

## Generic VIEW Club Email Address

### *How to set it up and why you need it*

National Office recommends that all VIEW Clubs organise a **generic email address for their Club Committee use**. Many VIEW Clubs use an individual committee member's personal email address as the club contact for receiving digital correspondence and this address will change from year to year.

### **Benefits of a generic VIEW Club email address:**

- The same email can be used even when the committee changes, this means no emails get lost because they went to the old president or treasurer and not having to update your club contact details each year.
- This email can be used for the accounts you need to set up for your club such as a Facebook account, *My Smith Family* portal account, square reader account etc.
- All Club committee members have access to the inbox and information from National Office is easily accessed by the whole committee.
- The workload of reading and responding to emails is spread amongst all committee members.
- Communications aren't missed if one committee member takes a break or falls unwell.
- The history of correspondence is saved when the committee members change, any contacts with local businesses, MPs or media outlets will be easier to maintain.

### **How to set up VIEW Club email address:**

National Office recommends gmail to set up a free, easy to use email account but there are a number of other free email services (Microsoft outlook, yahoo etc.).

1. The suggested format for your email address is  
*yourclubname.viewclub@gmail.com.au* e.g. *sunvalley.viewclub@gmail.com*
2. Detailed instructions are available online at:  
<https://support.google.com/mail/answer/56256?hl=en>
3. Make sure that all committee members know the password for the club email address.
4. Update your VIEW Club Webpage and your contact details with National Office to the new email address.
5. When you hand over to a new committee they should **change the password** of the email address and change the **recovery email or phone number** associated with the account to avoid clubs losing access to their emails.