

SETA

WEBMAIL

BASICS

A GUIDE TO ACCESSING & UTILIZING
SETA POSITION BASED EMAIL

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LOG IN

1. Access the SETA Webmail system in one of the following ways:

- A. SETA Website main page (www.aa-seta.org)

Scroll down the navigation panel on the left side of the screen to 'Other Stuff'.

Click the link entitled "SETA Webmail"

- B. Open your web browser (such as Internet Explorer, Google Chrome, or Mozilla Firefox) and type the following into the address bar:

<http://webmail.aa-seta.org>

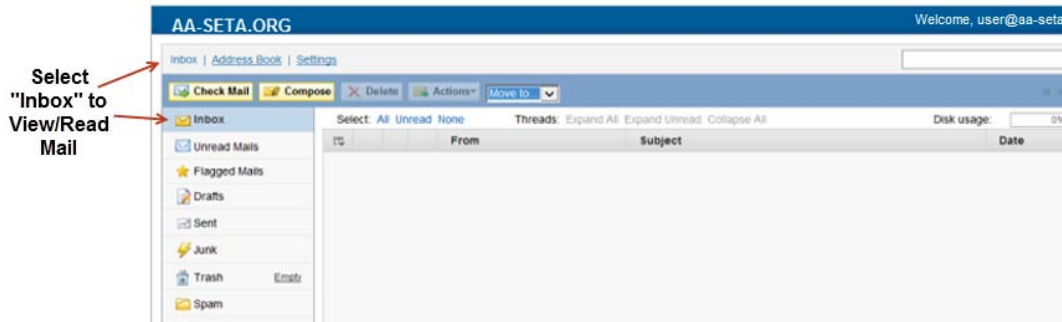
2. At the log-in screen, enter your SETA email address and password. Then, click the Sign In Button

The image shows a login form with the following elements and annotations:

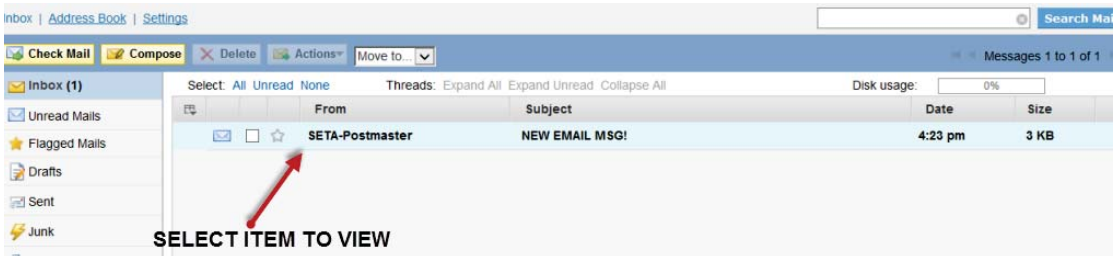
- Email Address :** A text input field containing the placeholder text "yourusername@aa-seta.org". A green arrow points to this field with the annotation "Enter your SETA email account name HERE!".
- Password :** A text input field. A green arrow points to this field with the annotation "Enter your Password".
- Remember me on this computer
- Sign in** button: A green button with white text. A green arrow points to it with the annotation "'Click' Sign in".
- [Forgot your Password?](#): A blue hyperlink located to the right of the Sign in button.

VIEW / READ EMAIL

If your "Inbox" is not highlighted, click on it to select it. This will display your emails in the panel on the right.



Select the email message you wish to view/read and double click. This will open the selected message to full view.

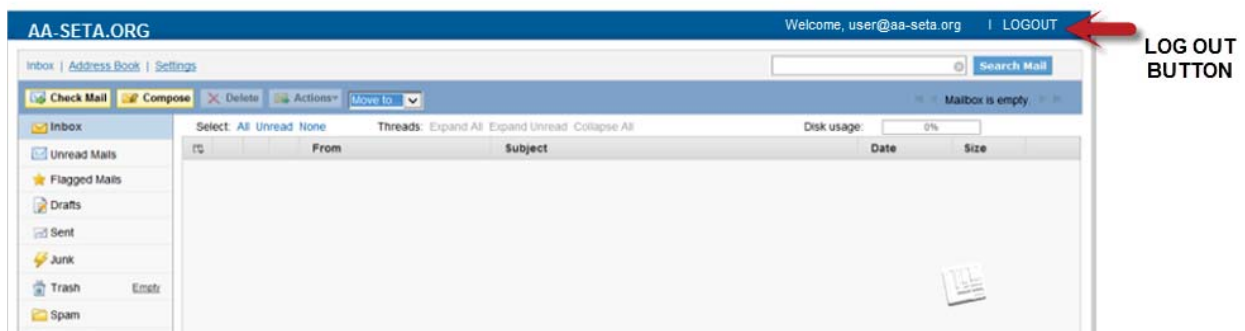


Selected Message
"FULL VIEW"

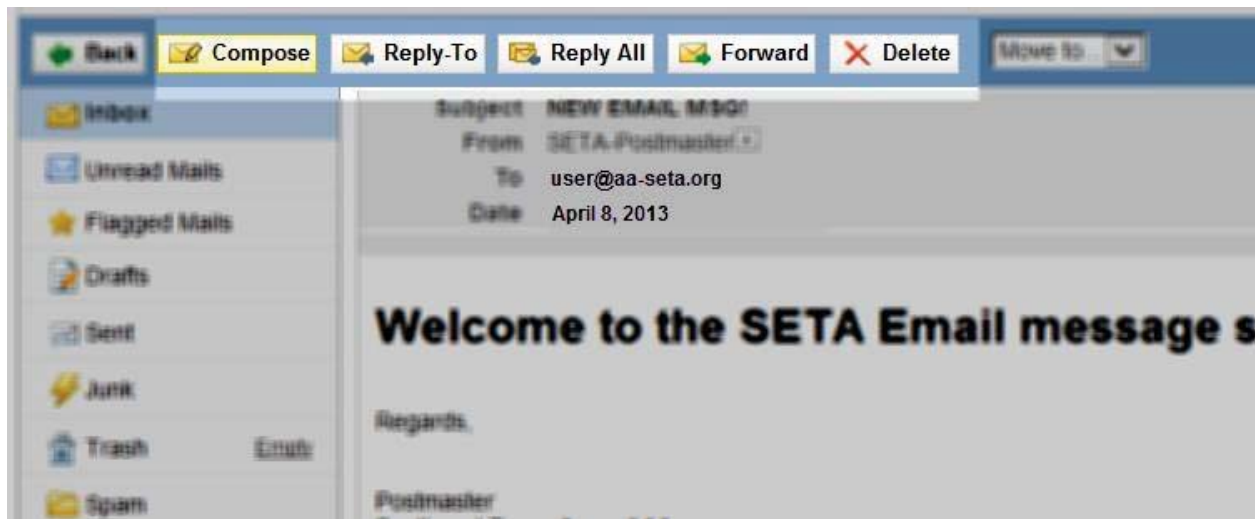


LOG OUT

Click the “Logout” button located near the top right corner of your mailbox.




BASIC FUNCTIONS



Use 'COMPOSE' to Create a New Message, 'FORWARD' to send the Selected Message to a NEW recipient, and 'DELETE' to erase the selected message.

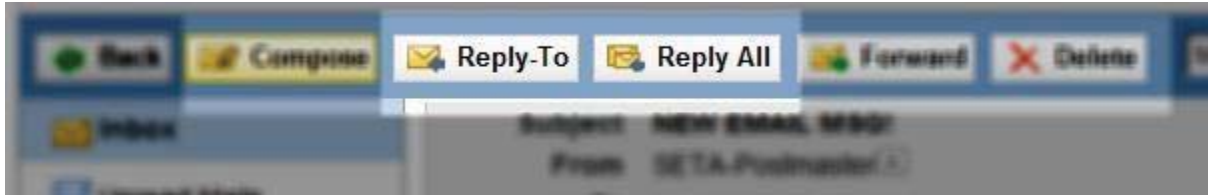
CREATE OR REPLY TO A MESSAGE

1. Log in to the SETA Webmail system.
2. To Create a new email, click on “Compose”  located at the top left of the webmail window.

To Reply to an email, open the message then click on the Reply or Reply All at menu bar at the top of the email. When replying to a message the recipient (step 3) and subject will be already entered in the compose window.

3. Select your recipient(s) by one of the following
 - A. Type their address in the box to the right of the To.... or the Cc Button
 - B. Click on the “To...” or the “Cc..” button to bring up the address box and selecting the desired recipient, then click on the “Add To” button or the “Add Cc” button or the “Add Bcc” button on the lower portion of the window. You can add as many recipients as desired.
 - C. Click on the OK button at the bottom right of the Address Book window when you have finished selecting the recipient(s).
4. Enter the subject of the email message in the box to the right of the “Subject “.
5. Enter the message in the text window.
6. If you want to add an attachment click on “Add attachment” at the top of the window, then click on “attach local file” from the dropdown box and choose the desired file and click the OK button.
7. Click on “Send” near the top left of the window. This will send the email and close the compose window.

RESPONDING TO EMAILS - REPLY VS REPLY ALL



There are two options for replying to an email, Reply and Reply All.

The “Reply” option is used when you want to reply only to the sender of a message.

The “Reply All” option is used when you want all of the recipients of the original message to also see your reply.

“Reply All” is normally used when conducting a “virtual” discussion in which all recipients are participating. In this case, it is often more effective to just send your reply out to all recipients rather than waiting for the original sender to forward your response to the rest.



If you are in doubt about which to use, it is suggested that you use the “Reply” option and let the original sender decide whether your message warrants being resent out to the other recipients.

SENDING COPIES - CC VS BCC

Copies are sent using either the Cc or the Bcc option.

Cc (Carbon Copy)

Cc Sends a copy and shows the email address on the recipient list. This option is used for messages which are part of a group discussion so that members can “reply all” and conduct a virtual discussion.

BCC (Blind Carbon Copy)

This sends a copy but does not show the email address on the recipient list.

This option is normally used for messages being sent for informational purposes only (i.e. fliers, announcements, minutes, etc.)

Note: Using the BCC option is also helpful in protecting anonymity if your email is going to both AA members and the general public since the email addresses are not displayed in the email.

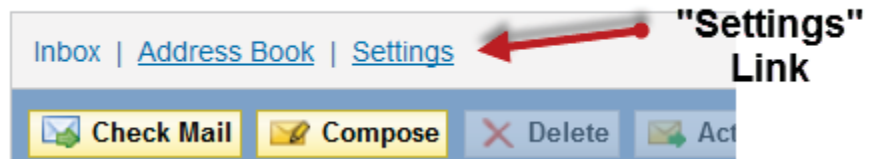
SIGNATURE RECOMMENDATIONS

The SETA IT Committee recommends that:

1. At a minimum, list your position, the name of SETA, the SETA mailing address, and your SETA email address.
2. If you choose to disclose your full name, append the text “(name not for publication)” to the end of your name to make it clear that your name should not be disclosed at the public level.

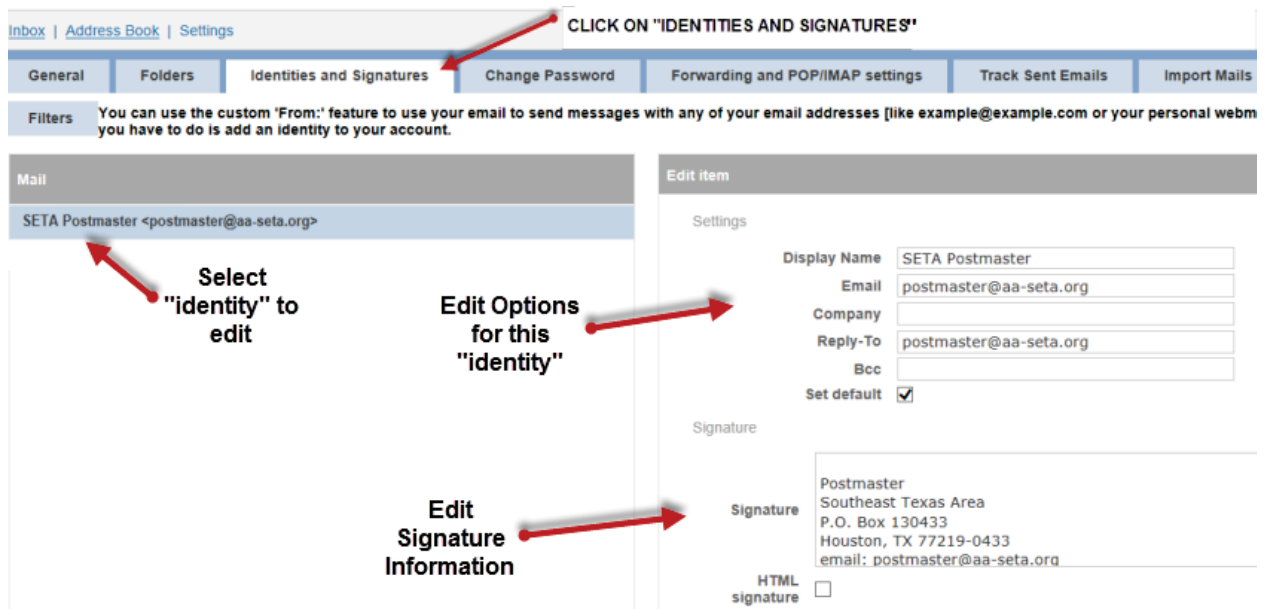
CREATE/EDIT YOUR SETA WEBMAIL SIGNATURE

1. Login to SETA Webmail
2. Click on the Settings Link



3. On the left side of screen, select the email account “identity” to be edited.
4. Editing options are displayed on the right side of screen.
5. Enter information for Signature and click “Save”.

Note: Per SETA Email guidelines, the SETA email system has a disclaimer configured to append at the end of each message and will appear after signature.



SETA MAIL LISTS

The SETA email system includes mail lists to facilitate communications within groups. SETA mail lists fall into the 3 categories shown below. There is a complete list of all SETA mail lists on pages 12-15.

Closed membership lists

These are lists are position based and are limited to users belonging to specified groups. Examples of closed membership lists are SETA-DCMS, SETAROSTER, SETA-GSRS, SETA-VOTE, etc. Users are identified and added to these lists by virtue of their service commitment within SETA.

Open membership lists

These are lists such as the district and committee lists – which are managed by their respective DCMs or committee Chairs – these lists are open in the sense that they can include anybody that their DCM or Committee Chair chooses to have on the list, in addition to service position-based members. People are added to or removed from these lists at the request of the list owners.

Public lists

There are two “broadcast” lists, SETA-ANNOUNCE & SETA-NEWSLETTER, which are “opt-in” lists. People are added to these lists when they begin SETA service work, while others are added when they request membership. Members may be removed from these lists at their own individual request.

SENDING TO A MAIL LIST

In order to “send” mail messages to a specified mail list directly, you must generate the mail message from a seta based account AND be a member of that mail list. Email messages sent by non-members OR from a third party email account are sent to a list moderator (generally the SETA postmaster) for review prior to posting.

Select the Mail List Audience intended for your message and simply address your email to that Mail List. All members of that Mail List will then receive your message.

Please note that when you reply to an email from a mail list **all members will received that reply. If you wish to reply only to the author of the email address you will need to change the “To” address from the mail list address to the intended recipient’s email address.

JOINING A MAIL LIST

You are added to a mail list when you begin SETA service work, when a mail list manager requests you be added, or when you request membership in public list.

OPT IN/OUT OF A MAIL LIST

You may also Opt In or out of Public Mail Lists via the SETA Website www.aa-seta.org



Scroll down to ‘Other Stuff’ and click on ‘Subscribe’



Enter relevant information for Opting In or Out of Public Mail Lists.

PUBLIC MEMBERSHIP MAIL LISTS

SETA-ANNOUNCE (seta-announce@aa-seta.org)

Purpose: This is an opt-in list used for broadcast mailings of a non-critical nature.

Membership: All SETA email address, personal addresses of GSRs, anyone who asks to be on the list

NOTE: This is an opt-in list which means some members can choose not to be on it therefore it should not be used for email of a critical nature.

SETA-NEWSLETTER (seta-newsletter@aa-seta.org)

Purpose: Electronic distribution of the SETA Newsletter.

Membership: All SETA position based email address, personal addresses of GSRs, anyone who asks to be on the list.

CLOSED MEMBERSHIP MAIL LISTS

SETA-ALL (seta-all@aa.seta.org)

Purpose: This list is generally reserved for system-related communications.

SETA-COMM (seta-comm@aa-seta.org)

Purpose: To facilitate communications within the Area Committee.

Membership: The Area Committee (Area Officers, Standing Committee Chairs, DCMS, Intergroup Liaisons, and their alternates)

SETA-DCMS (seta-dcms@aa-seta.org)

Purpose: To facilitate communications between DCMs

Membership: SETA email addresses of DCMs & their alternates

SETA-DELEGATES (seta-delegates@aa-seta.org)

Purpose: To provide communications between current and past delegates

Membership: SETA email addresses of current and past delegates

SETA-GSRS (seta-gsrs@aa-seta.org)

Purpose: To provide communications between GSRs

Membership: Personal email addresses of GSRs

SETA-LIAISONS (seta-liasons@aa-seta.org)

Purpose: To facilitate communications between intergroup delegates

Membership: email addresses of intergroup liaisons

SETA-OFFICERS (seta-officers@aa-seta.org)

Purpose: To facilitate communication between the SETA Officers, discussions at that level, and for communications targeted to SETA Officers.

Membership: SETA email addresses of delegate, chair, registrar, secretary, treasurer, & their alternates

SETA-ROSTER (seta-roster@aa-seta.org)

Purpose: This list is intended to facilitate communications between people on the SETA roster.

Membership: SETA Roster provided by the SETA Registrar which basically consists of the Area Committee and all past delegates.

SETA-SUB (seta-sub@aa-seta.org)

Purpose: To facilitate communication between Standing Committee Chairs and to target communications to this group of people. (Chair persons & alternates for each of the standing and convention committees.

Membership: SETA email addresses of chairs & co-chairs of each committee

SETA-VOTE

Purpose: For business-related communications – SETA minutes, agendas, motions, etc.

Membership: Voting members of SETA

OPEN MEMBERSHIP MAIL LISTS

COMMITTEE MAIL LISTS

Purpose: To facilitate communication within committees

Membership: SETA Email addresses for the Chair, Alternate Chair, Secretary, and personal emails of other members

SETA-ARCHIVES (seta-archives@aa-seta.org) Archives Committee

SETA-CFC (seta-cfc@aa-seta.org) Corrections Facilities Committee

SETA-CPC (seta-cpc@aa-seta.org) Cooperation with the Professional Community Committee

SETA-FINANCE (seta-finance@aa-seta.org) Finance Committee

SETA-GRAPEVINE (seta-grapevine@aa-seta.org) Grapevine Committee

SETA-IT (seta-it@aa-seta.org) Information Technology Committee

SETA-LAVINA (seta-lavina@aa-seta.org) Lavina Committee

SETA-LITERATURE (seta-literature@aa-seta.org) Literature Committee

SETA-MULTILINGUAL (seta-multilingual@aa-seta.org) Multilingual Committee

SETA-PI (seta-pi@aa-seta.org) Public Information Committee

SETA-SCAP (seta-scap@aa-seta.org) State Convention Attendance Promotion Committee

SETA-TFC (seta-tfc@aa-seta.org) Treatment Facilities Committee

SETA CONVENTION MAIL LISTS

Purpose: To facilitate communication within convention committees

Membership: SETA Email addresses for the Chair, Alternate Chair, Secretary, and personal emails of other members

SETA-BEAUMONT (seta-beaumont@aa-seta.org)

SETA-BRYAN (seta-bryan@aa-seta.org)

SETA-GALVESTON (seta-galveston@aa-seta.org)

SETA-HOUSTON (seta-houston@aa-seta.org)

DISTRICT MAIL LISTS

Purpose: To facilitate communication within a SETA District

Membership: SETA Email addresses for the DCM, Alternate DCM, personal email addresses of GSRs. (Others may be added to the District Mail List by the DCM)

<u>Email Display Name-Email address-District</u>		<u>Email Display Name-Email address-District</u>
SETA-10 (seta-10@aa-seta.org) District 10		SETA-62 (seta-62@aa-seta.org) District 62
SETA-20 (seta-20@aa-seta.org) District 20		SETA-63 (seta-63@aa-seta.org) District 63
SETA-31 (seta-31@aa-seta.org) District 31		SETA-64 (seta-64@aa-seta.org) District 64
SETA-32 (seta-32@aa-seta.org) District 32		SETA-65 (seta-65@aa-seta.org) District 65
SETA-33 (seta-33@aa-seta.org) District 33		SETA-66 (seta-66@aa-seta.org) District 66
SETA-34 (seta-34@aa-seta.org) District 34		SETA-70 (seta-70@aa-seta.org) District 70
SETA-40 (seta-40@aa-seta.org) District 40		SETA-81 (seta-81@aa-seta.org) District 81
SETA-51 (seta-51@aa-seta.org) District 51		SETA-82 (seta-82@aa-seta.org) District 82
SETA-52 (seta-52@aa-seta.org) District 52		SETA-90 (seta-90@aa-seta.org) District 90
SETA-60 (seta-60@aa-seta.org) District 60		

ADDITIONAL HELP

To obtain additional help with the SETA WebMail System, Contact the SETA Postmaster at postmaster@aa-seta.org