



An Overview of **Solutions** (Not Training)

SETA Email Routing Situation -> Solutions	15 mins
SETA Group Lists Situation -> Solutions	15 mins
SETA Shared Drives Situation -> Solutions	10 mins
Future Issues	10 mins
Questions	10 mins

ALCOHOLICS ANONYMOUS

No Booze But Plenty of Babes



Some AA's go to meetings to hear how to stay dry. The others — well, many have discovered their club is a faster spot for a pick-up than the best saloon in town!

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Language of the Heart
International Women's Conference

SETA Email Addresses Service Position Based

“Where am I supposed to check my mail...?”

“I thought this program said to keep it simple?”

“This is not easy does it #?&@%#& !!!”

“Please Remember...”

Goal is to maintain all SETA Service Position Email in ONE Easily Accessible and Secure Location

- Avoid shared passwords
- Avoid bulk email forwarding
- Avoid information loss when service positions rotate

1	IONIS SETA Service Position Mail IONIS SETA Groups	CPC-chair@aa-seta.org CPC-hospitals@aa-seta.org
2	SETA Personal GWS Gmail	Bill.W@aa-seta.org
3	External Personal Mail	Originalsoberbill@gmail.com
4	GWS Gmail SETA Service Position Mail GWS Gmail SETA Groups	CPC-chair@aa-seta.org DUPLICATES CPC-hospitals@aa-seta.org

Current Situation

Too many addresses involved
Complicated to understand quickly
Mail not getting routed correctly
SETA Website links not working

Solutions

Simplify Design
Collaborative Inbox on Hold
Forums Discontinued
Keep Same Position Addresses
Update SETA Website

Concentrate on getting mail routed correctly

We are currently changing all SETA Website
IONIS Email links to GWS Service Position Gmail

October 15-17, 2021 (Fri-Sun)

- All IONIS SETA Service Position Email Routed to GWS Gmail
- IONIS Email no longer forwarded to external personal
- Add Personal SETA Gmail alias w/Position SETA Gmail

No SETA Email during Mail Transition Week-end
Ionis Archives ONLY will be Available - NO MORE MAIL FORWARDING
Setup own mail forwarding (not recommended now)

What You Need to Do After

1. Learn to send SETA Gmail with Service Position Gmail Alias
2. Set-Up Inbox Rules in Personal SETA Gmail for all SETA Service Position Gmail

Benefits:

Service Position GWS Gmail automatically collected in Folder
Automatically forward to another Service Position Gmail
(Example: Alt-Chair, Secretary, etc.)

1

IONIS SETA Groups

CPC-hospitals@aa-seta.org

2

GWS Gmail SETA Service
Position Mail

SETA Personal GWS mail

CPC-chair@aa-seta.org
Bill.W@aa-seta.org

Same
Email
Inbox

CPC-chair@aa-seta.org
Bill.W@aa-seta.org

CPC-chair@aa-seta.org
Bill.W@aa-seta.org

4

GWS Gmail SETA Groups

DUPLICATES
CPC-hospitals@aa-seta.org

SETA Email Groups Service Position Based

“Isn’t SETA-Announce the only one?”

“Why do we need them...lasted this long without?!”

“Who’s going to keep the things up-to-date !!!”

1

IONIS SETA Groups

CPC-hospitals@aa-seta.org

2

GWS Gmail SETA Service
Position Mail

SETA Personal GWS mail

CPC-chair@aa-seta.org
Bill.W@aa-seta.org

4

GWS Gmail SETA Groups

DUPLICATES

CPC-hospitals@aa-seta.org

Groups from Registrar will be ONLY ones created **October 17-19, 2021 (Fri-Sat)**

Review Roster Now for any Updates
Review for Necessary Groups Now
Need Groups for Every Committee
Need Groups for Every District

Other IONIS Groups Evaluated Later
Additional SETA “Primary Groups” Later

SETA All
SETA Comm
SETA DCMS
SETA Delegates
SETA GSRS
SETA Liaisons
SETA Officers
SETA Roster
SETA Sub Committees
SETA-Announce
SETA Newsletter
SETA Vote

2

SETA GWS Gmail

CPC-chair@aa-seta.org

Bill.W@aa-seta.org

CPC-hospitals@aa-seta.org

finally™

SETA Shared Drives Service Position Based

“You mean I don’t have to email it?”

“Seriously, it’s current all the time?”

“Wow, so we can all work on it at the same time!!!”

GWS Drives Need GWS Groups

Groups for Districts and Committees (includes Sub-Committees)

Read Only All of SETA or Restricted

Read/Write All of SETA or Restricted

Groups for Districts and Committee Chairs (includes Alternates)

Read Only All of SETA or Restricted

Read/Write All of SETA or Restricted

Officer and Delegates, Officers, and Liaisons

Read Only All of SETA or Restricted

Read/Write All of SETA or Restricted

(Individual Files can be restricted - Individual Folder Access Possible Function in Future)

Committees and Districts ALL Get Forms

1. Who is your Committee or District IT Liaison?
2. Who is in your Committee or District?
3. Does your District or Committee require sub-committee Groups?
4. Additional Requirements or Helpful Information?
5. Anything More...?

IT Committee will add names in the beginning
Chair, Alt-Chair, Secretary be named Administrators
IT will help Administrators if needed
IT Committee will create any future groups needed

Important Future Issues

2 new IT Committee positions for GWS Administration

Training SETA Distributed Administrators

Future of Old IONIS mail

Process for Position Rotation

Future of Collaborative inboxes

Districts and Committees that need help

External Mail Forwarding *Need Temporary Restriction*

User Documentation, Admin Documentation and Online training videos

Use G Workspace Groups for authentication/access on new SETA website

**All things
are difficult
before they
are easy...**

**Please Be
Patient...**

Program of Action



*Get to Work!
Nothing Works
Until You Do!*

*(Program of Action
p9 BB)*