



**Bourdage
Consulting**
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FASTMAIL QUICKSTART GUIDE

WELCOME

Your Fastmail is ready — and looked after

Your new account is set up, and your old email is already waiting inside it. As your Fastmail **administrator**, Bourdage Consulting takes care of the technical side — so you can simply use your email and call Dr. Bob whenever something needs to change.



Already taken care of

- ✓ Your **Fastmail account** is created and ready for you to sign in.
- ✓ Your **existing email** has been moved over — your past messages and folders are already there.
- ✓ Your **email address(es)** are set up and ready to send and receive.



“Where’s my old email?” — it’s already here.

Your message history was moved into your new account, so it’s right where you’d expect when you sign in. A large mailbox can take a little while to finish appearing — if anything looks missing at first, give it some time, and if it still isn’t there, just let Dr. Bob know.



What Dr. Bob can take care of for you

Because your account is set up under our managed service, you have a single person to call for anything Fastmail. A few of the things handled for you, usually the same day:

New email addresses

Adding an employee, or want a role address like `info@` or `sales@`? Just ask — I’ll create it and have it ready to use.

When people change

If someone leaves, I can **redirect** or **hand off** their email to the right person so nothing is missed, and **reset passwords** whenever needed.

Getting organized

I'll help set up **labels and rules** so your mail sorts itself — see the Labels and Filters & Rules guides, and I'm glad to do the setup with you.

Anything Fastmail

Settings, questions, or something not working right — as your **administrator** I can help with every part of your Fastmail service.

✓ You don't have to be the expert.

That's the whole point of this setup: you don't need to learn the administrator side of email. Use the QuickStart guides for the day-to-day, and when something needs to change behind the scenes, reach out and I'll take care of it.



Provided to you free of charge, courtesy of **Bourdage Consulting**

(817) 994-7111 · docbob.com · *If your computer is sick... call Dr. Bob.*