

SCRID Email Account Policy

SCRID email account use: (to be included in the SCRID PPM)

1. SCRID email accounts are the property of SCRID and are managed by the president and her/his delegated leadership member (usually the website committee chair)
2. Email account access may be transferred to administrators without notice
3. Leadership members may set up a forwarding email address in their designated accounts
4. It is advised that email correspondences originate from the scrid.org email account website (NOT from the account to which your mail is forwarded)
5. "Leadership" group mail must be sent by logging into your scrid.org email account
6. It is highly recommended that leadership members maintain their email accounts by creating folders, moving messages into appropriate folders, and deleting any messages that are irrelevant or personal in nature.
7. It is advised that leadership members refrain from using SCRID email accounts for personal business.

Adding SCRID Social Media Links into your email signature:

1. On a desktop, login to your SCRID Gmail account. Find this email. Using your mouse/finger/pointing device, highlight our signature, starting at "Thank you", and dragging all the way to the end of the email. Once highlighted, COPY (PC - Control button + C; Mac - Option + C) the highlighted portion to your clipboard.
2. Then click on the gear wheel in the upper-right corner of your email home page...choose SETTINGS.
3. Scroll down the page to the "Signature" box. Delete any/all info already there and then PASTE our signature file into the box (PC - Control + V; Mac - Option + V).
4. Once you have pasted all of the logos, the address, etc., Go back through and change the information to your own - name (duh, obviously! :-), title, email address, etc.
5. PLEASE keep the text social media information at the bottom - for those with low-vision or screen-readers, they won't be able to access the clickable logos...but they will be able to read the text links and contact info!
6. You may also want to include your preferred pronouns, as it indicates acceptance to diversity in gender identification, and does not assume that any specific name is gender-biased.



Find SCRID on Social Media:

Facebook <https://www.facebook.com/groups/49826707438/>

Twitter @SoCalRID

LinkedIn <http://linkedin.com/in/southern-california-rid-75ab8491>

Instagram #SouthernCaliforniaRID