

10 Simple Guidelines for Area 30 Email Use

- 1) Do not use Area 30 email addresses for personal use. If you can access your Area 30 email, then you can access any one of a number of free email sites. Please use one of those for personal use.
- 2) Do not use Area 30 email addresses to subscribe to, sign up for or register for any websites, special offers, egroups, etc. These cause a high amount of traffic on our server.
- 3) Use caution when sending emails to others. Please make sure the subject line of the email says NOTHING about AA. Some people open their email at work or other places where their involvement with AA is not known. We do NOT wish to break anyone's anonymity.
- 4) Do NOT give out the password to anyone who is not authorized to check your email. Not only can these people read your email, but they can also send out email using your address and no one would know it was not from you.
- 5) Do check your email frequently. Email does not do anyone any good if it just sits on the server unread.
- 6) Do delete emails when you have finished with them, or forward them to your personal email account if you feel you need to keep them. Every email left on the server takes up space.
- 7) Do feel free to conduct any AREA 30 business from your Area 30 email account. Area 30 committee work and 12-step work are important.
- 8) Do report any problems to webmaster@aaemass.org. That is sometimes the only way they know there is a problem. If you have trouble accessing your email or think someone may have gotten ahold of your password and you need to change it, please let us know!!
- 9) Do keep a close eye on your language. Foul or otherwise inappropriate language can and will offend people!
- 10) If you find any of these guidelines are being violated, please report them immediately. Please do not abuse your email privileges.