

ALISON REQUIRES A GROUP EMAIL ADDRESS

ALISON will cease using USPS mailings for its regular communications to Groups after December 2016. Your Group will need to provide ALISON with a Group email address. This will save substantial printing and postage costs and make it easier for ALISON to communicate important information to your Group in a timely manner. Any questions you may have on these procedures can be sent to: Webmaster@AlisonNY.org.

Here is what you need to do:

- 1) Choose a free email provider and create an account;
- 2) Choose an email name;
- 3) Choose a password;
- 4) Notify ALISON, the NY South Assembly Area Records Coordinator, and the World Service (WSO);
- 5) Designate a member to regularly monitor this email address and bring the emails to your meeting. This person may be your AGR, Corresponding Secretary, or you may make it a separate service position.

1) Choose a free email provider: Some popular email providers are gmail.com, yahoo.com, and hotmail.com but there may be others from which you are free to choose. The account you create will belong to your Group. You should **not** use the email provided with a member's internet service as this email address will belong to that member rather than your Group.

2) Choose an email name: The name you choose will also become the User ID or Username for your Group. It can be your Group Name.

3) Choose a password: For your security, the password should be something that is difficult to guess or crack. It should not contain a word that can be found in a dictionary. A good choice might be some abbreviation of your Group Name. A secure password should be at least 8 characters long, contain at least one upper-case letter and at least one digit, and you should use at least one symbol, such as "!", "@", "\$", "%", etc.

A copy of the email address and password should be kept with your Group records as it belongs to the Group.

4) Notify ALISON, the NY South Assembly Area Records Coordinator, and the World Service (WSO):

- **ALISON:** send an email with your Group Name and email address to Webmaster@AlisonNY.org
- **NY South Assembly:** send an email with your Group Name and email address to: NYS54GroupRecords@aol.com.
- **WSO:** submit form GR-1 which can be downloaded from the ALISON Website (AlisonNY.org) Members page. Directions for filling out and submitting the form will also be found there. The GR-1 should be sent emailed to: wso@al-anon.org . The Subject should be: Attn: Group Records.