

Dedicated local party emails

We are introducing a new email system that replaces the use of personal email addresses (@yahoo, @btinternet, @gmail etc) for local party communication.

This will be more reliable, professional and keeping local party comms away from your personal or business or council channels.

At present these email addresses are being provided to party Members who are Councillors, approved candidates and Members of the Executive or General Purposes Committee. Any requests for additional local party emails (eg perhaps for actively-engaged members of a Divisional team) should be submitted to the local party Data Officer.

This new email address is strictly for use on party matters only, not for personal and private communication. It is also not to be used for official council business. The email address is provided “as is” and it may be revoked or cancelled at any time, for example if your active role in the local party ends.

Your new email address is in the format

firstname.lastname@molevalleylibdems.co.uk (not org!)

Your password is being sent to you by separate email. Please keep this safe, you will also need it to set up your new email as per below.

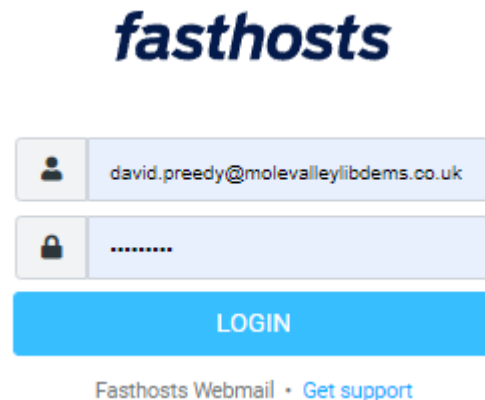
Using your new email address

Our emails are hosted by a company called FastHosts. You can either use your email address directly from a web browser using webmail, or you can configure the mail client software you currently use on your PC, tablet or smart-phone alongside other email accounts you currently use. A variety of email clients are supported including AppleMail, Outlook and Android

Using Webmail

To access your new email address over Webmail,

1. open your browser and go to <https://webmail.livemail.co.uk>
2. Login using your new email address and the password provided.



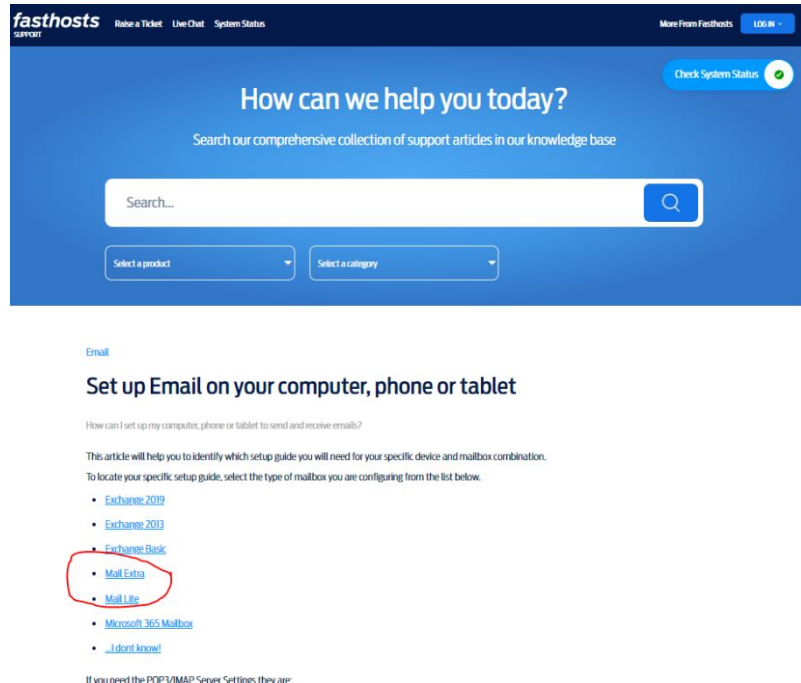
The screenshot shows the FastHosts webmail login page. At the top right is the 'fasthosts' logo. Below it are two input fields: the first contains the email address 'david.preedy@molevalleylibdems.co.uk' and the second contains a masked password '.....'. A blue 'LOGIN' button is positioned below the password field. At the bottom of the page, there is a link for 'Fasthosts Webmail • Get support'.

How to set up your Email software

(Outlook, Apple Mail etc) to work with your new Lib Dem email address:

FastHosts provides information on how to set up a variety of client software. We have tested this with Outlook and Apple Mail and found it very straightforward to follow.

1. Go to https://help.fasthosts.co.uk/app/answers/detail/a_id/731/#Advanced
2. Select Mail Extra



3. Select your computer and software package

Mail Lite, Mail Extra, Exchange Basic & Other POP3/IMAP Mailboxes

Finally, select the software and device you want to setup.

PC	Mac	Phone or Tablet	Chrome, Firefox, Safari, IE etc.
Outlook 2019	Outlook 2011 For Mac	iPhone, iPad and iPod	Webmail
Outlook 2016	Apple Mail	Android	
Outlook 2013	Thunderbird		
Outlook 2010			
Outlook 2007			
Windows 10 Mail			
Windows 8 Mail			
Thunderbird			

4. If preferred print the instructions
5. Follow instructions.

IMPORTANT

All instructions on how to set up your email and use it are in the details on the Fasthosts website as above. We will not be able to support you on setting this up or using it, given this is a basic self-service package, and 50+ users will be using this facility.

Email Aliases

One of the reasons we are making these changes is that Group Forwarding facility we have been using (eg to email to review@mvlid.org.uk for distribution to the Review Board) has been withdrawn. This facility has now been disabled and will not work. Until the new solution is fully operative, please limit any such mailings to urgent items only and contact David Preedy for a work-around

In parallel to this change we are building a new Group Forwarding facility to multiple recipients using Google Groups. A separate update is being readied which we will publish early next week. This new facility will use your new email address, so please get this up and running as soon as possible.

The new solution also enables us to set a forward address on specific email address, an alias. For example privay@molevalleylibdems.co.uk will be forwarded to the Data Officer's new email address. We will be setting up some initial forwarders and more as required.

Email Policy

Over the coming weeks, all active team members are asked to switch to using their new email address. All group communication will be done exclusively to the new email addresses from September 1st

When sending an email, please make sure you select "from" your new email address rather than your private one. If you communicate regularly on party business with non-activists (eg perhaps your Focus delivery team), please draw their attention to your new email address.