

FFO Generic E-mail Procedures

General Information

A generic email account was created for each FFO Board position to facilitate communication among Board members and with the membership. It will also ease the access to relevant emails when a Board position is handed over or shared with a new Board member. These generic email addresses were created using the Google platform "Gmail". The naming convention used to create these email account is position name, less "VP" where applicable, followed by "ffo@gmail.com". The email addresses can only contain letters, numbers and periods. The Secretary's account is the Recovery Account for all of the Board Members and the President's account, is the Recovery Account for the Secretary. For extra security, all FFO email passwords (including the one for FFO Secretary) are held by the secretary. Only the generic email address for the President, VP Journey and VP Membership will be on the website pages open to the public. The other FFO generic email addresses will be posted on a member's page when available. The FFO email addresses and their status are as follows:

President	presidentffo@gmail.com	active;
Past-President	pastpresidentffo@gmail.com	active;
Secretary	secretaryffo@gmail.com	active;
Treasurer	treasurerffo@gmail.com	active;
VP Journeys	journeysffo@gmail.com	active;
VP Membership	membershipffo@gmail.com	active;
Web Manager	webmanagerffo@gmail.com	active;

Procedure to gain access to one's FFO position email address:

- a. Access Gmail via your web browser:
<https://accounts.google.com/ServiceLogin?service=mail#identifier>;
- b. Enter your FFO position email address then click on "Next";
- c. Enter the password provided by your predecessor; then click on "Sign in".
- d. Change the password when your predecessor no longer needs access.

Procedure to remove your previous FFO position email from your system:

- a. If you are signed-in, sign-out by:
 - i. clicking on the right button on the Google search bar;
 - ii. Click on "Sign out";
 - iii. skip to "c" below.
- b. Otherwise Access Gmail website via your web browser:
<https://accounts.google.com/ServiceLogin?service=mail#identifier>;
- c. Three possible screens may be displayed:
 - i. One to enter your email address:
Enter your FFO position email address then click on "Next";
 - ii. One to enter your email password:
Click on "Sign in with a different account"
 - iii. One to choose an account:
Click on "Remove"; click on the "X" of the account to be removed; then click "Done".