



## TO ALL GSI MEETINGS

**The World Service Office of Overeaters Anonymous has requested all groups and service bodies to update their contact information to Generic Email Addresses.**

“Keeping contact information up to date is challenging when our members are anonymous, but a small change will make it easier to maintain communication with groups and service bodies. Effective May 2019, registered groups and service bodies must provide a "generic" email address (one that is kept by the group or service body itself and not by the member giving service on the group's or service body's behalf.)”

GSI has put together this flyer with directions on creating a Generic Email address and providing that email address to the World Service Office of OA. There are a number of options groups could use to create a free email account; Gmail being probably the most common and widely-utilized option.

### **FIRST To create a gmail.com account:**

**Step 1)** Go to <https://www.google.com/gmail/about/#> in your computer's web browser. This will open a page with information regarding Gmail.

**Step 2)** Click “Create an Account” It's a blue button in the left of the page. Doing so takes you to the first page in the account creation section.

**Step 3)** Enter your meeting information. Type your meeting day into the "First name" text box near the top of the page, then enter your meeting location (city or neighborhood) following by OA in the "Last name" box next to it.

**Step 4)** Create a Gmail username. In the "Username" text box, type in the username you want to use for your email address. We recommend using the day.location.OA format, for example: Wednesday.Bellevue.OA. This is the name which appears before the "@gmail.com" section of the address.

- If your selected username is already taken, you'll be asked to choose a different one upon clicking a different text box on the page.

**Step 5)** Enter a password twice. Type your preferred password into the "Password" text box near the bottom of the page, then type the same password into the "Confirm password" box to the right of the first password box.

- These passwords must match before you can proceed.

**Step 6)** Make sure to remember or write down your group's email and password. Then click "next". It's a blue button at the bottom of the page. (A suggestion would be to store this information wherever your group keeps important information, such as the 3-ring binder many groups use to store meeting formats, phone lists, etc.)

**Step 7)** Enter account recovery options. While not mandatory, you can add up to two types of account recovery options to your Gmail profile:

- Phone number — Type your phone number into the "Phone number" text box near the top of the page.

- Recovery email address — Type any other email address into the "Recovery email address" text box near the top of the page.

(Groups will make their own decisions on who to list for account recovery options. Some groups might put down a Group Secretary, others might ask for a volunteer who would agree to do this for a set period of time, e.g. 1 year, others might use a long-time member who is highly-likely to maintain connection with the group. A newcomer might not be the best person to utilize for this service, since in spite of our best wishes and hopes, a percentage "won't keep coming back.")

**Step 8)** Add your date of birth. We recommend using OA's founding date which is 01/19/1960 Click the "Month" drop-down box and select the month, then type the day and year into the "Day" and "Year" text boxes, respectively.

**Step 9)** Select a gender. Click the "Gender" drop-down box, then select one of the gender options in the resulting drop-down menu.

**Step 10)** Click "next". It's a blue button at the bottom of the page.

**Step 11)** Scroll down and click "I agree". It's at the bottom of the terms of service list on the left side of the page. Doing so will accept the terms of service and sign you into your Gmail account.

**Congrats your meeting has an email account.**

This email will provide to World Service, GSI, and other interested service bodies, the ability to connect to groups, as well as newcomers to do things like verify meeting times, location, etc. In any event, it is not expected that a lot of messages will be received. Therefore to avoid having to check this email daily, weekly, or even worse forget to check it at all, many groups will chose to have this email anonymously forward any messages received to a member's regular email account. Here is how this can be done from the Gmail "Settings" tab.

## **SECOND set up forwarding:**

**Step 1)** On your computer, open Gmail using the account you want to forward messages from. You can only forward messages for a single Gmail address, and not an email group or alias.

**Step 2)** In the top right, click Settings

**Step 3)** Click Settings.

**Step 4)** Click the Forwarding and POP/IMAP tab.

**Step 5)** In the "Forwarding" section, click Add a forwarding address.

**Step 6)** Enter the email address you want to forward messages to.

**Step 7)** Click Next - Proceed - OK

**Step 8)** A verification message will be sent to that address. Click the verification link in that message.

**Step 9)** Go back to the settings page for the Gmail account you want to forward messages from, and refresh your browser.

**Step 10)** Click the Forwarding and POP/IMAP tab.

**Step 11)** In the "Forwarding" section, select Forward a copy of incoming mail to.

**Step 12)** Choose what you want to happen with the Gmail copy of your emails. We recommend Keep Gmail's copy in the Inbox.

**Step 13)** At the bottom of the page, click Save Changes.

**THIRD** you need to update this new email address with the OA.org website.

**Step 1)** Go to OA.org in your computer's web browser. This will open a page of the OA's website.

**Step 2)** Click on "Find A Meeting" on the top right of the page.

**Step 3)** Click on "Edit an Existing Meeting" on the left of the page under "Meeting Changes"

**Step 4)** Click on "Face to Face" meeting to select the type of meeting you'd like to updated.

**Step 5)** If you know your meeting number enter it in the "Enter Meeting #", if you don't search for your meeting by entering in the "country", "State", "City". Then click search.

**Step 6)** Scroll down, find your meeting, click "edit meeting" on the right of the meeting info.

**Step 7)** Enter your "First name", "Last Name", "Email", "Phone #" as a submitter of the update.

**Step 8)** Keep scrolling down until you see a section titled "Contact Email". Write in the new email address you've created earlier.

**Step 9)** Scroll towards the end of the page, click a checkmark saying "I'm not a robot", answer the question in a pop up window.

**Step 10)** Click "Review Meeting" at the bottom of the page.

**Step 11)** Click "Submit Meeting" at the bottom of the page.

**Congrats you are done!**