




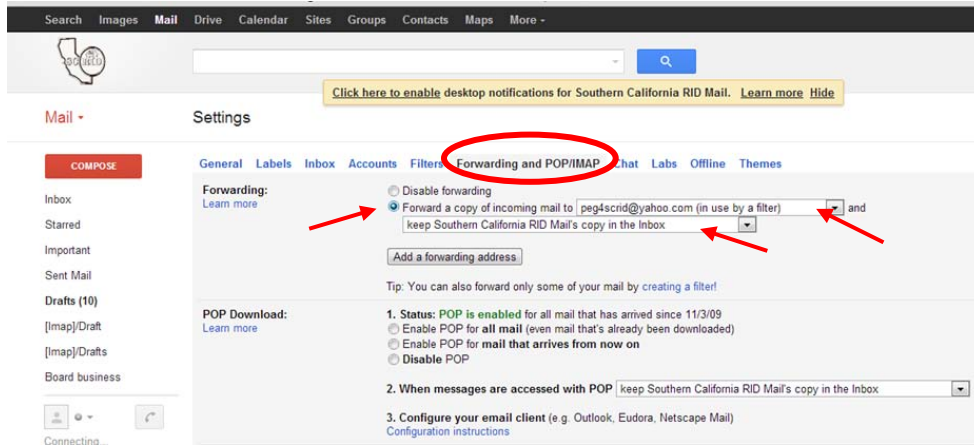
Email accounts

Signing in:

1. Go to www.gmail.com
2. Sign in using your @scrid.org address as the username
3. If you need to reset your password, I can do that now.

Setting up a forwarding address:

1. After you sign in, go to “settings” look for the  icon in the upper right-hand corner.
2. Scroll down and click on the “Settings” link.
3. Click on the “Forwarding and POP/IMAP” tab.



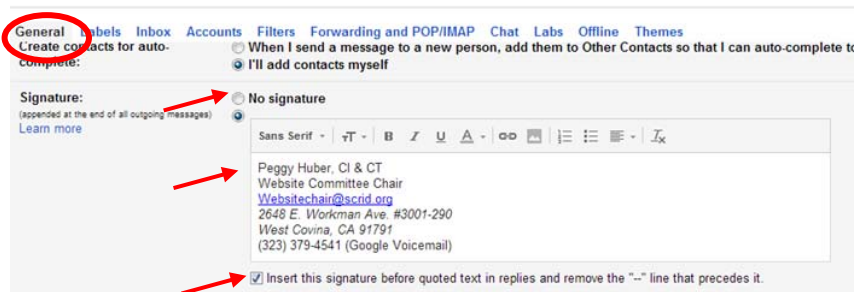
4. Use the settings above as a good default.
5. If you don't have a forwarding address, let's add one now.

Setting your signature:

1. Go to the “General” tab
2. Scroll down to “Signature”
3. Add this text:

Your name, Cert level
 Position name
yourposition@scrid.org
 2648 E. Workman Ave. #3001-290
 West Covina, CA 91791
 (323) 379-4541 (Google Voicemail)

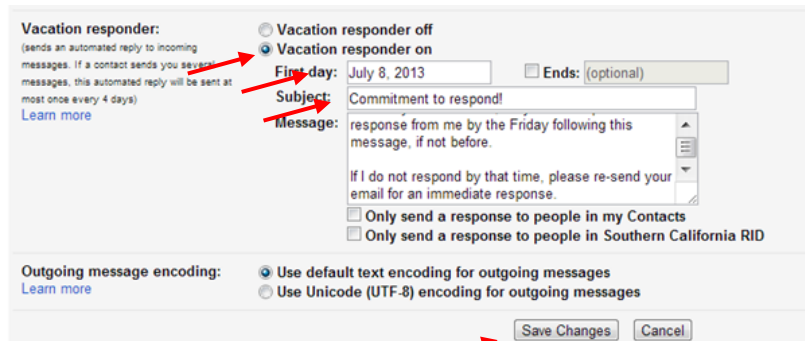
4. Check the box to “Insert this signature...”



Setting an automatic response –

Vacation Responder:

We can use this feature to communicate our commitment to respond to email we receive:



1. Set to "Vacation responder is on"
2. Set the date to start today.
3. Do not set "ends" date
4. Type the following message (or something like it):

Dear SCRID Member,

Thank you for your message! It is SCRID's commitment to respond in a timely manner. My schedule permits me to attend to SCRID matters (**how often or on which day of the week**), so you can expect a response from me by (**type a time frame or day**), if not before.

If I do not respond by that time, please contact us at President@scrid.org for an immediate response.

Save your settings:

After you have made the changes above, click on "Save Changes" at the bottom of the page.

****When working with forwarding mail, please keep in mind:****

- When you reply to a message forwarded from your SCRID email account, **the link to your SCRID account will be lost.**
 - From that point on, you will be using your personal email account, not your SCRID email account, to correspond with the recipient.
 - At the very least, make sure add your SCRID email address to the cc list in order to keep a permanent record of the communication.
- When you are replying to a message which was forwarded to your personal account, consider signing into your SCRID email account to respond **in order not to confuse SCRID correspondences with your personal business.**
- Consider sending SCRID board business emails to the SCRID email addresses of each board and committee chair in order to create a record of the communication.
- Consider logging into your SCRID email account to organize important messages into files and delete messages that are not important.

Yahoo groups:

- You need to send SCRIDTalk (and any other SCRID-related yahoo groups) messages from your scrid email account (not your personal account).
- Messages posted to SCRIDTalk are not moderated – please include an introduction to your message and include attachments, if needed.
- Send your announcements to scridtalk@yahogroups.com (save this to your contacts)
- Include text indicating members should not respond to these posts:

"ANNOUNCEMENT ONLY - Do Not Reply!"

Please contact the original sender of this message, found below:"