

**Did you know that as a trusted servant you get an anonymous email account to use that is specific to your position?!**

Area 48 provides and maintains service emails for any position at the district and area level. For example, a district records chair is provided with a district specific email account.

There are a lot of advantages to using a service email and some of them are as simple as keeping personal and AA emails separated. This email account also allows us to keep our anonymity online. Also, it allows you to see information from past members who had the position and future trusted servants can gather information from your term after you rotate out of the position.

Getting set up with an AA service email is easy, and you can follow these steps:

- Go to your personal email account and compose an email to [webmaster@aahmbny.org](mailto:webmaster@aahmbny.org)
- In the email include the service position you have been elected to
- If the position is at the district level, please be sure to specify what district you are serving
- Once I receive your request, I will send you an account reset email that will give you access to the service email account you requested
- That's it! If any other questions come up, you can email me back any time.

When using your new service email account:

- Please do not add your name to the email account information in the settings, especially your last name. Different devices "remember" this information and it may stick to that account even after you rotate out and stop using this email address.
- Please do not include a profile picture that shows your face.
- Feel free to update the signature that you send emails with to include your name and service position