

UNWLA Policies and Procedures

Part 4: Social Media

Section 3: Email

A. Email Guidelines for Members of the National Board and Branch Presidents

Overview:

The UNWLA maintains a Google Suite of applications within a UNWLA domain. Applications include Google email, Google Drive, Google Contacts, Google Calendar, Google Forms just to name a few.

An email address ending in @unwla.org has been created for every member of the National Board. This includes members of the National Audit Committee, Executive Committee, National Standing Chairs, Regional Council Presidents and Honorary Presidents. Additionally, such emails have also been created for all Branch Presidents, the Office Manager, Communications Manager and the Editors of *Our Life* magazine.

National Board Members and Branch Presidents

Effective January 1, 2024 it is mandatory that all members of the National Board as well as Branch Presidents conduct UNWLA business using their UNWLA email address and NOT their personal email since the UNWLA domain affords greater security. We also encourage other Branch and Regional Council officers who need to use a UNWLA email to request one by contacting office@unwla.org

Using this email you have access to the UNWLA Google Shared Drive, where you can store your Branch/Regional Council documents (letters, meeting minutes, reports, photos, videos, etc.). Access to the UNWLA Shared Drive is restricted to members using their UNWLA account. You will not be granted access to the UNWLA Google Drive using your personal email address (Google does not permit such access).

Email Address Format

Email addresses associated with given positions will not change even as people change as a result of elections.

Email addresses for Members of the Executive:

president@unwla.org

vp@unwla.org

vp-membership@unwla.org

vp-pr@unwla.org

secretary@unwla.org

treasurer@unwla.org

fin-secty@unwla.org

oal1@unwla.org

oal2@unwla.org

Email addresses for the National Standing Chairs:

advocacy@unwla.org
archives@unwla.org
artsandmuseum@unwla.org
culture@unwla.org
education@unwla.org
fundraising@unwla.org
research@unwla.org
scholarships@unwla.org
socialmedia@unwla.org
socialwelfare@unwla.org

Email addresses for members of the National Auditing Committee:

auditor@unwla.org
auditor1@unwla.org
auditor2@unwla.org

Email addresses for *Our Life* editors:

ourlife@unwla.org (Ukrainian language editor)
ourlifeic@unwla.org (English language/Editor-in-chief)

Email addresses for Office Manager and Communications Manager:

office@unwla.org
communications@unwla.org

Email addresses for Regional Council Presidents, BAL and MAL Liaisons:

region-centralny@unwla.org
regionc-chicago@unwla.org
region-detroit@unwla.org
region-ne@unwla.org
region-nj@unwla.org
region-nyc@unwla.org
region-ohio@unwla.org
region-phila@unwla.org
bal-east@unwla.org
bal-west@unwla.org
mal@unwla.org

Email addresses for Branch Presidents, and other Branch/Regional Council officers

An example of the format of these emails is as follows:

For Branch President (ex.) branch1@unwla.org,
branch75@unwla.org,
branch120@unwla.org)

Other Branch or RC officers (ex.)

region-nj-archives@unwla.org
branch1-vp@unwla.org
branch56-treasurer@unwla.org
branch95-secty@unwla.org

Any Branch or RC officer who needs a UNWLA email address should send their request to office@unwla.org in order to be approved for such an address.

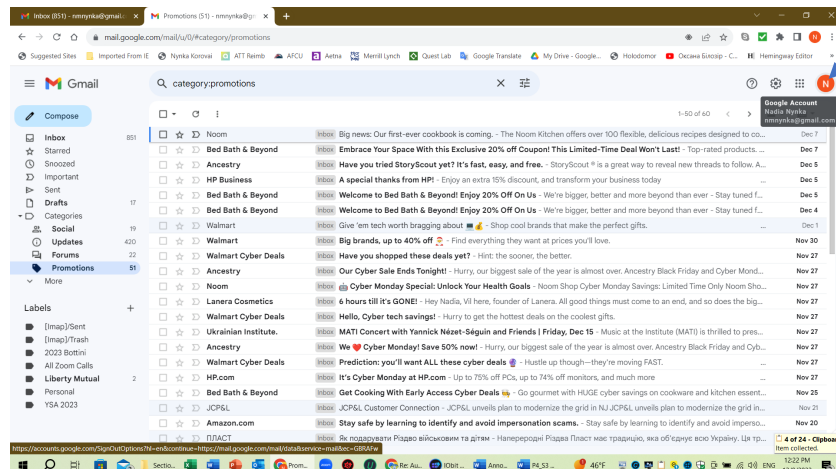
Obtaining a UNWLA email address and creating a Google Account

Step 1 - If you are a Branch or Regional Council President and do not have a UNWLA address as yet, please request one by contacting office@unwla.org. In your note, please provide your full name, Region or Branch number, your personal email address and phone number.

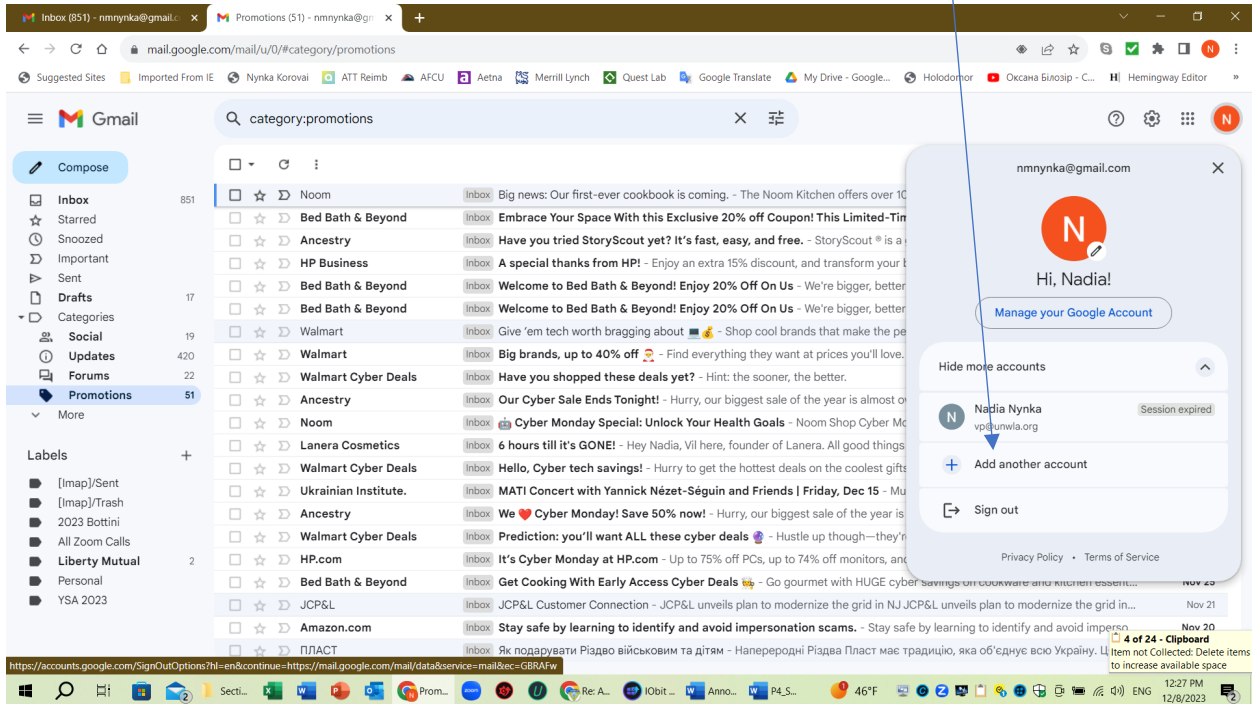
Step 2 - You will receive your UNWLA email address and a temporary password, which will be sent to your personal email address.

Step 3 - If you currently have a gmail address (ends in @gmail.com), then

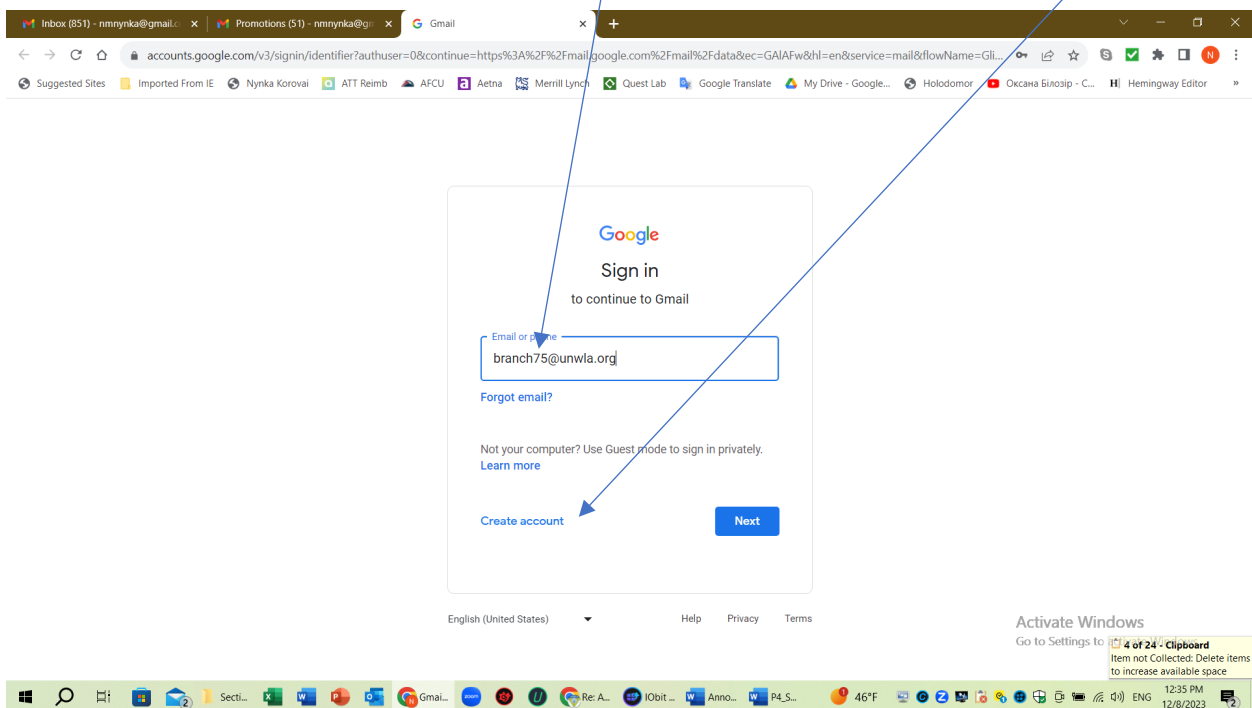
- go to your gmail inbox and click on your account icon in the upper right corner of your inbox (when you hover your cursor over the icon it should open a little window that says “Google Account”). Click on the Google Account icon



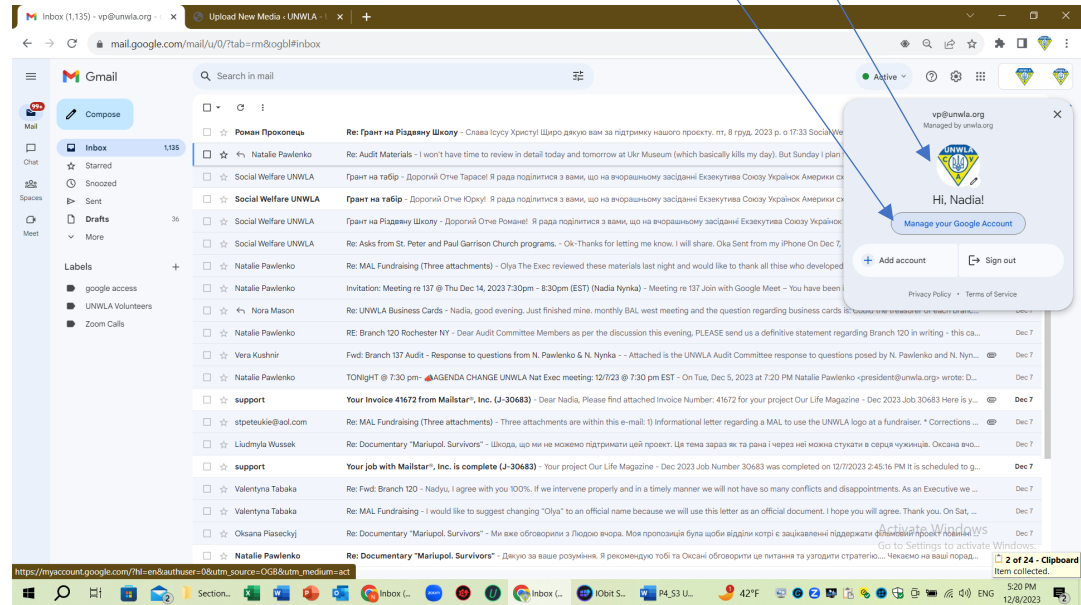
- In the window that opens click on “add another account.”



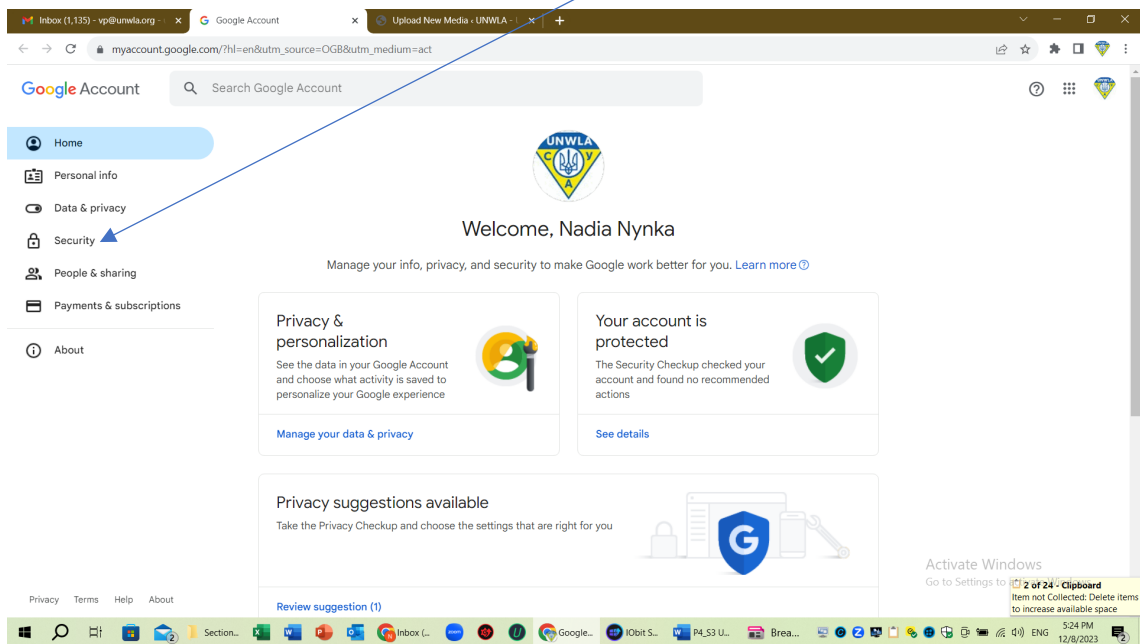
- Enter the UNWLA email username and click on “Create Account.”



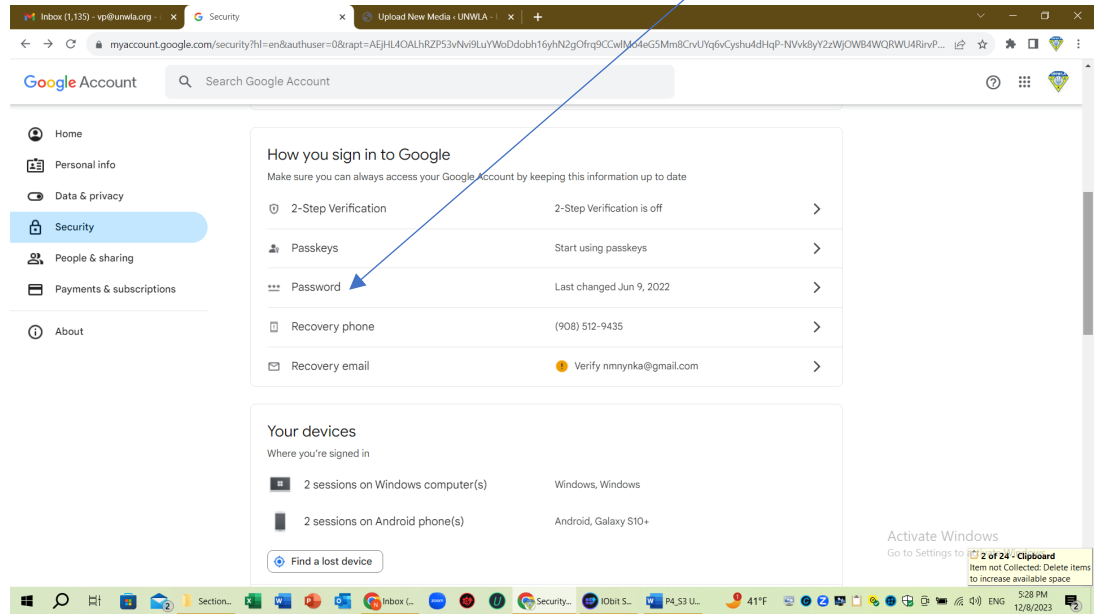
- When prompted, enter and confirm your temporary password
- You now have an active UNWLA email account. You will see that the Google Account icon now displays the UNWLA logo.
- Make sure to change your temporary password by clicking on your Google Account icon and selecting “Manage account”.



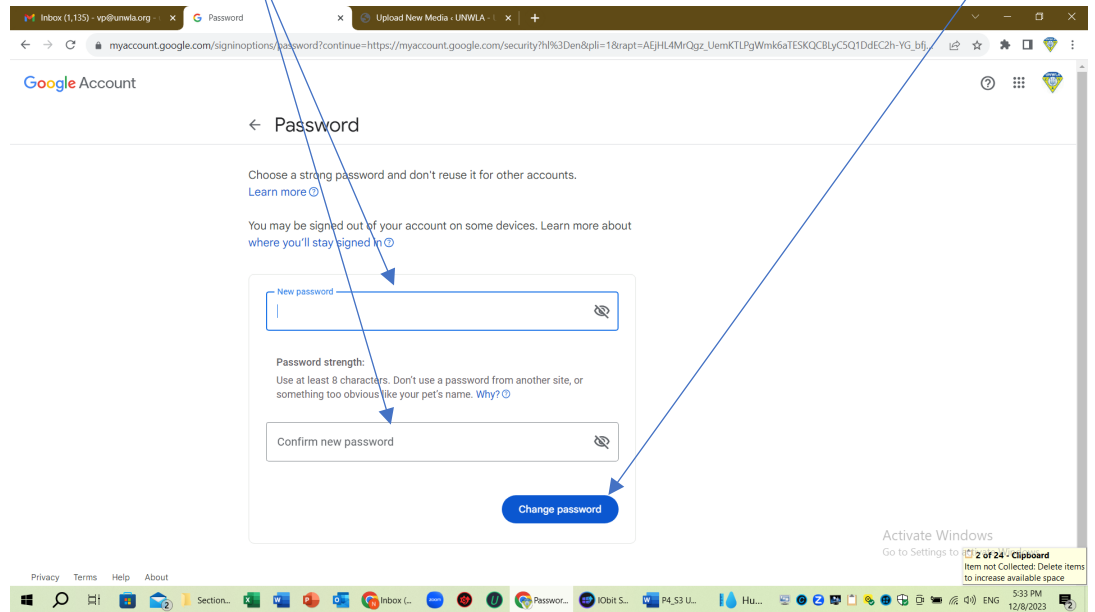
- Look for the “Security” tab on the left side



- Scroll to “How you sign in to Google section and click on Password



- You will be asked to enter your current password (this is the temporary password that you were assigned).
- Next, you will be prompted to enter a new password and to confirm it by entering it again. When finished, be sure to click “Change Password



That's it! You now have a new password.

If you DO NOT have a gmail account, that is, your current email is other than @gmail.com (for example, yahoo, aol, verizon.net, hotmail, etc) you will need to create a google account by clicking [here](#) and following the instructions below:

- Click **Create account**.
- Enter your name.
- In the "Username" field, enter the UNWLA username you were given.
- Enter and confirm your temporary password.
- Click **Next**.
 - Optional: Add and verify a phone number for your account.
- Click **Next**.

PASSWORDS MAY NOT BE SHARED!

If more than one person in the Branch or Regional Council needs to use a UNWLA email, they should request one from our office manager (office@unwla.org), who is the official approver of all email requests.

If you experience any difficulties, contact vp@unwla.org.