

Chapter Organizational Tips: Gmail

First, start off with your chapter email. This email will function as a drive with all your past and present emails and projects. A great way to keep everything in one location and can easily be passed down from one chapter president to the next. We suggest creating a Gmail, this everyone can all be on the same platform. If you create an Instagram for your chapter, you will use this email to create the log in information. This way nothing is linked to you, and it can all be maintained in the future by someone else.

Create your email

moa(chapter name and number)@gmail.com **Example:** moademetra33@gmail.com **or**

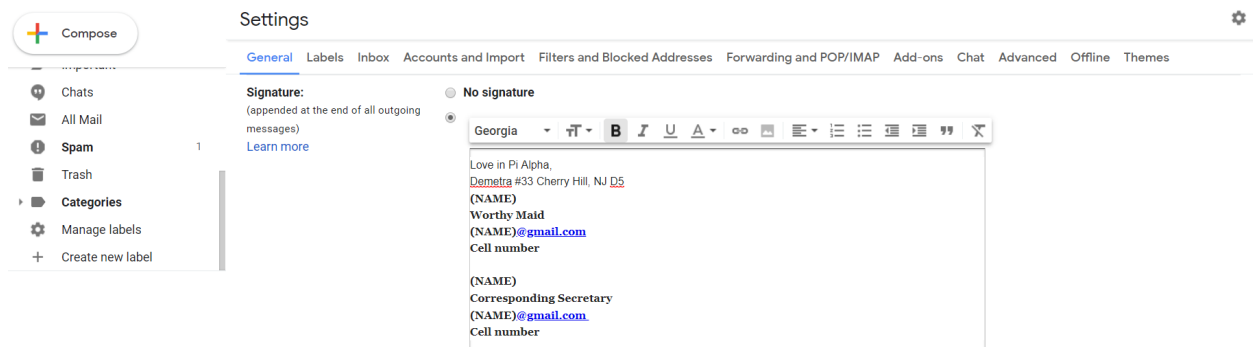
moa(chapter location and number)@gmail.com **Example:** moabrooklyn255@gmail.com

Password

Your password can be what ever you and your board decide, but a good tip is to make it easy to remember. It could be your location, or your church name. It is IMPORTANT that your password is written down somewhere. A suggestion would be to keep it with your chapter's secretary binder, so then even if the chapter folds, all the information would be passed down and kept together.

Signature

We highly recommend putting the Presidents and the Secretary contact information as the signature since they will be the ones sending out most of the emails and other correspondence.



Note: You must go to the email settings page to make all these modifications and personalization's that only pertain to the email portion of the account.