

## Group Email Suggestions

Are you interested in setting up a Group Email account for distributing news about events, service opportunities, and group news to your members?

Please consider the suggestions below for creating a new email address:

- 1) Use a free email provider like Gmail or Yahoo
- 2) Make the group name part of the email, like [GlassHouseAFG@gmail.com](mailto:GlassHouseAFG@gmail.com) or something similar if it is available
- 3) Use the First name of the account as Glass House and the last name as AFG, in addition to including this information in the email address and username you choose.
- 4) When setting up the security questions and address information, use information about the group, and document these answers/info in case of any account access needed by someone else later on.
- 5) Make the password simple and generic, while also secure, and document it so that the next Group Rep who maintains and accesses this email account will also have it or be able to reset it.
- 6) When emailing members of your group from this account, use the BCC (Blind Copy) feature so that Reply All accidents don't create long strings of people included on simple replies and anonymity is protected in case last names are used in members' personal email addresses.
- 7) Only use the email account for communicating AI-Anon business.

Please contact your area web coordinator at [web@texas-al-anon.org](mailto:web@texas-al-anon.org) or refer to the step-by-step directions located at <http://goo.gl/agivCp> if you have any questions or concerns with the process above.