

Dear Ladies,

April 2017

It would be most helpful if someone in your club would set up a club gmail address ready for the new website and the new Directory for 2017-18. Please ensure this is a gmail that you and/or members of your Tangent club can easily and frequently access and that passwords are simple and easy to remember.

If you think you should have received an email from us that hasn't arrived, please do check your Trash, Social or Promotions area as some ladies have found our communications there. Here are the instructions, please see Tangent website for more information.

Google Mail AKA Gmail

As agreed at the AGM in Llandudno in April 2013, Clubs should register a generic gmail email address for publication in the National Directory. By handing over the username and password to a new Club Contact or Secretary, the Club email may be passed on including all the archived emails.

Click this link <http://bit.ly/StartGmail> and fill in the form to open your new Google mail account. You can call your new account any name you wish but it must be a name unique to Google, the system will tell you if the name you have chosen has already been taken, if that is the case, pick another. We suggest you use yourclubnametangent@gmail.com with 'yourclubname' being your Club name.

Gmail does not supersede, overwrite or in any way interfere with your existing email provider.

You will need to provide your current email address so Google can send a verification email to you and will need to verify that you are a human being and not a robot, by filling in the random phrases as requested in the box provided.

This really is a simple task and should take no longer than two minutes. Once set up Google mail is accessed via your web browser (Internet Explorer, Chrome etc.) and not via an email program such as Outlook or Thunderbird.

Once you have logged on to Gmail, www.gmail.com, your browser will remember your login details so from then on you just need to go to Gmail and your email will automatically open.

And that is it. Keep a note of the username and password you have used and you can log on to your email from any computer or tablet anywhere in the world. You can then hand on the details to the rest of your members and importantly to the next Club Contact in your club.

Gmail comes with 10Gb of free online storage so you should NEVER have to delete an email again and it also has one of the best spam filters in the world so you should see very little unsolicited email.

Please make sure that the very first email you send is to inform the National Executive Administrator - admin@tangent-clubs.org - that you have now set up the brand new gmail address for your club. This is the only way she will know.