

Sabattus Rec Club – New E-Mail System

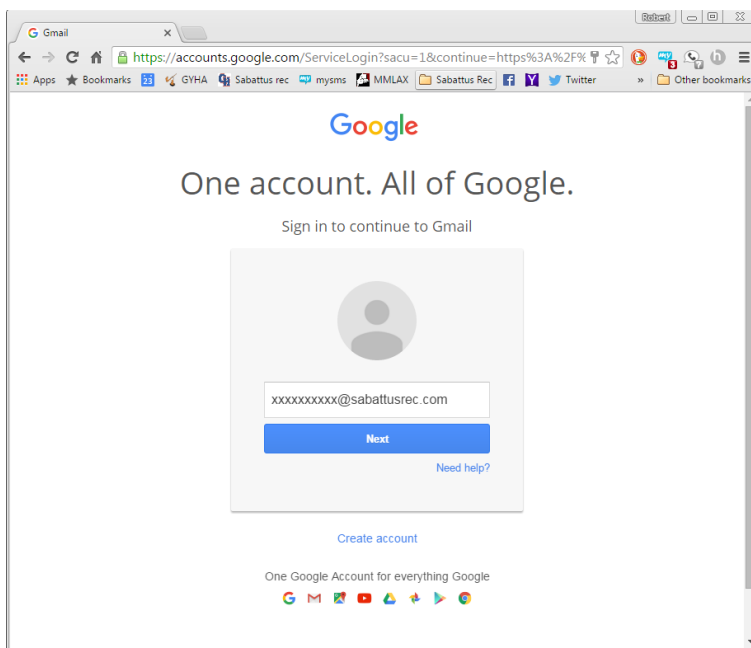
Effective immediately, the Sabattus Rec Club has switched to Google Apps for its e-mail and other tools. The following tutorial will instruct you on the basic use and set up of your new account. Please note – this e-mail account should only be used for Sabattus Rec Club business and it is assigned to the office holder at the time. This e-mail account will be assigned to the next holder of the position and all of the past e-mails will be retained. This is to help the new office holder with continuity from one person to the next, but care must be taken to not use this account for personal or other e-mails.

Since this is based on the Google platform of applications, the email service is Gmail. If you are already familiar with Gmail, this will be a very easy transition. For those new to Gmail, it should be relatively easy to learn.

To log on, simply go to: www.gmail.com

If you are logged into another Gmail account you will need to log out, and then log back in using your new Sabattusrec.com email credentials.

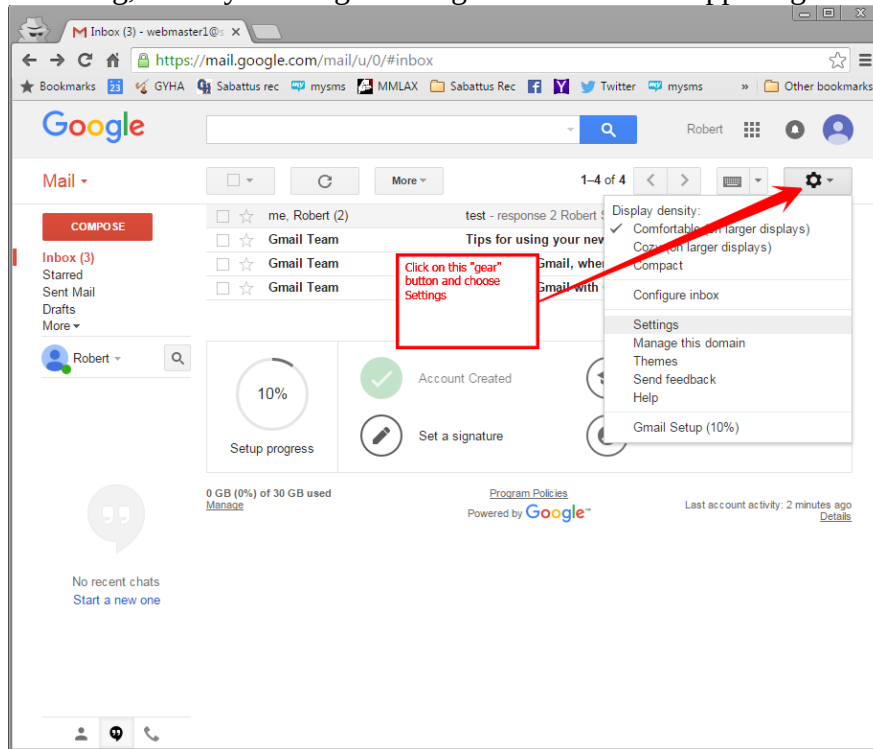
In the space for 'e-mail address", type: youofficename@sabattusrec.com (Note: NOT @gmail.com) Click Next, and then enter the password provided to you.



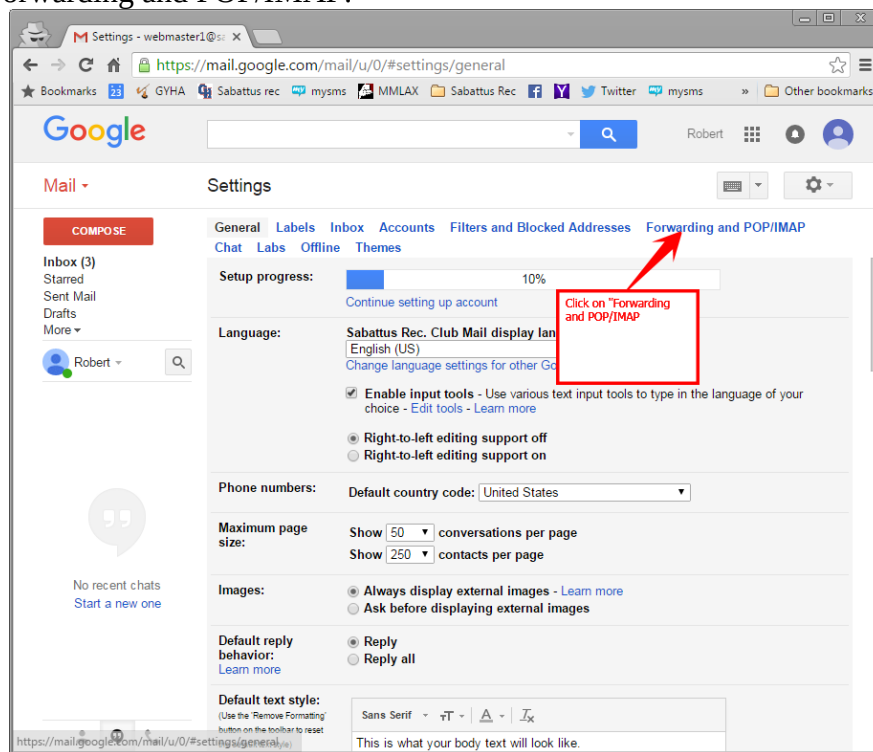
Next, you will be taken to your inbox, where you can manage the account just as you would with any e-mail account.

For those of you who do not want to have to log into and check a separate e-mail account periodically, you can set up Gmail to forward incoming e-mails to an e-mail address of your choice. Please note – this needs to be done by each individual user, not by the webmaster as with the old system. The reason is that Gmail needs to confirm that you are a real person and that your forwarding account is 'real'. It does this by sending you a confirmation e-mail that you need to respond to.

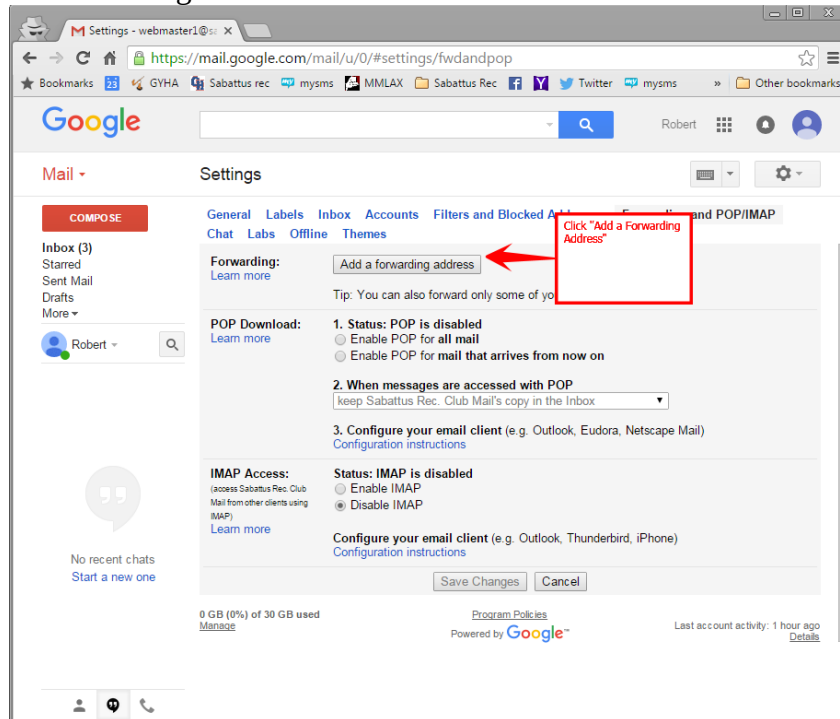
To set up email forwarding, start by clicking on the 'gear' button in the upper right corner (see below):



Next, click on "Forwarding and POP/IMAP":



Then click on “Add a forwarding address”:



In the dialog box provided, enter the e-mail address that you would like to have your e-mail sent to, and follow the rest of the instructions to confirm this e-mail address.

This e-mail system is set up to protect your personal e-mail address and provide continuity for the users of the Sabattus Rec Club (the President will always be reached at: president@sabattusrec.com regardless of who is in that position). We encourage all administrators and directors to use this system when communicating with the families in the Club to maintain this continuity and to prevent the confusion that may come from personal e-mails when officers change positions.

If you have any questions, feel free to contact the webmaster at: webmaster@sabattusrec.com