

## What is the best way to notify of email address change?

Notifying others of an email address change is important to ensure smooth communication. Here are some effective steps to do so:

### 1. Draft a Clear Email Notification

- **Subject Line:** Use a clear subject like "Update: My New Email Address."
- **Greeting:** Address the recipient personally.
- **Message Body:**
  - State that you are changing your email address.
  - Provide your new email address.
  - Mention the effective date of the change.
  - Encourage them to update their contact information.
  - Thank them for their understanding.

### 2. Send to Key Contacts

- Prioritize sending the notification to important contacts, such as colleagues, clients, and friends.

### 3. Set Up an Auto-Responder

- On your old email account, set up an auto-responder that informs senders of your new email address. This can capture anyone you might have missed.

### 4. Update Online Accounts

- Change your email address on any online accounts (social media, banking, subscriptions) to ensure you receive notifications and updates.

### 5. Use Social Media

- If appropriate, announce your email change on social media platforms to reach a wider audience.

### 6. Follow Up

- After a few weeks, follow up with key contacts to ensure they have updated your information.

By following these steps, you can effectively notify others of your email address change and minimize any disruption in communication.