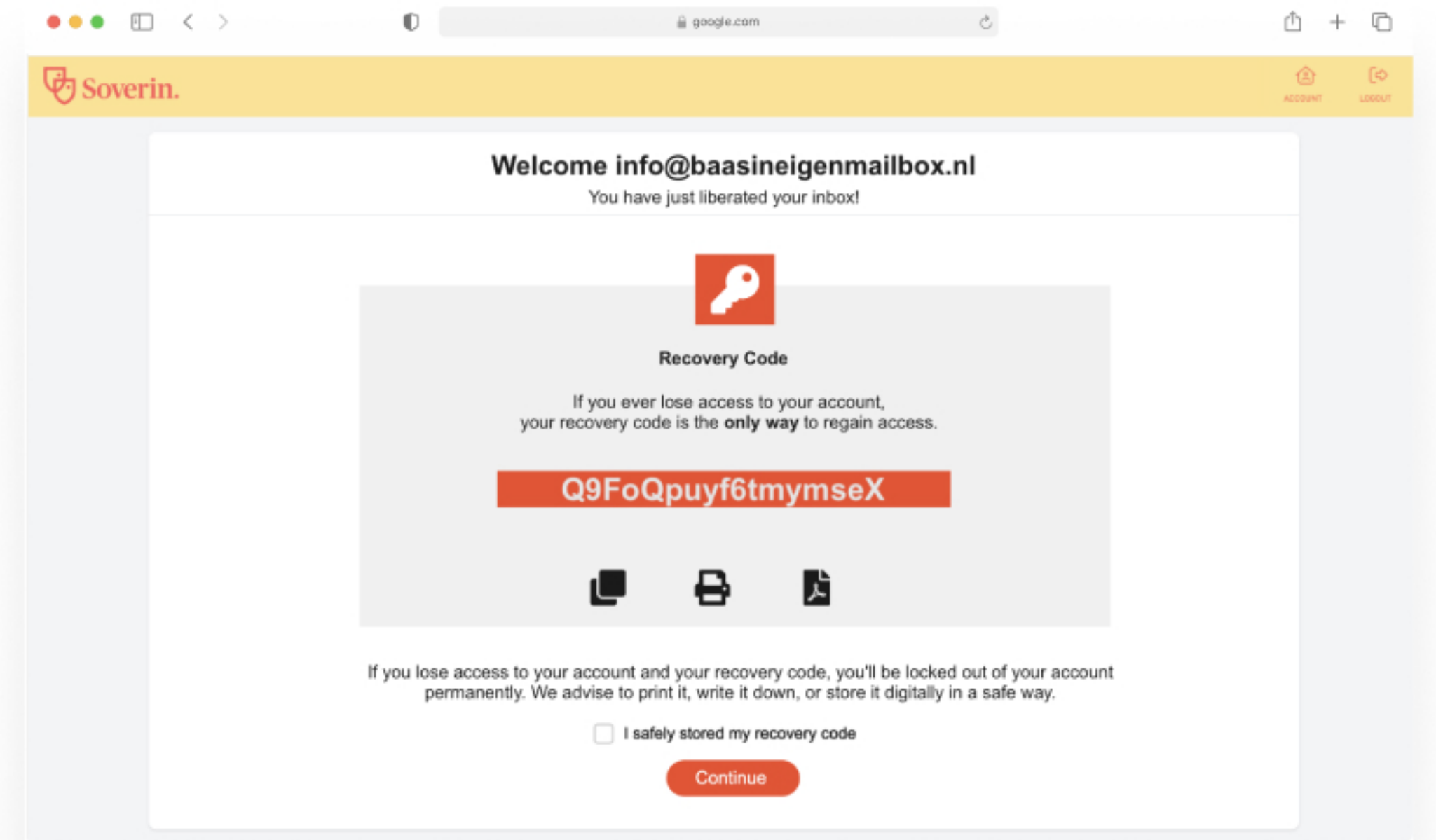
YOUR ACCOUNT IS ACTIVE!

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 automatic reply on Outlook account

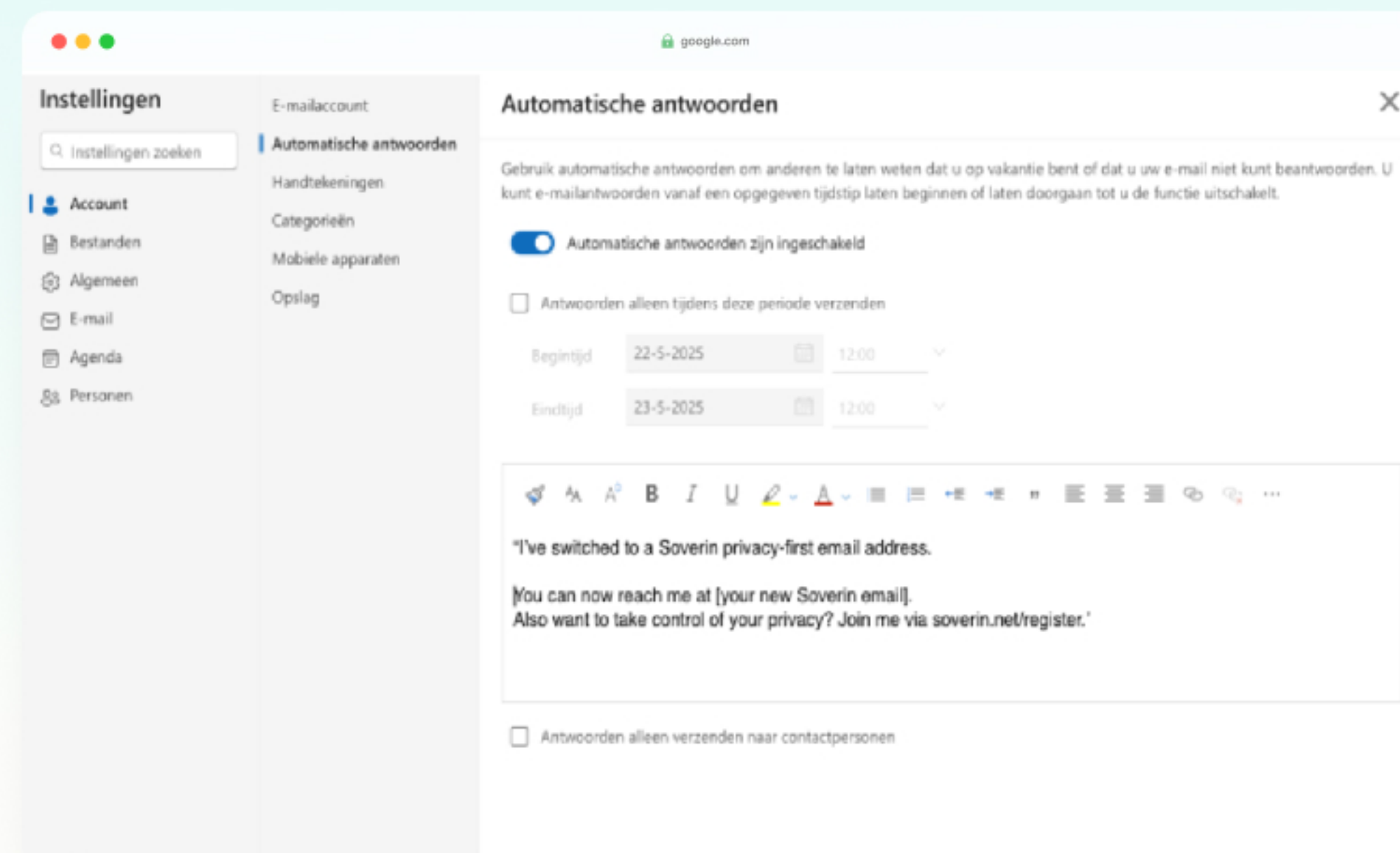
Use an auto reply to let people know you've switched.

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

Log in to your Outlook account and go to the settings. Go to account and Automatic replies and toggle 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*

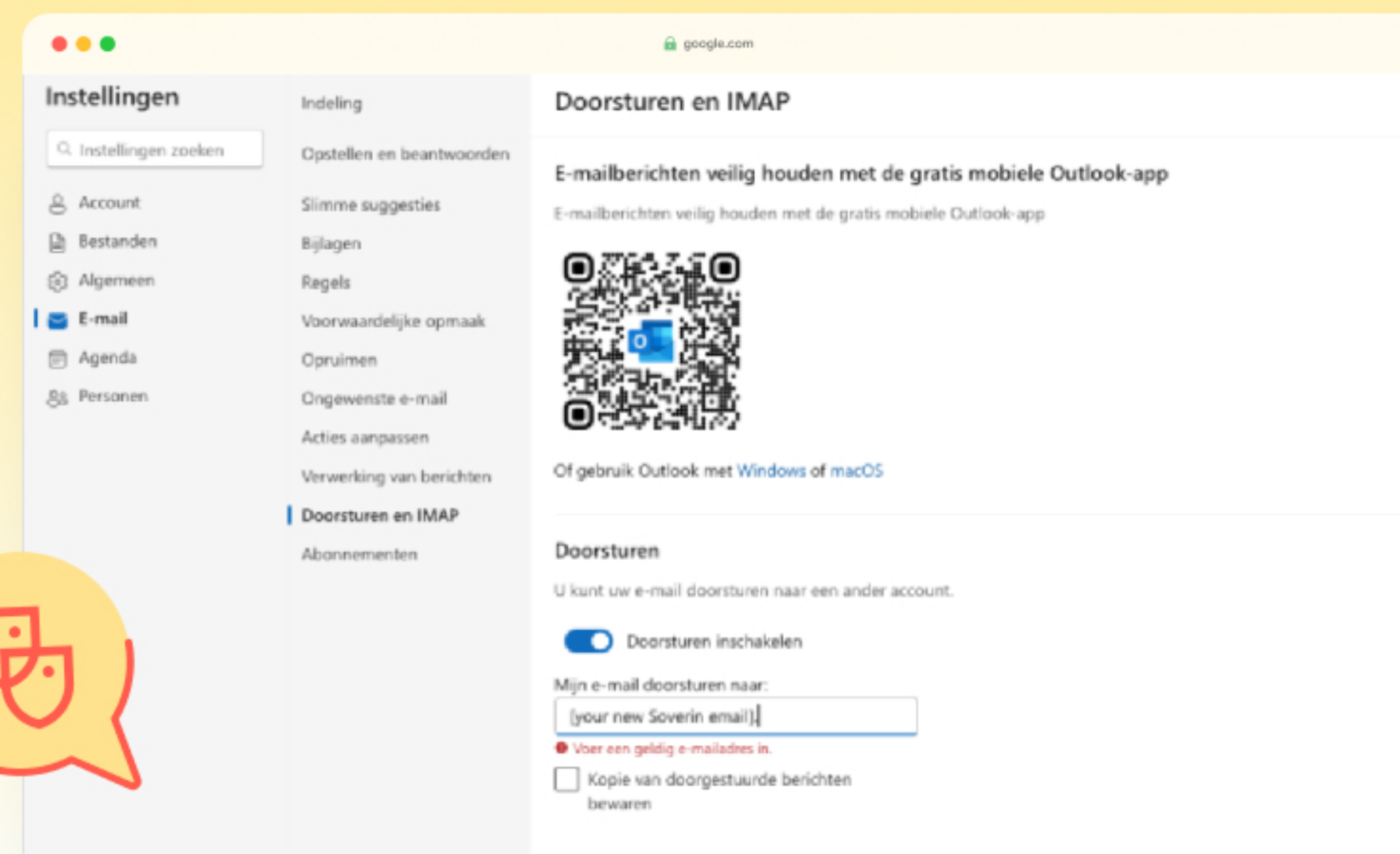
*CREATING A FORWARD RULE IS ONLY POSSIBLE IN YOUR BROWSER

Don't miss anything.

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

In the settings menu, go to 'forward and IMAP'.
Go to forward, toggle this on to 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

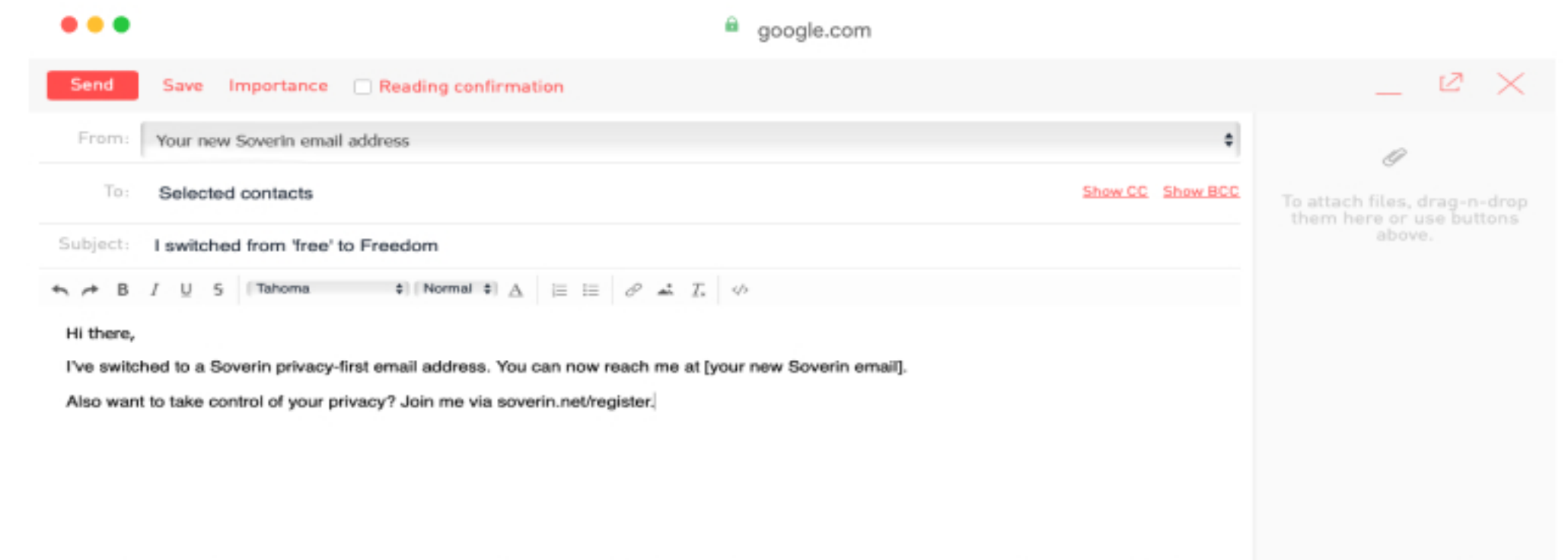
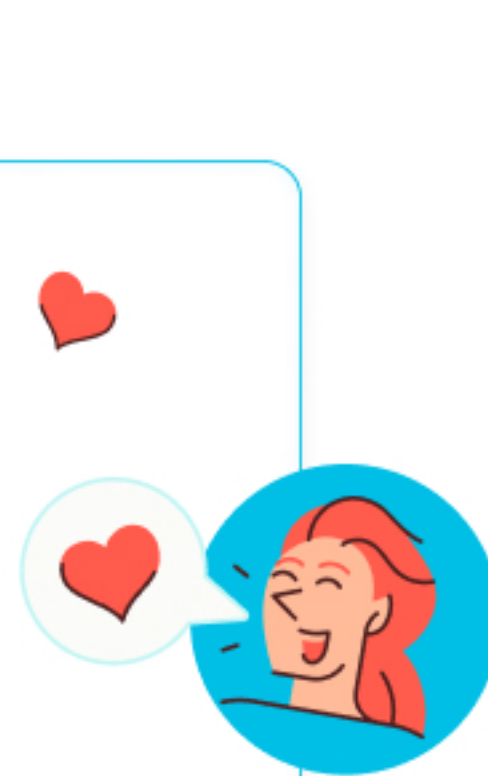
Tell your contacts

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 PRIVATE MAILBOX**



**Need help
setting things up?**

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