

Welcome to the new email system for NYAC clergy. We are thankful to Google for providing us with free customized email services for all of our clergy.

All conference emails will be sent to you at this new address “business” address. This address appears in the “find a clergy” functionality on the www.nyac.com site. This effort will help you keep your personal email address just that – personal. For more information, go to www.nyac.com/email

To use your new conference email:

Log in here: <http://gmail.com>

Username: firstname.lastname@nyac-umc.com

Password: Provided to you via email. If you have not received your email information, please contact Beth Patkus at archives@nyac.com to get your user credentials.

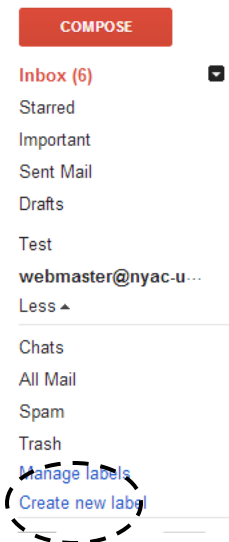
You will be prompted to change your password on first log-in.

If you currently use Gmail, the interface will look very familiar to you because it is Gmail with a customized address. If not, we think you will find this system fairly easy to use.

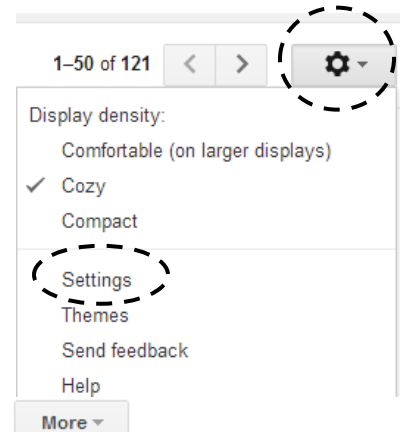
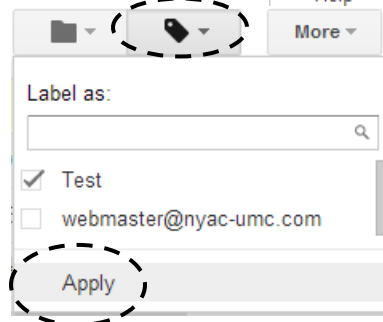
Some Quick Tips

To make changes to your account – password, forwarding, your visible name, etc. – click the “gear” icon in the upper right of the screen and choose “settings.” Click on the navigational links across the top of the right side to manage different aspects of your account. *If you forward this email to another account, the “reply” address will be that of the account to which you forwarded this email.*

Mail



If you are accustomed to using folders to file away your old emails, you will now use labels. In the left column, click on the “More” link below the current list of labels (inbox, starred, important, etc.), choose “Create new label” then type in the name. When you are ready to file an email under this label, click the box to the left of the email, click on the label icon at the top of the screen and check the box to the left of the label where you want it filed, then click “Apply.” When you want to view those messages you filed, just click on that label in the left column.



For more tips and information on how to use this system, click on the “gear” icon in the upper right of the screen and choose “Help.”

Please note: If/when you are no longer a member of, or are no longer serving churches in the New York Annual Conference or its successor conference(s) (should there be one), other than because of your retirement, and upon your death, your account will immediately be removed from our system.