## Introduction

Our GMAIL account ([Basingstokeu3a@gmail.com](mailto:Basingstokeu3a@gmail.com) – password at 7/9/19 16:12 is BasGooMail17) is the hub of all incoming emails from wherever and about whatever. Filters are used extensively to identify which incoming emails should be sent on to which individual committee member. Someone (at the time of writing this is Harvey) should monitor the inbox occasionally to spot incoming which satisfy no filter and then create a filter appropriately.

## The Filters

All the filters are identified and described in this table. New filters should be added to the table as and when they are created. Some need to be amended every year. Some need to be amended on change of officer/committee member.

Note:

* On the IONOS server, ALL emails of the format [*title*@basingstokeoldbasingu3a.co.uk](mailto:title@basingstokeoldbasingu3a.co.uk) are redirected to [basingstokeu3a@gmail.com](mailto:basingstokeu3a@gmail.com)
* In Gmail
  + ALL incoming emails are redirected to the appropriate committee member’s private email address.
  + ALL incoming emails are labelled *PEOPLE/name of individual* to whom forwarded
  + ALL incoming emails are removed from the Inbox
* In the table, ‘officer@...’ means officer@basingstokeoldbasingu3a.co.uk

|  |  |  |  |
| --- | --- | --- | --- |
| **Identified by** | | **Do this** | **Notes** |
| **To:** | **From/Subject** | **Forward to:** |  |
| basingstokeu3a@gmail.com | service@paypal.co.uk/ Payment received | Sue | Some membership renewals. Labelled as Beacon PayPal/Renewals 2019 |
| basingstokeu3a@gmail.com | service@paypal.co.uk/ Notification of Payment Received | Sue | As above |
| [Basingstokeu3a@gmail.com](mailto:Basingstokeu3a@gmail.com) | Dropbox | Harvey | Administrative stuff |
| Anyone | service@paypal.co.uk/ You sent a payment | Sue | Any outgoing payment to a merchant from the PayPal account |
| Anyone | service@paypal.co.uk/ You recently requested a withdrawal | Sue | Any transfer to our linked bank from the PayPal account |
| secretary@... | Any/Any | Janet | Emails directly addressed or via website or via Beacon |
| assets@... | Any/Any | Ian | As above |
| chairman@... | Any/Any | Margaret | As above |
| database[@...](mailto:assets@basingstokeoldbasingu3a.co.uk) | Any/Any | Liz | As above |
| directmail@... | Any/Any | Harvey | As above |
| enquiries@... | Any/Any | Harvey | As above |
| groups@... | Any/Any | Joan | As above |
| it[@...](mailto:assets@basingstokeoldbasingu3a.co.uk) | Any/Any | Harvey | As above |
| membership[@...](mailto:assets@basingstokeoldbasingu3a.co.uk) | Any/Any | Linda | As above |
| paypal[@...](mailto:assets@basingstokeoldbasingu3a.co.uk) | Any/Any | Sue | As above |
| programme[@...](mailto:assets@basingstokeoldbasingu3a.co.uk) | Any/Any | Linda | As above |
| systemmanager[@...](mailto:assets@basingstokeoldbasingu3a.co.uk) | Any/Any | Liz | As above |
| web[@...](mailto:assets@basingstokeoldbasingu3a.co.uk) | Any/Any | Harvey | As above |
| treasurer@... | Any/Any | Sue | As above |
| tam@... | Any/Any | Harvey | As above |
| PayPal <paypal@mail.paypal.co.uk> | [basingstokeu3a@gmail.com](mailto:basingstokeu3a@gmail.com) | Sue | As above |

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