

Reasons and benefits of setting up and using a generic VIEW Club email address



With more and more people utilising online services, accessing websites etc. National Office recommends that all VIEW Clubs **consider a generic email address for their Club Committee Member's use.**

Many VIEW Clubs use a Club Committee member's personal email address as the Club contact email address for receiving all digital correspondence and this address often changes from year to year.

Benefits of having a generic Club email address accessible by all Committee members:

1. All Club Committee Members would have access to the inbox, and information from National Office could be easily shared and accessed between them.
2. Having a generic Gmail address also means that the Club email address does not have to be changed after every election and personal email addresses can be kept private and free of VIEW Club emails.
3. Using a generic Club email address enables all Club Committee members to access **My Smith Family portal**. For more information please go to <https://view.org.au/media/12024/using-my-smith-family-helpful-tips.pdf>
4. Communications are not missed when one Committee member takes a break. All Club Committee Members can access and see all correspondence received.
5. The workload of reading and actioning emails is spread amongst all Club Committee Members.
6. Using a Gmail account saves space on computer's hard drive.
7. There is no need to delete an email and emails can be archived for future use.
8. Reduces potential scams and increases Club online security

Suggested format for your email address

[yourclubname.viewclub@gmail.com](#)

e.g. [sunvalley.viewclub@gmail.com](#)

Please note: Gmail is a suggested free email service but there are other free email services that can be utilised (e.g. Hotmail, Yahoo).

How to Create a Gmail account

<https://support.google.com/mail/answer/56256?hl=en>