


## ANNUAL (JUNE/JULY) A15 EMAIL ACCOUNT TRANSITION INSTRUCTIONS

### RETURNING TO SAME POSITION

1. Nothing needs to be done! Carry on as you were!

### LEAVING OR ACCEPTING A NEW CABINET, COMMITTEE CHAIR OR CLUB POSITION

1. Contact your replacement and give them the password you have set to the a15lions.org Email address assigned to your position or club.  
OR  
Contact your predecessor and ask for the password they have set to the a15lions.org Email address assigned to your new position or club.
2. If neither option listed in 1 above is successful, contact the District Information Technology Chair at [it@a15lions.org](mailto:it@a15lions.org) or the Cabinet Secretary at [cs@a15lions.org](mailto:cs@a15lions.org) for assistance in resetting the account password in order that you can proceed.
3. If you don't have it already, using your WEB Browser, go to <http://www.a15lions.org/documents/District A15 Email Accounts Guide.pdf> download, print out and read the District A15 Email Accounts Guide. You will save yourself and others a great deal of time and effort if you read this guide and follow its instructions.
4. After you have read the guide and you are ready to access your A15 Lions Email services, using your WEB Browser, follow the instructions in Section 3.1 of the guide.
5. If you are new to the position we STRONGLY urge you to change the password (keeping in mind the information from Section 3.3 of the guide) following these instructions;
  - a. Locate and click on the Settings button, gear icon  
 near the upper right of the Mail window and select Settings from the drop down menu.
  - b. Select the Accounts Tab in the Settings window and then Google Accounts settings in the Change account settings box.
  - c. Under Personal Settings and Security, select "Changing your password".
6. If you wish to have your a15lion.org Email automatically forwarded to your personal Email address, wish to terminate the auto-forwarding set up by your predecessor, or need to change the auto-forwarding as set up by your predecessor, follow the instructions in Section 4 of the guide. NOTE that using auto-forwarding of your mail means that you no longer need to follow step 4 above to get your mail as it will automatically appear in the In Box of your personal Email account.

## MAILING TO A GROUP

The following Groups or Mailing Lists are available to you BUT ONLY when logged in to your a15lions.org account as describe in step 3 above;

District A15	<a href="mailto:a15@a15lions.org">a15@a15lions.org</a>
Cabinet	<a href="mailto:cabinet@a15lions.org">cabinet@a15lions.org</a>
Clubs	<a href="mailto:clubs@a15lions.org">clubs@a15lions.org</a>
Committee Chairs	<a href="mailto:committee@a15lions.org">committee@a15lions.org</a>
GMT/GLT	<a href="mailto:gmtglt@a15lions.org">gmtglt@a15lions.org</a>
PDG'S	<a href="mailto:pdgs@a15lions.org">pdgs@a15lions.org</a>
Zone 37S	<a href="mailto:zone37S@a15lions.org">zone37S@a15lions.org</a>
Zone 37W	<a href="mailto:zone37W@a15lions.org">zone37W@a15lions.org</a>
Zone 51E	<a href="mailto:zone51E@a15lions.org">zone51E@a15lions.org</a>
Zone 51W	<a href="mailto:zone51W@a15lions.org">zone51W@a15lions.org</a>
Zone 9E	<a href="mailto:zone9E@a15lions.org">zone9E@a15lions.org</a>
Zone 9S	<a href="mailto:zone9S@a15lions.org">zone9S@a15lions.org</a>

## FORGOT YOUR PASSWORD

Contact the Information Technology Chair at [it@a15lions.org](mailto:it@a15lions.org) or the Cabinet Secretary at [cs@a15lions.org](mailto:cs@a15lions.org).