

OHSET EMAIL and TOOLS*



*using google apps

OHSET email and tools using Google Apps

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Welcome to OHSET email and tools

OHSET now has an online email system with great features for the districts and other state officers.

By default each state officer and district Chair and Vice Chair will be assigned an OHSET email that forward to your existing email address. You can choose to use the online email system if you like or just keep it as a forward to your existing email address.

Kim Rickman maintains the email system. New users should receive an username and password. If you have questions or need help please contact Kim at website@ohset.com. Note: For new users you will be prompt for a new password.

Some state positions have Alias email address and will forward to whom ever holds that position. This will help establish permanent email address, so it is less confusing for others to contact who has that position. Kim will automatically move these alias when she finds out who holds the position for the next year.

Additional email accounts

Additional email accounts are available for the districts officers, if your district chooses to expand the use of these services. If district has non-officer helpers/volunteers that would need access to the system, there is 5 available for each district. After the 5, there is a \$5 per account setup fee. All these email request need to go to Kim (website@ohset.com) for set up and billing.

The email accounts each year are updated, after the championship, to prepare for the next year. Any unused account that is not tied to the next years officer position, will be deleted. If your district wishes to use the system, Kim will not delete unused accounts unless the district does not need that persons account anymore. But Kim must be aware of your use of the system. However, OHSET retains the right to suspend/delete any account if necessary.

PLEASE do not use your OHSET email address to sign up for website or other online subscriptions or such. Many of website collect and sell the email address to spammers. We would like to keep the OHSET.com domain clear of spamming.

Here are just a few of the features awaiting you:

- Online email program (get your mail from anywhere) or POP your account to your computers email program such as Outlook.
- Forwarding email options
- Label and Filter system for sorting and organizing your mail
- Multiple Identities, have your other email accounts go to your OHSET account and have all your mail in one location.

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- Online document creation and sharing. Online word processor, spreadsheet, and presentation software. Plus convert them into other format such as word, excel or pdf. Upload your word or other documents too (some restrictions)
- Online documents allow you to share and allow others to contribute to your revisions.
- Online Chat with other OHSET members.
- Email list
- Chat with other OHSET users or see who is online when you are.
- Excellent Spam Mail Blocker.
- Online Calendar that you can share within the OHSET email group.

It is not required that the districts use this email system. However, the district chairs and vice will have an email automatically pointed to their email address.

Remember that if you have important information in an email or document; be sure to back up a copy on your computer. There is no guarantee that something cannot happen and it affect the online email system provided by Google. Kim has been using the system for over 3 years and has no complaints.

If you need help with forwarding your email or cannot figure out things, please feel free to email website@OHSET.com and Kim will be glad to help you.

Google has been testing some new features, so if you are using the online email, check them out by going to "settings" (top left corner) then select "Lab" and you can see a huge list of features they are working on.

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EMAIL

Do I have to use the online email to get my email?

No, you can choose to forward your emails to your current email address or you can POP your email into an email program that you use on your computer. But I think once you use the online email system you probably will prefer that. The tools are great and the spam blocker is outstanding!

Can I get my normal mail in the same online email account?

Most likely, you can POP other email accounts to the OHSET online email system. Almost all ISP lets you pop your email account.

Does the new online email allow you to change identities?

Yes, if you go to "Settings" (top menu left side), Click the Accounts Tab and you will see "Send mail as:" section, just follow the screen instructions.

How do I forward my OHSET email?

Go to "settings" (top menu left side), click "forwarding and Pop/IMAP" link and you will see many choices. Choices of forwarding, forward and save a copy online, and other choices.

I forgot my password or username?

You can contact (password@OHSET.com) for your username or to reset your password.

Can I sort my emails?

You can use a combination of filters and labels to sort your emails. Plus when you send an email if the subject title remains the same then all your emails are automatically grouped together.

EMAIL LIST/Generic Emails

Currently the below email list exist. Kim updates yearly and this list is published in the OHSET Roster that is provided. If you see changes needed, please contact her directly at website@ohset.com.

officers@ohset.com = state chair, state vice, state secretary, state treasurer
state@ohset.com = state board (all state officers, state committee chairs, district chair & vice, district reps)
district@ohset.com = district chair and vice chairs, state chair and state vice chair
committees@ohset.com = state committee chairs, state chair and state vice chair
judgelist@ohset.com = carded and apprentice judges
all@ohset.com = all state officers/committee and district officers

Notice: district.chair mailing list has been removed!

central@ohset.com = all district officers from the website
northeast@ohset.com = all district officers from the website
northvalley@ohset.com = all district officers from the website
northwest@ohset.com = all district officers from the website
southern@ohset.com = all district officers from the website
southvalley@ohset.com = all district officers from the website
tririver@ohset.com = all district officers from the website
willamette@ohset.com = all district officers from the website

Generic Emails that are assigned to positions

Nickname email address that are moved each year to the personal OHSET email address of the person with the position.

state.chair@ohset.com	state.vice@ohset.com	
state.secretary@ohset.com		
state.treasurer@ohset.com	state.awards@ohset.com	state.coop@ohset.com
state.insurance@ohset.com	state.iudges@ohset.com	
state.points@ohset.com		state.registration@ohset.com
state.rules@ohset.com	state.scholarship@ohset.com	
state.liaison@ohset.com		

central.chair@ohset.com	northeast.chair@ohset.com
northvalley.chair@ohset.com	northwest.chair@ohset.com
southern.chair@ohset.com	southvalley.chair@ohset.com
tririver@ohset.com	willamette.chair@ohset.com

website@ohset.com - forwarded to Kim Rickman (awakenbydesign.com 541-974-1527)
sponsors@ohset.com - can have more than one assignment

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CALENDAR

Each person has his or her own personal calendar. You can create additional calendars and share them with others.

We have created each district and state a main calendar, they can be viewed by anyone with an OHSET email address. We have assigned rights to add and edit events to these calendars to the district chair and vice chair. If your district wants to assign someone else, just contact Kim (website@ohset.com).

These calendars do not affect the calendar of events on the website. They do not communicate to each other. If something needs changing on the website calendar, then it needs to go to Kim (website@ohset.com), so she can correct.

If your district has it's own website, let Kim know, because she can make your calendar public and you can post a code to your site so that it is viewable for everyone.

ONLINE DOCUMENTS

Finally a great way to collaborate with others on creating documents. It also serves as a great place to post information for others in your group. This document has been created with the online word processor and is posted for all users to see.

You can also upload documents, with some restrictions. Type of files you can upload are pdf, word, excel, other misc files. Google Apps has been improving the online word processor, spreadsheet and presentation programs. But be aware that if you upload a word document some of the features you have in word will not be available in the online word processor.

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LOGIN

You can login to the email system by visiting www.ohset.com website and finding the link to "EMAIL LOGIN" on the menu side bar.

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HELP

If you need help with how to use something there are great help screens. If all fails, shoot Kim (website@ohset.com) an email and she will get back with you.

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HINTS/IDEAS

Record your Meet Results

Post your results of your meets in a document and then go to the calendar for that event and link it to the document. Share with Kim (website@OHSET.com) as an collaborate and she can post the results on the main OHSET website.

Post meetings in your district event calendar

Post when your meetings are in your district event calendar and if you create minutes using the online documents, you can link them to that meeting. Then make the minutes viewable for all on OHSET.

Create meeting minute documents

Post your meeting minutes as an online document. Not only make them viewable to OHSET users, but also you can create a pdf format and then email or post them on your district website.

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CLOSING

There are so many features that it is hard to list them all. So as time goes on we will be making changes and updates to this document. It will always be online in the online documents and you will be notified via email when changes occur.

Best wishes for a great OHSET year and we hope you enjoy the new tools.