

## CFUW Sunshine Coast Protocol for email Distribution - Final

This protocol outlines details to email CFUW Sunshine Coast Groups.

Approval by:

- President
- Committee Chair
- Board Motion
- General Membership Motion

Written by Ellen Heale

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## Purpose

One of the tools for communication to CFUW Sunshine Coast members is email.

This protocol outlines a plan to ensure an up-to-date email distribution list, with emails on a 'non-personal', but secure computer system, accessible by the Board of Directors.

## Part 1 Access

A secure account has been set up on gmail. Follow the instructions for access.

Click on <http://mail.google.com/>

The name of our account is [cfuwsunshinecoast@gmail.com](mailto:cfuwsunshinecoast@gmail.com)

The password is sechelt1986

Once you have logged in right click on the logo (upper right) and 'add to favourites' for easy access in the future.

## Part 2 Groups

Four 'Groups' have been initially set up for easy contacts:

CFUWSCBoardofDirectors

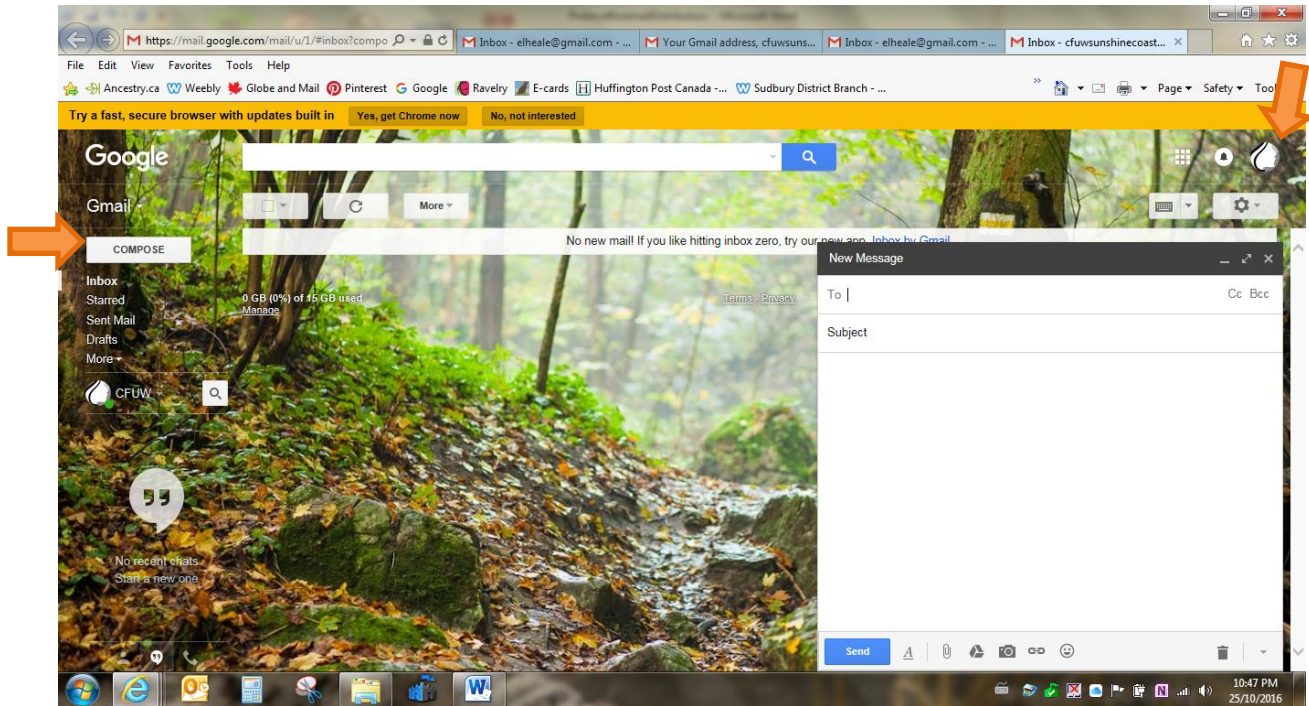
BursarySocietyBofD2019

CFUWSCGeneralMembership

Additional groups may be added as required.

## Part 3 Sending an email

To send an email click on 'Compose' – the following screen will appear (New Message)



At 'To' type in one of the above groups and hit enter. The list of members automatically fills in. Complete your email and send.

Note: It is strongly recommended that when emails are sent to the General Membership that you put your own email address in 'To' and put the group name (CFUWSCGeneralMembership) in Bcc. That way if someone hits reply all not everyone will receive the message.

This site will also be a record of emails sent out (e.g. agendas, minutes).

## Part 4 Receiving email

If you want to use the gmail account to receive emails the address is [cfuwsunshinecoast@gmail.com](mailto:cfuwsunshinecoast@gmail.com)

## Part 5 Maintenance

The list of members will be maintained current by Membership, with computer support, as required. If new distribution Groups are required please contact [Ellen Heale](#).