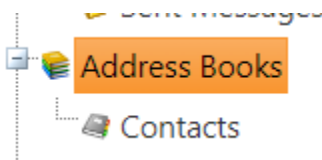


On, Tuesday, May 7th HMU will be moving to a new Email platform. Customers will not have to change any settings on their devices to continue to send and receive emails and passwords will stay the same. Emails will be automatically moved from our current Ipswitch email server to our new email server.

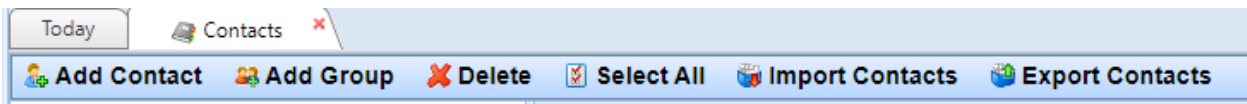
HOWEVER - if you use our website to check your email, you will need to backup/export your contacts to your computer so you can import them to our new mail client **please do this before May 7 so all your contacts are not lost. May 8 you will then need to import your contacts into the new Email platform. Instructions will be given at a later date.**

Step 1. Go to Harlannet.com and click on Check Email as usual. Type your email address and password as normal.

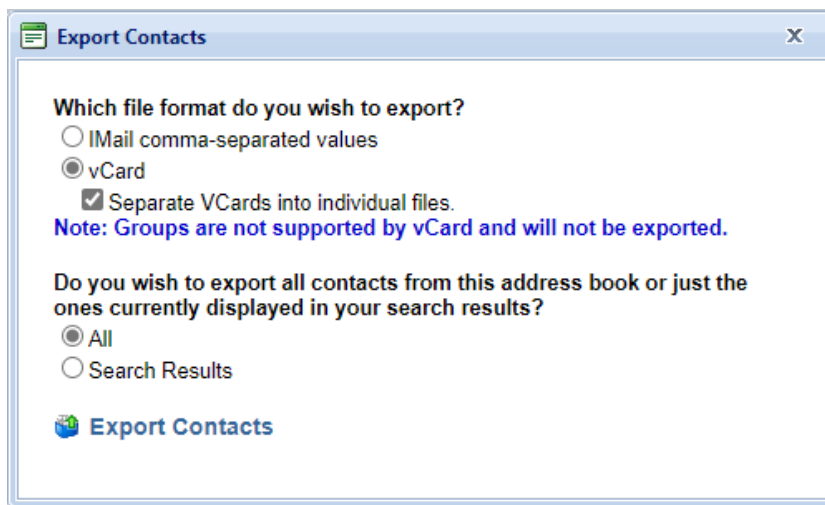
Step 2. In the left menu bar click on Address Books and then Contacts



Step 3. Click on Export Contacts in the tool bar (farthest to the right)

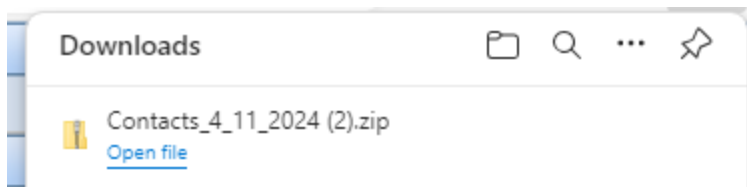
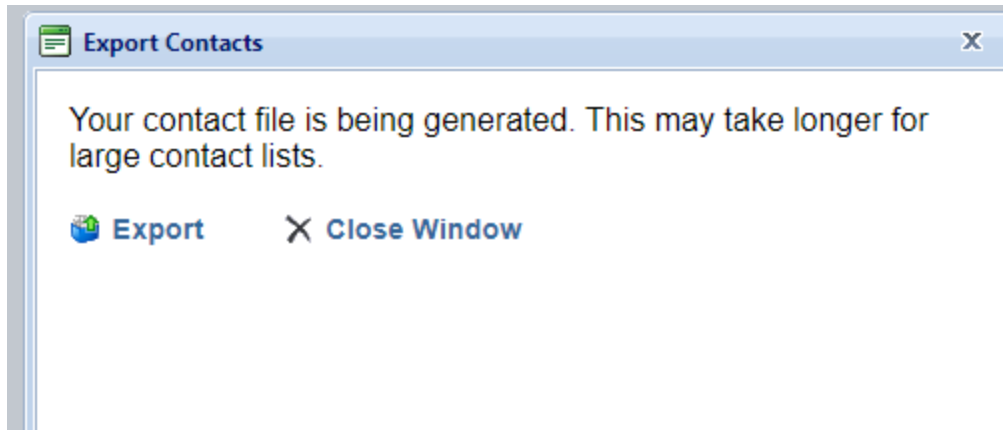


Step 4. Mark the boxes and circles as show below.



Step 4. Click Export Contacts

You will see the following message and at the same time you will see a download folder appear usually in the top right hand corner of your screen.



Step 5. Once you have seen the Downloads screen and the zip folder go ahead and click Close Window.

Your contacts zip file should now reside in your Downloads folder on your computer. Please verify that this folder is there.