

## Plan for new Karis email addresses

We are taking a phased approach to rolling out the new Karis email addresses.

### What is changing?

- Over the coming months all staff will transition to using @karis.org email accounts.
  - There will no more .net email addresses.
- Your new email address will be your first initial and last name. For example, for John Smith the email address will be [jsmith@karis.org](mailto:jsmith@karis.org). The first part of the email address will match your current email address.

### When are the changes to email addresses happening?

- Since our email addresses are also used to login to many systems and applications, we need to carefully communicate and coordinate this transition in phases.
- Dates are to be determined. We estimate it will take at least 3 to 6 months.
- New email addresses will be made available in phases to minimize disruption to staff and the load on the IT helpdesk team supporting the transition.

### What about emails going to Christian Horizons?

- Emails will be forwarded to your new karis.org account once it is setup. For at least the next two or three years, you will continue to receive emails that were sent to your Christian Horizons email address.

### What's next?

- Stay tuned for upcoming communication. We will let you know the date your new email address will be ready. We will also provide instructions on how to use your new email.