Vexus Customers: Email Migration Checklist

PLEASE PRINT AND KEEP ONE COPY OF THIS CHECKLIST
FOR EACH EMAIL ADDRESS BEING MIGRATED

PRIOR TO SATURDAY, MAY 31, 2025.

You can find the PDF of the DETAILED MIGRATION DOCUMENT at
https://www.savemyservice.com/transition-checklist

Print it as well and keep it handy.

1) Email address being transferred: _____
2) Current password for email being transferred: _____
3) I use the following application(s) to check/retrieve my email (circle your answer(s)):
   a) Webmail (do I visit a webpage in my internet browser to access my email account?)
   b) Outlook
   c) Thunderbird
   d) Apple Mail
   e) Other Mail Client:_____

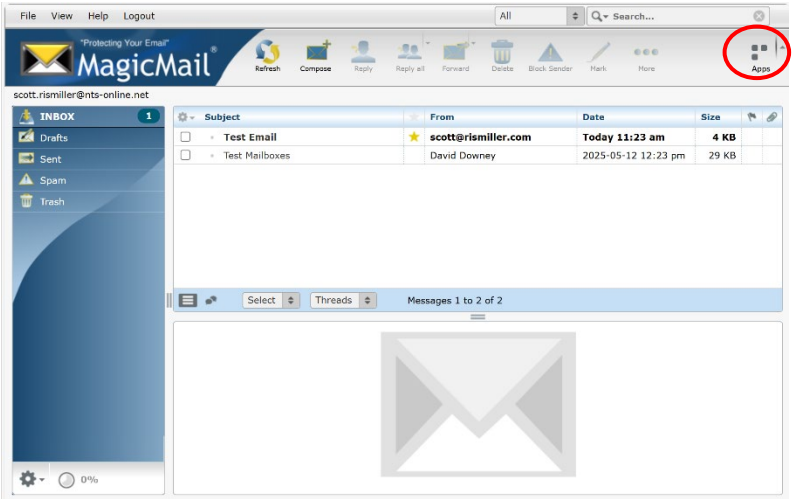
WHAT ABOUT MY CONTACTS? I NEED TO SAVE THOSE TO MAKE SURE THEY SHOW UP IN MY NEW EMAIL SYSTEM!

1) Do I access my contacts in my email application (circle your answer)? YES NO

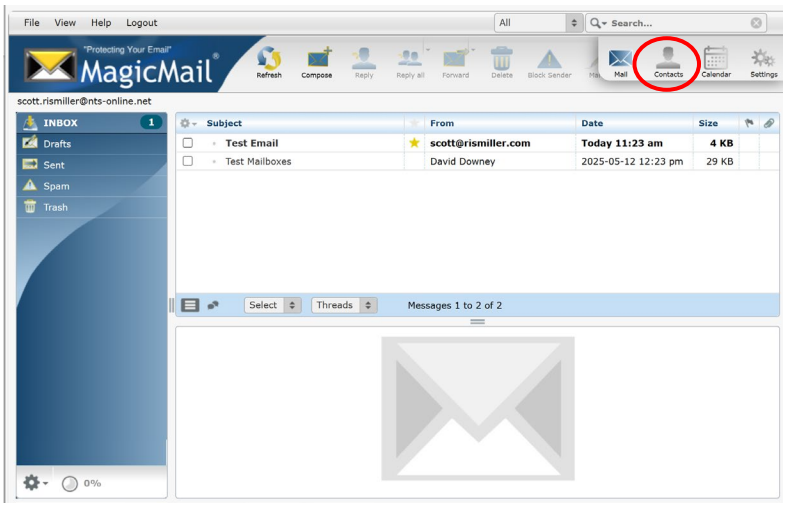
2) If you answered YES to question 1:

i) Login to Webmail (https://frontend1.nts-online.net)

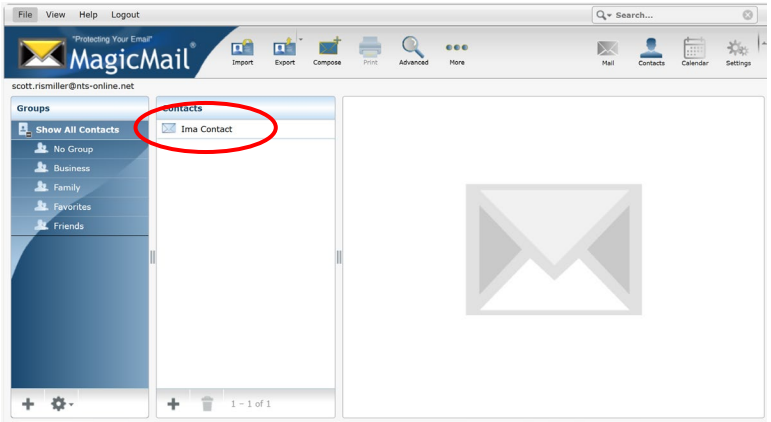
ii) If you see “Apps” in the upper right corner of the page, click on it:



iii) Click on Contacts to open the contacts application:



iv) Do I see contacts listed in the Contacts section? YES NO



v) If YES - you do see contacts listed in Webmail - and you want to keep those contacts – you will need to visit the section titled CONTACT DOWNLOAD INSTRUCTIONS in the Detailed Migration Instructions (available on as a download here-> ***https://www.savemyservice.com/transition-checklist***)

vi) If you followed the download instructions, please WRITE DOWN the location of the contacts.vcf file: _____

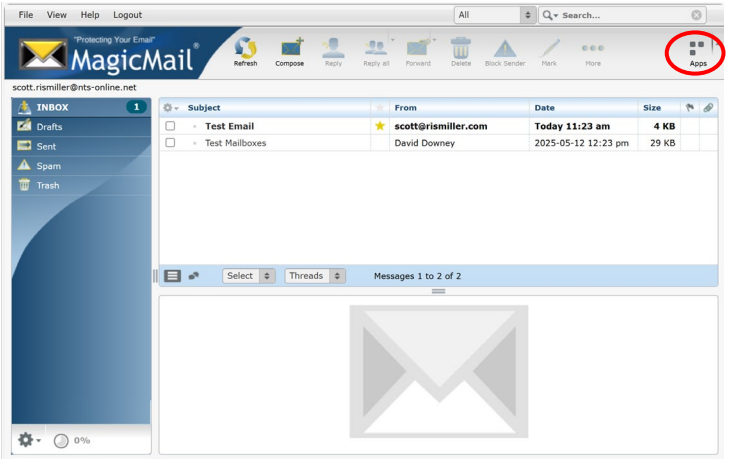
I USE MY CALENDAR – What do I do?

1) Do I access calendar entries in my email application (circle your answer)? YES NO

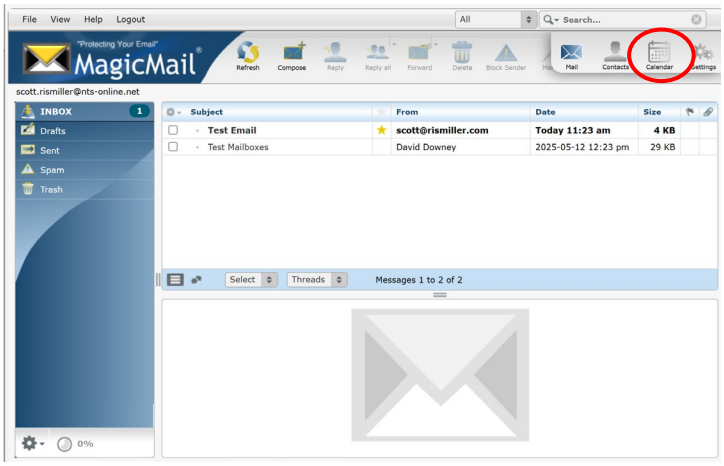
2) If YES:

A) Login to Webmail (https://frontend1.nts-online.net)

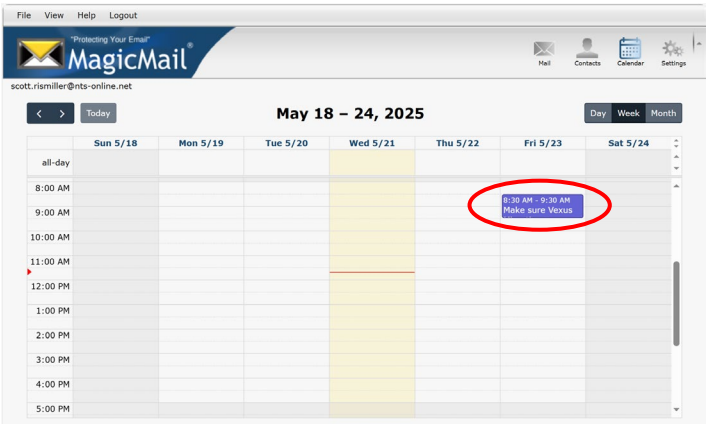
B) If you see Apps in the upper right corner click on it:



C) Click on Calendar to open the Calendar application:



D) Do I see calendar entries in the calendar section? (best to find an entry for an appointment you know of): YES NO



E) If YES - you see calendar entries in Webmail - **Unfortunately, the old email server (MagicMail) does not provide a way to export calendar data.**

This means **you** will need to manually transfer your calendar entries if you want to keep them. Here's how:

1. Open each appointment one at a time.
2. Write down or copy the details (like date, time, and description).

Once you're using the new SaveMyService platform, you can re-enter these events manually into the new calendar system.

We understand this is a bit more work, and we appreciate your patience during this transition. Moving forward, on our platform, you will be able to import or export from/to other calendar systems.

I PLAN TO FORWARD EMAILS FROM THIS EMAIL TO ANOTHER ONE – HOW??

1) Is this address being FORWARDED to another address? YES NO
2) If your answer is YES, please know that we are migrating all forwarding instructions and you don't need to do anything!

⏰ SET YOURSELF A REMINDER FOR JUNE 1 to complete the AFTER steps on this checklist!

CONGRATULATIONS! YOU HAVE COMPLETED THE "BEFORE" CHECKLIST!

NOW, ON OR AFTER JUNE 1, 2025 AT 6AM CDT, FOLLOW THE NEXT SET OF INSTRUCTIONS!

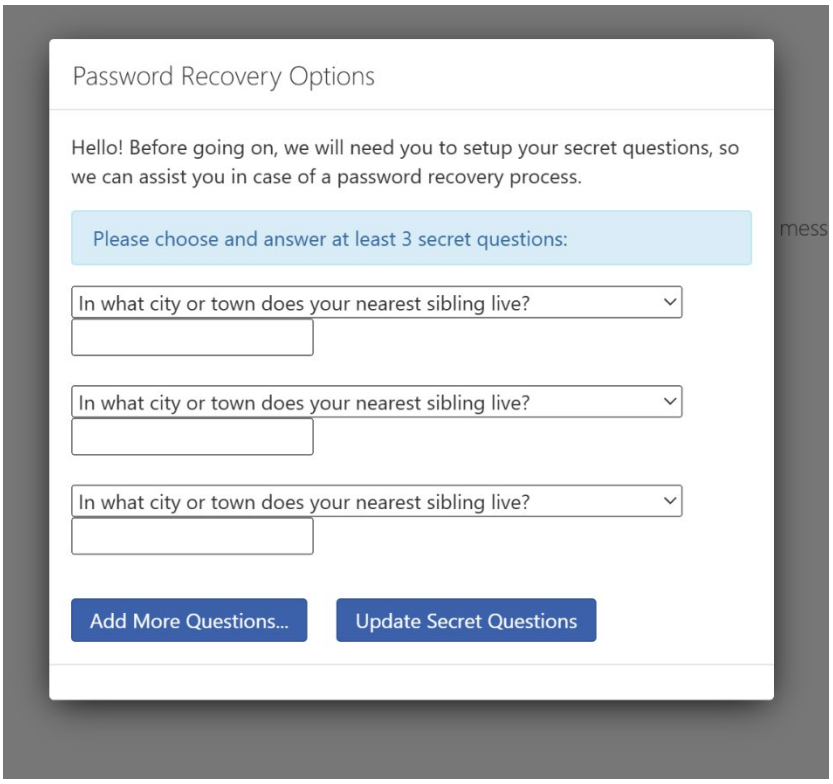
AFTER 6/1/2025, 6AM CDT

AFTER MIGRATION – YOUR'E NOW ON THE SAVEMYSERVICE PLATFORM!

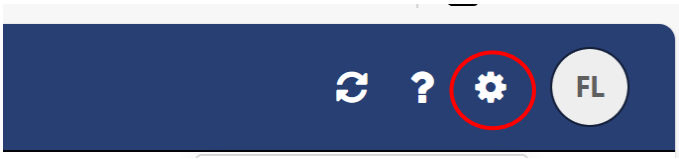
1) Open your internet browser.
2) **Even if you use a mail client (Outlook, Thunderbird, Apple Mail, etc), you MUST access your email account via Webmail in your internet browser for your first use on the SaveMyService platform. The new webmail address is** https://webmail.nts-online.net (this link will not work until June 1st)
3) Enter your email address in the Username field (from Before instructions - question #1)
    a. You now need a NEW PASSWORD. You won't use the same password you used when your email was with Vexus.
    b. Your **old** password is? You wrote it down on page 1 in the "Before" instructions: _____
    c. Does your old password contain an underscore ("_")? YES NO
        You won't be able to use an underscore in your new password.
    d. If your old password did not have an underscore in it, your new password will be the same as the old, however it will have "Save@2" added in front of it. (Quotation marks NOT included) Example: Old password = **IAmTheBe$t!** New password = **Save@2IAmTheBe$t!**
    e. If your old password does have an underscore in it, the underscore has been changed to a "@". Your new password is your old password with "Save@2" added in front of it (Quotation marks NOT included) **AND** any underscore is replaced in your password by an "@". Example: Old password = **Here_is_my_pa$$word** New Password = **Save@2Here@is@my@pa$$word**

    f. Your new password is now:
    Save@2 _____ (write your new password here, based on the above instructions)
4) Enter your **NEW** password in the Password field (answer to step 3f above)
5) Click on the Sign-in button.

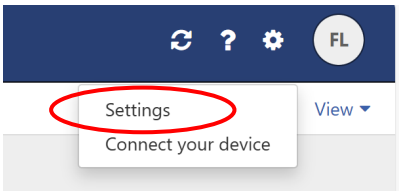
6) You will be prompted to answer some password reset security questions. Use questions that you can easily recall the answers.



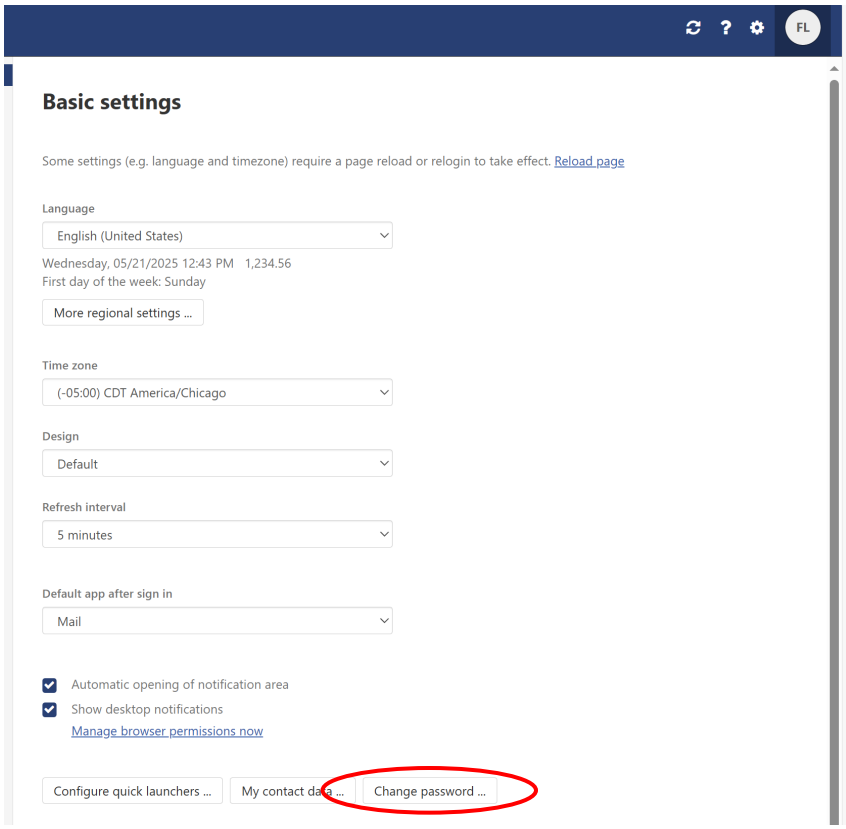
7) After completing the security questions, you will get a message letting you know that process is complete. Good job! You can continue.
8) You may now receive a welcome message offering you a tour of the webmail platform. Feel free to follow the application and take the tour.
9) Once in webmail and after you have answered the password reset challenge questions, you can reset your password again if you would like. To reset your password:
   a. Click on the gear in the upper right corner of the screen.



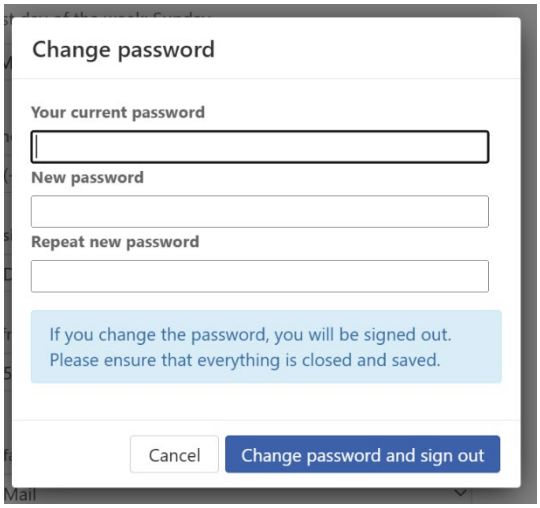
   b. Click on Settings.



c. Scroll to the bottom and click on the Change Password button.



d. Follow the instructions on the change password screen. When you click on "Change password and sign out" to complete the process, you will need to sign-in again with your new password.



Congratulations, you are now accessing your previous email address via the SaveMyService platform in Webmail.

We recommend bookmarking Webmail in your browser for easy access in the future. Refer to the Browser Bookmark Links in the Detailed Migration Instructions if you are unsure how to bookmark a site.

I DOWNLOADED MY CONTACTS SO I CAN KEEP THEM. WHAT DO I DO NOW?

If you downloaded your contacts from Magic Mail to a contacts.vcf file in the BEFORE migration steps, you will want to Import them into the SaveMyService platform. Please refer to the **CONTACT IMPORT INSTRUCTIONS** section in the Detailed Migration Instructions.

But wait, I don't want to use Webmail, I like these other ways!

Do you access your email from mail systems like Outlook, Thunderbird, Apple Mail or another mail client? YES NO

If your answer is NO that means you use Webmail to access your mail account from your browser. **If so, you are done!**

If your answer is YES, follow these instructions to continue to use your favorite email client (Outlook, Thunderbird, Apple mail, etc), as you MAY need to change your password for it.

HOW DO I KNOW IF I NEED TO CHANGE MY PASSWORD IN MY EMAIL SYSTEM?

1. Open the email client (Outlook, Thunderbird, Apple Mail, etc.) you usually use to access your email account.
2. Did your email client ask you for a password when it usually doesn't? YES NO
   - **a.** If NO, you're already in and should be able to see your email!
   - **b.** If YES, enter your new password. If you didn't reset your password, it is the new password that starts with **Save@2.....**

If it doesn't like your new password, you may need to reset the password in your actual email client – follow the "Mail Client Password Reset" section in the Detailed Migration Instructions.

After you have reset your password in your mail system, please close your mail client and restart. You should now be able to send and receive email.

CONGRATULATIONS! YOU ARE DONE!