

# GROUP EMAIL ADDRESSES

Group email addresses are now available through the SIA Web Chair. To request your address, please send an email to [websup@suffolkny-aa.org](mailto:websup@suffolkny-aa.org) with the following information.

- Group name and location, e.g. West Babylon
- An indication of whether you do or do not want to be included in the online speaker sign-up

## **GUIDELINES:**

- All emails should be AA related
- At least two group members should have the address and password. The password should also be recorded by the group secretary
- It is recommended that your SIA rep have the address and password
- Use your group email as a point of contact for any events that your group wants posted on the SIA website, personal contact information cannot be posted on the SIA website
- Use caution when sharing any personal information and use the same caution if you receive any. Think before you forward any message that has any info such as phone numbers, make sure that the sender is ok with it.

## **THINGS YOU CAN DO WITH YOUR GROUP ADDRESS:**

- Participate in the online speaker exchange
- Share anniversaries and info with groups in your area
- Receive the bulletin and other information from intergroup officers and chairpersons
- Reach out for information
- Update your meeting list information