

MANAGING 1666 COFFMAN EMAIL

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See [Roles & Privileges – Email administration](#)

This document is organized by tasks and events that trigger standard tasks. To perform any of these tasks you must be in the Control Panel, so that is the first task described,

Control Panel has changed to Admin Console

Open the Control Panel: These instructions assume you are in your email.

1. In the upper right corner, click on the My Profile icon (a head) (*see Figure 1*). From there a pane will open with more options.
2. Near the top you will see Control Panel (*see Figure 2*). Select that to be taken to the email management control panel.

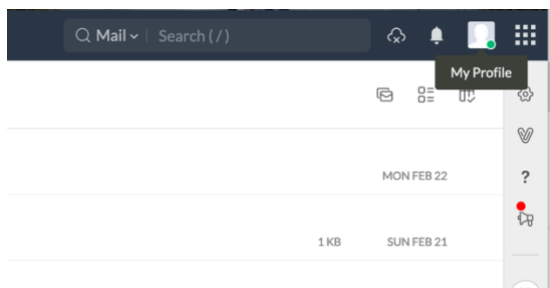


Figure 1: Go to My Profile

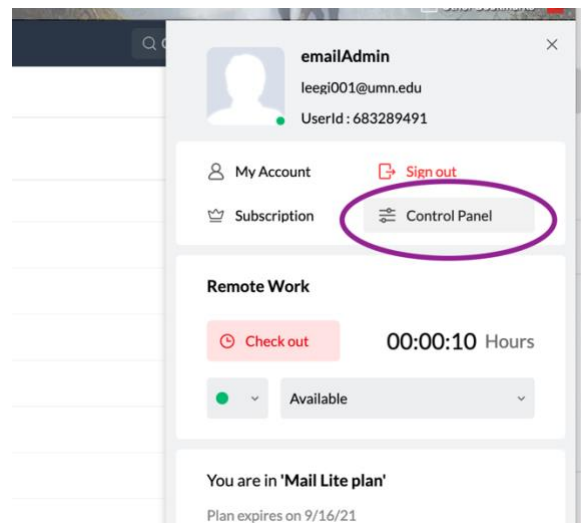


Figure 2: Select Control Panel

Add new resident to official email list:

1. From your email, open the **Control Panel**. A new window will open.
2. In the left navigation bar, select **Groups**. (*Figure 3*) The groups will be displayed. (*Figure 4*)
3. Click on the name of the group you want to add an email to: **residents**
4. The names of those currently on the list will be shown.
5. On the far right you will see **Add Members**, and a box where you can paste the email address to be added. (Separate multiple emails by commas.)

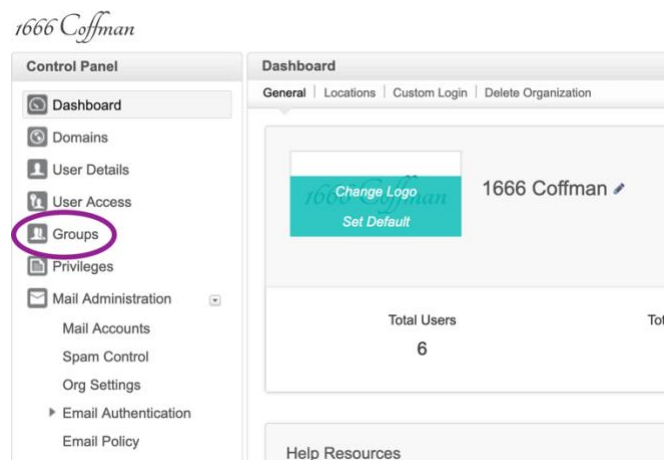


Figure 3: Select Groups to see Coffman email

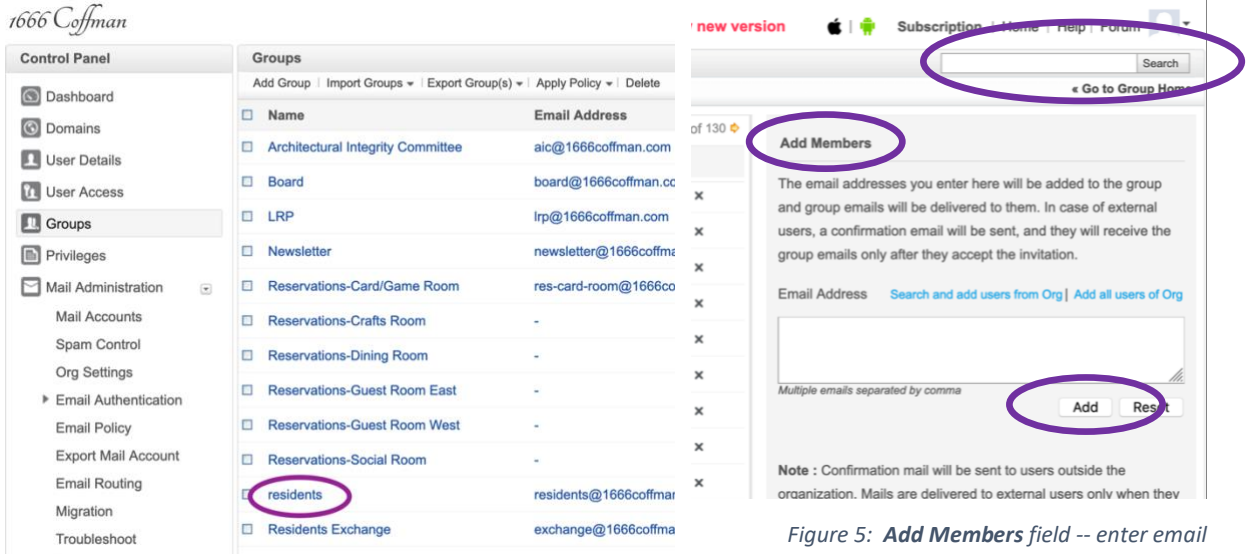


Figure 4: List of email groups

Figure 5: Add Members field -- enter email

6. Paste the new email into this field, and press the **Add** button. (Figure 5)
7. This action causes an email invitation to be sent inviting the resident to confirm they want to be a part of this group. Recipients must click on the join link before they will receive emails from this list.
8. To determine if someone has accepted your invitation, and can now receive emails, enter the email address into the Search field in the upper right corner of the screen. Click Search. (Figure 5)
9. A green light in the Status column of the Members list means they have accepted. You may need to remind people to accept the invitation – sometimes they go into spam. Clicking on the envelope icon will resend the invitation if necessary.

<input type="checkbox"/>	lindq011@umn.edu	Member	●	0		
<input type="checkbox"/>	lwmar@yahoo.com	Member	●	0		
<input type="checkbox"/>	m.giesecke@comcast.net	Member		0		
<input type="checkbox"/>	manager@1666coffman.com	Moderator	●	0		

Figure 6: Green means they have accepted the invitation.

Remove owner from official email list: Control Panel has changed to Admin Console

1. From your email, open the **Control Panel**. A new window will open.
2. In the left navigation bar, select **Groups**. (Figure 3) The groups will be displayed. (Figure 4)
3. Click on the name of the group you want to add an email to: **residents** (Figure 4)
4. The names of those currently on the list will be shown.
5. First search to find the name. Enter the email address into the Search field in the upper right corner of the screen. Click Search. (Figure 5)

6. To remove an email address, click on the **x** on the far right of the screen on line with the email address. (Figure 6)

Update Board list when the board changes:

1. Add or remove names as necessary, using instructions above.
2. If the Internal Liaison changes, remove the old liaison's email and add the new one to the forwarding of communications@1666coffman.com email.
3. Remove permissions for sending to the official email list when a board member leaves the board. Add permissions to those coming on in board roles that need permission to send to it. The following roles currently are given permission to email to residents@1666coffman.com:
 - a. President
 - b. B&G chair
 - c. Internal liaison
 - d. External liaison

(2) To forward Communications@1666coffman.com to the Internal Liaison:

1. From your email, open the Control Panel. A new window will open.
2. Click on Mail Accounts in the left navigation bar (Figure 7)

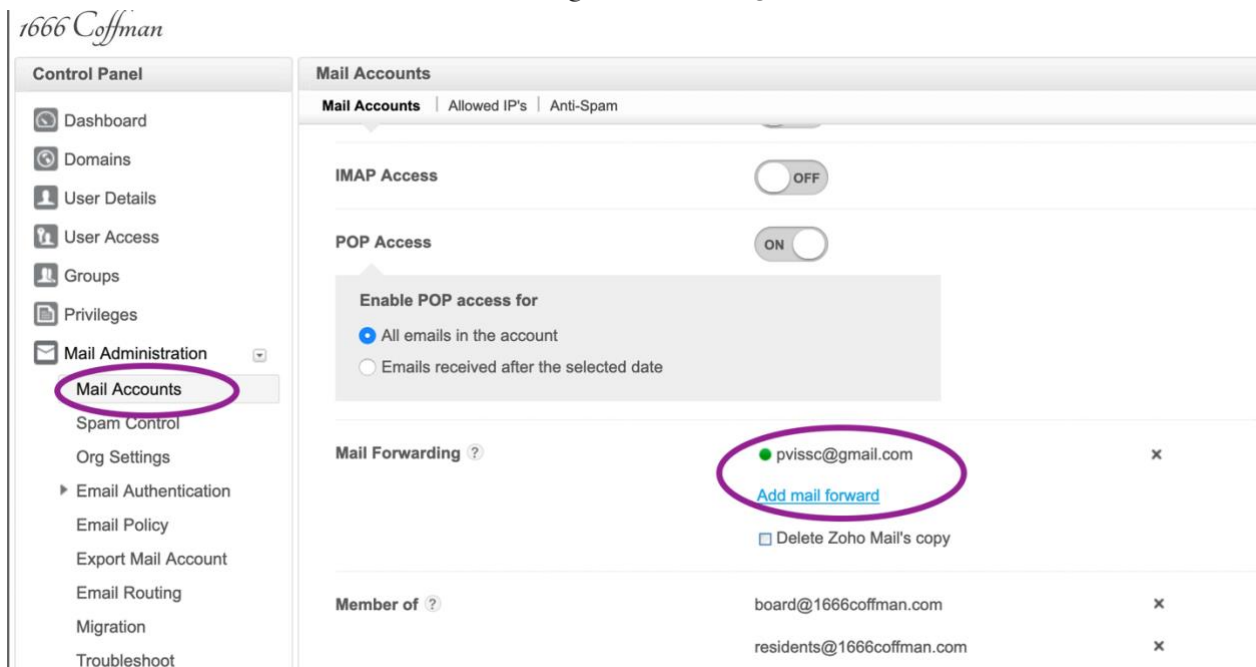


Figure 7: Click on **Mail Accounts**; Scroll down to **Mail Forwarding**; click on **Add mail forward**

3. Scroll down to Mail Forwarding (Figure 7)
4. Click on Add mail forward. (Figure 7) A box will open. (Figure 8)



Figure 8: Enter the new Internal Liaison email address, and select **SAVE**

5. Enter the new Internal Liaison email address, and select **SAVE** (Figure 8)
6. Email this person and ask them to send you the email they get directing them to enter a verification code.
7. When you get the email with the verification code, click on [Verify Now] (Figure 9)
8. Enter the verification code, and click the **Confirm** button. (Figure 10)
9. If that is successful, delete the previous Internal Liaison's email from **Mail Forwarding**. (Figure 11)

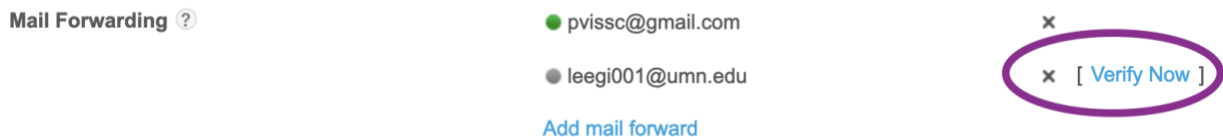


Figure 9: Click on [Verify Now]

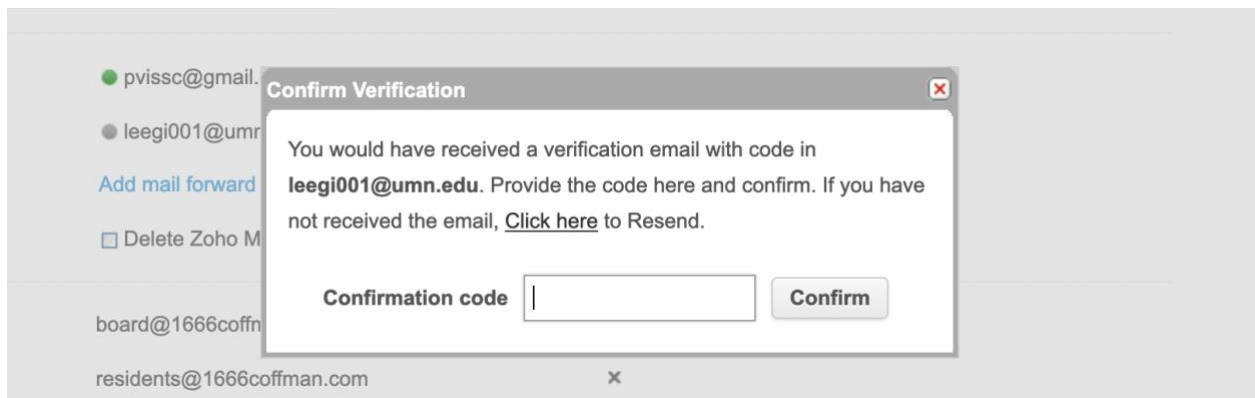


Figure 10: Enter the verification code; press the **Confirm** button



Figure 11: Remove forwarding to the previous board Internal Liaison

(3) Remove permissions for sending to the official email list, residents@1666coffman.com

1. From your email, open the Control Panel. A new window will open.
2. In the left navigation bar, select **Groups**. (Figure 3) The groups will be displayed. (Figure 4)
3. Click on the name of the group where you want to adjust permissions: **residents** (Figure 4)
4. The names of those currently on the list will be shown.
5. First search to find the name of each old board member. Enter the email address into the Search field in the upper right corner of the screen. Click Search. (Figure 5)
6. The email of interest will appear in the main screen. Click on the pencil near the right end of the row. (Figure 13)

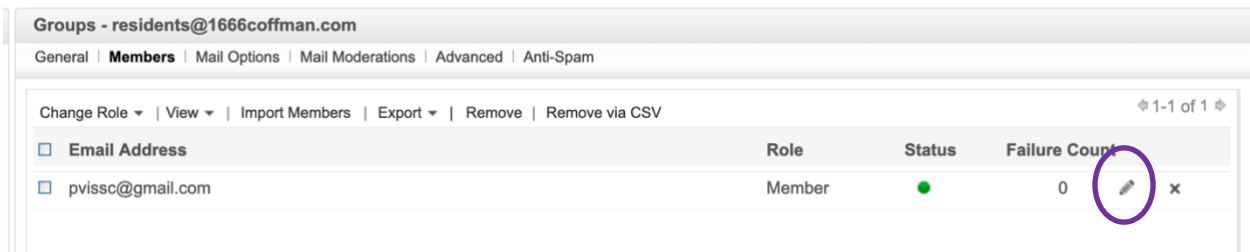


Figure 13: Click on the pencil in the far right end of this row

7. A small window will open. To remove permissions, change the **Post Approval** drop down value from **Accept** to **Reject**. Repeat this for each board member being removed. (Figure 14)

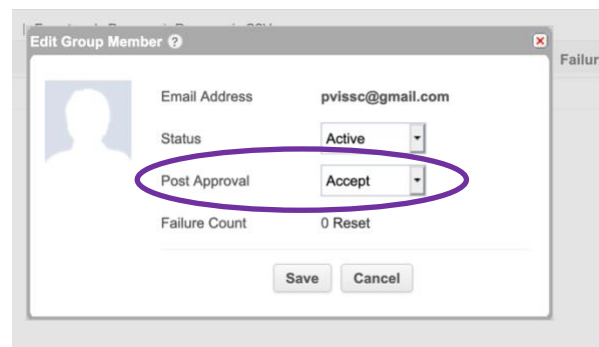


Figure 14: Change the **Post Approval** value to **Reject**

Adding permissions for new board members in qualifying positions:

8. Now search for each name that you wish to add permissions to, using the search as in step #5 above. (Figure 5)
9. Click on the pencil near the right edge of the row that appears. (Figure 13)
10. A small window will open. To add permissions, change the Post Approval drop down to Accept. (Figure 14)