Details images of EMAIL AND CONTACT FORM

Email & Contact Forms S M L ?

| Email Settings | Email Security | Club Email Addresses | Contact Us Form | Mentoring Form |

FreeToastHost 2 has a variety of email features. Here you can control how some of these features work.

[Select recipient(s)... ▽] **Recipient of replies to members email list emails**

[Select recipient(s)... ▽] **Recipient of replies to officer email list emails**

[Select recipient(s)... ▽] **Recipient of replies to custom group emails**

ⓘ Select the recipient of replies to various email lists.
  NOTE 1: Replies to *Non-Member Group emails* will *always* ignore the above setting and only go to the sender.
  NOTE 2: You can override the reply settings for the members, custom groups, & officers lists for **single** emails by putting {{replyall}} or {{replysender}} at the beginning of your subject text when composing an email in your email client/webmail.

☐ **Make Custom Email Groups with only One Member Publicly Accessible**

ⓘ Normally, all Custom Email Groups are accessible to members only. However, if you check this setting, you can effectively create new officer email addresses (aliases) that are publicly accessible by setting up new Custom Email Groups that you assign only one member to. **NOTE:** *This only works with custom groups comprised of members.*

[Club First, Name Last ▽] **From Address Format for Emails Forwarded by FreeToastHost**

ⓘ Select the format of the from address in emails sent through FreeToastHost email.
  The default is Club First, Name Last.

Prefix Subjects of Emails with The Following Text [   ]

ⓘ You can specify a short piece of text (20 characters maximum) here to prefix to subjects of emails sent through FreeToastHost 2. For example, entering **FTH2** would result in **[FTH2]** being prefixed to email subjects. This is useful if you have members associated with multiple clubs as it can help them find emails for your specific club.

Club Archive Email Address
[   ]

Club Archive Email Login Information/Password
[   ]

ⓘ You may enter an email address (& Login Information) here that you want *all* email processed by FreeToastHost to be copied to for archival purposes and as an official record of club communications. We recommend using a free email account (e.g., Gmail) that you have set up for this purpose on behalf of your club.

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FreeToastHost has a variety of Email Security features already built in that protect you from spammers. **You do not have to do anything to enable those features.** However, if you would like to assert more control over how FreeToastHost handles your club email to protect you from spammers, the following settings allow you to do that.

Email White List

ⓘ Use this to specify a comma separated list of email addresses and/or domains of "safe" email senders that should be allowed to send to the same club email addresses **as any normal member would be**. (White listed email addresses cannot send to email lists with unsubscribe features.) Make sure you include the "@" symbol when specifying a domain name. (e.g., @okdomain.com)

Email Black List

ⓘ Use this to specify a comma separated list of email addresses and/or domains of "unsafe" email senders that should always be blocked from sending to *any* club email addresses. Make sure you include the "@" symbol when specifying a domain name. (e.g., @baddomain.com)

NOTE: While the Black List and White List may be used together, the Black List is always checked "**first**".

☐ **Use "System" Email Black List NEW!**   See System Black List

ⓘ Check this if you would also like to also have email sender addresses checked against the black lists of all other clubs and districts using the FreeToastHost system. Note that if you enable this, emails sent through the system may take slightly longer to be processed. Also, we do **not** recommend using this if you expect to receive emails from social networking websites, domain registrars, or services websites such as PayPal, since those are more likely to be black listed by other clubs and districts. You can check the current "System" Black List by clicking the button above.

☑ **Add "Is this SPAM?" links to emails sent to publicly accessible FreeToastHost email addresses NEW!**

ⓘ Check this to add "Is this SPAM?" links to the bottom of any emails addressed to publicly accessible FreeToastHost email addresses (e.g., officer aliases, admin, and contact, if enabled). If the added link is clicked, the original sender of the spam email is automatically added to the above email black list.

Anti-Spoofing Phrase NEW!:

Save   Close

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The following are the email addresses that the FreeToastHost website system has created for your club. These are distribution lists and forwarding email addresses that route to the actual email addresses entered into the system's Membership Management module.

NOTE: FreeToastHost does NOT provide email accounts with email storage.

members-6430390@toastmastersclubs.org
ⓘ The members e-mail list is your list of **all current members**. Any current member can send messages to this list. Your "From" address must be the same as either your main e-mail address as set in your profile, or your backup e-mail address.

officers-6430390@toastmastersclubs.org
ⓘ The officers e-mail list is your list of the **current officers**, as set in the member administration part of this website. Any current member can send messages to this list. Your "From" address must be the same as either your main e-mail address as set in your profile, or your backup e-mail address.

Individual Club Officers:

- president-6430390@toastmastersclubs.org (Lori Whitmore, DTM)
- vpm-6430390@toastmastersclubs.org (Sean Weiss)
- vppr-6430390@toastmastersclubs.org (Robert Callahan ,CC)
- secretary-6430390@toastmastersclubs.org (Pious Kallarackal)
- treasurer-6430390@toastmastersclubs.org (Lisa Dahl)
- saa-6430390@toastmastersclubs.org (Leo Munroe)

ⓘ These are **publicly accessible**. Anyone can send email to these email addresses, but each one can be disabled by the respective officer in their member profile.

mentors-6430390@toastmastersclubs.org
ⓘ The mentors e-mail list consists of the club members that have been assigned as a mentor to another club member. This assignment can take place in Membership Management or in the member's profile by the member requesting the mentor. *Any current club member can send email to this email address.*

mentees-6430390@toastmastersclubs.org
ⓘ The mentees e-mail list consists of the club members that have another club member (or members) listed as their mentor(s) in their member profile. This assignment can take place in Membership Management or in the member's profile by the member requesting the mentor. *Any current club member can send email to this email address.*

formermembers-6430390@toastmastersclubs.org
ⓘ The former members e-mail list is your list of the **former members** of your club. Any current club officer can send messages to this list. Your "From" address must be the same as either your main e-mail address as set in your profile, or your backup e-mail address.

guests-6430390@toastmastersclubs.org
ⓘ The guests e-mail list is your list of the **guests** entered in this website. Any current club officer can send messages to this list. Your "From" address must be the same as either your main e-mail address as set in your profile, or your backup e-mail address.

prospects-6430390@toastmastersclubs.org
ⓘ The prospects e-mail list is your list of the club **prospects** entered in this website. (A "prospect" is a possible future member that may not have been to a meeting.) Any current club officer can send messages to this list. Your "From" address must be the same as either your main e-mail address as set in your profile, or your backup e-mail address.

friends-6430390@toastmastersclubs.org
ⓘ The friends e-mail list is your list of the club **friends, affiliates, and miscellaneous contacts** entered in this website that may never be club members, but are important contacts

Save   Close

If you click on " yes Via Website Emailer"   you see this

after you compose it and click on send E-mail you see this

which clearly says in the middle that
the ----->"E-mail Sent!"

But NO e-mails ever show up.
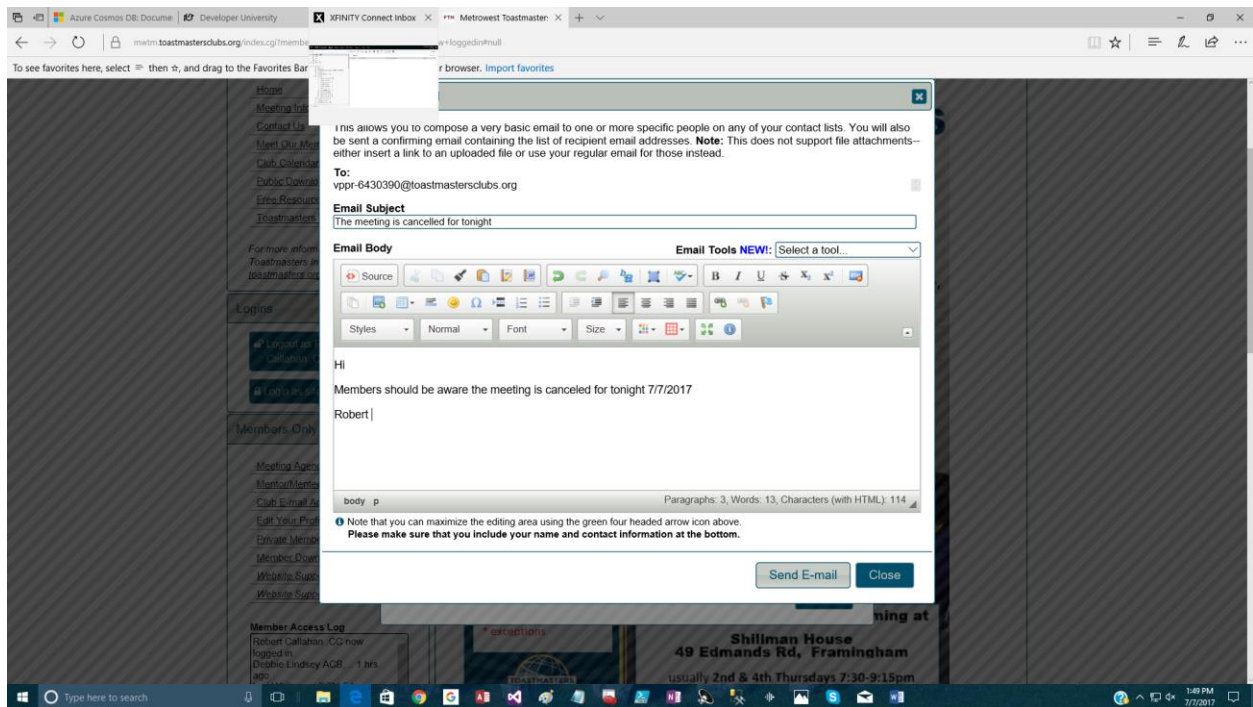
- saa-6430390@toastmastersclubs.org (Leo Munroe)

ⓘ These are **publicly accessible**. Anyone can send email to these email addresses, but each one can be disabled by the respective officer in their member profile.

mentors-6430390@toastmastersclubs.org

ⓘ The mentors e-mail list consists of the club members that have been assigned as a mentor to another club member. This assignment can take place in Membership Management or in the member's profile by the member requesting the mentor. *Any current club member can send email to this email address.*

mentees-6430390@toastmastersclubs.org

ⓘ The mentees e-mail list consists of the club members that have another club member (or members) listed as their mentor(s) in their member profile. This assignment can take place in Membership Management or in the member's profile by the member requesting the mentor. *Any current club member can send email to this email address.*

formermembers-6430390@toastmastersclubs.org

ⓘ The former members e-mail list is your list of the **former members** of your club. Any current club officer can send messages to this list. Your "From" address must be the same as either your main e-mail address as set in your profile, or your backup e-mail address.

guests-6430390@toastmastersclubs.org

ⓘ The guests e-mail list is your list of the **guests** entered in this website. Any current club officer can send messages to this list. Your "From" address must be the same as either your main e-mail address as set in your profile, or your backup e-mail address.

prospects-6430390@toastmastersclubs.org

ⓘ The prospects e-mail list is your list of the club **prospects** entered in this website. (A "prospect" is a possible future member that may not have been to a meeting.) Any current club officer can send messages to this list. Your "From" address must be the same as either your main e-mail address as set in your profile, or your backup e-mail address.

friends-6430390@toastmastersclubs.org

ⓘ The friends e-mail list is your list of the club **friends, affiliates, and miscellaneous contacts** entered in this website that may never be club members, but are important contacts, nonetheless. (For example, district officers.) Any current club officer can send messages to this list. Your "From" address must be the same as either your main e-mail address as set in your profile, or your backup e-mail address.

admin-6430390@toastmastersclubs.org (Robert Callahan)

ⓘ The admin e-mail address is the e-mail of the **current registered club website administrator** for this club. Anyone can send messages to this address.

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| Email Settings | Email Security | Club Email Addresses | **Contact Us Form** | Mentoring Form |

Here you can configure how the Contact Us form works and select which officer(s) or member(s) need to be notified when someone submits the form.

NOTE: To link directly to your "Contact Us" form, use https://mwtm.toastmastersclubs.org?contactus

Club Contacts for the "Contact Us" Form...

Lori Whitmore, DTM ▾	☐ **This member will accept prospect phone calls**
Rick Winer, DTM, PDD ▾	☐ **This member will accept prospect phone calls**
Robert Callahan ,CC ▾	☐ **This member will accept prospect phone calls**

ⓘ Select up to three officer roles or members that will be handling the contact form submissions. The member e-mail addresses are **not** made public on the form, and not visible anywhere on the website. The names and phone number of the contacts will ONLY be made public if you select that option for the member. Be sure to get the member's consent before selecting this option.

☐ Check this to enable the *contact-6430390@toastmastersclubs.org* email address.

ⓘ If enabled, the *contact-6430390@toastmastersclubs.org* email address provides an alternate way for your club contacts to receive emails. This is a **publicly accessible** email address--it can become the target of spammers. If you choose to use it, we recommend that you get familiar with the enhanced email security features on the Email Security tab.

Contact Us Form Greeting UPDATED!

| B I U ⬚ ⬚ ⬚ ⬚ ⬚ ⬚ ⬚ ⬚ |

Hello prospective member.
Please let me know any specfic or general questions you have. I will e-mail back a reply as soon as possible.
Site admin: Robert Callahan

ⓘ If you enter a greeting message above, we will use it on your Contact Us form instead of the default greeting. Please be concise! (Clear the above to use the default greeting.)

Contact Us Form Closing UPDATED!

| B I U ⬚ ⬚ ⬚ ⬚ ⬚ ⬚ ⬚ ⬚ |

ℹ If you enter a greeting message above, we will use it on your Contact Us form instead of the default greeting. Please be concise! (Clear the above to use the default greeting.)

Contact Us Form Closing UPDATED!

ℹ If you enter a closing message above, we will use it on your Contact Us form instead of the default closing. Please be concise! (Clear the above to use the default closing.)

Save information entered in the Contact Us form as a new...

Do *Not* Save

Save in the following Custom Group (optional):

ℹ When someone enters a message in the Contact Us form, their contact information can be automatically saved ("auto-populated") to avoid retyping it. *(If the person does not check the opt-out checkbox on the form.)* Select the contact list above & enter the name of a custom group (optional) where their contact information should be stored.

Save   Close