**Group Representatives! Don't let the name fool you! FatCow is your resource for District 3 email, and you're encouraged to get to know it a little better. Here is some useful information and helpful tips on how to get the most of your very own email account as a Group Representative.**



**MOOOVING RIGHT ALONG...**It's easy to check your email at FatCow. Just go to fatcow.com, then click Log In in either of the two places indicated. (See circled spaces to the right.) You'll next be prompted for your group's email address and password.
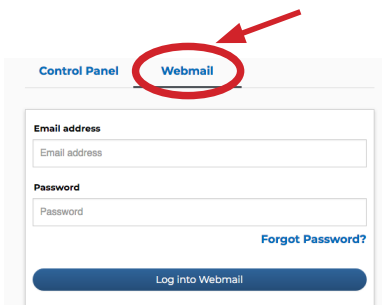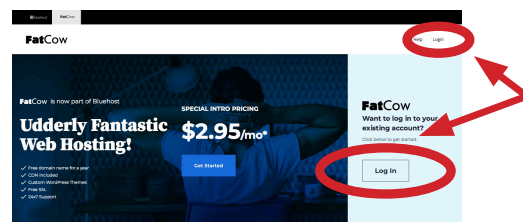


On the next screen, be sure WebMail is selected at the top so you can log in. Enter your Group's email address and the password, then select Log into WebMail. (You may see a "Click here to continue" prompt.) If you are unsure of your group's email account name, please email the Technology Chairperson at technology@jaxafg.org from your personal email account.

By the way, we all share the same password, so don't send anything (messages, attachments, contact information, etc.) through FatCow that you wouldn't want someone else to see. The password is (ASK A PANEL MEMBER OR ANOTHER GROUP REPRESENTATIVE FOR THE PASSWORD.)

**HELPFUL HINT:** You can request that your FatCow email be forwarded automatically to your personal email account. This is helpful if you have your smartphone set up to alert you when you have a new email message or if you find it easier to check your personal email account than to log onto FatCow to check frequently for incoming messages. You can also add the FatCow sign-in page to your homescreen on your smartphone or add it as a favorite/bookmark on your computer so it's easier and quicker to get to. If you'd like to arrange to have your FatCow email forwarded automatically, please email our District 3 Technology Chairperson at technology@jaxafg.org with your request by indicating which group you represent and which personal email address you would like email automatically forwarded to. You will receive a test message (with the request to reply to it) to confirm that a communication link has been established.

**PRIVACY MATTERS:** Keep in mind, however, that if you arrange for the email to be forwarded and then reply to an email message directly from your personal email account, you'll be divulging your personal email address to your recipient. That may be okay with you... but if you want to protect such personal information, *then you'll need to log onto your FatCow email account, open the message there, and then send your reply. And you may need to remember to do that with each reply in that particular correspondence thread.*

**MORE TIPS:** If you'd like to have your Alternate Group Representative included, please send their personal email address to the Technology Chairperson with your request to include your group's Alternate Group Representative; then please share this information with that person. If there's a change in leadership within your Group, please notify the District Representative at dr@jaxafg.org. To cancel the automatic forwarding of email, please notify the Technology Chairperson at technology@jaxafg.org.

**UDDERLY GOOD ADVICE:** It's important to check your email inbox regularly as most information from the District or Area is sent via email. Checking it often will help you stay informed so you can keep your group members in the loop too!

For security reasons, it is *not* recommended that you use this FatCow email account as your Group's email account. Consider creating a separate email account (in yahoo, gmail, hotmail, etc.) if you wish to have a way to correspond with your group members via email.

**ANOTHER TIP!** Please visit our District 3 website, jaxafg.org, occasionally as it has loads of valuable information for members and Group Representatives as well (see navigation bar). Encourage your group members to use it as a resource for information too!

**NEED HELP?** If you have any questions or problems, please contact the Technology Chairperson at technology@jaxafg.org.

**HOLY COW!** Well, we didn't see this coming. Around August 2021, a glitch was detected that caused emails, which were supposed to be forwarded to one's personal email account, to land in their spam/junk folder instead of their inbox. Few people check their spam/junk folder on a regular basis for important messages, so many incoming messages were being missed. Despite many attempts to have this problem resolved through FatCow, the issue remains. Therefore, it is strongly advised that if you have your District email forwarded to your personal email address, you REGULARLY CHECK YOUR SPAM/JUNK FOLDER FOR INCOMING DISTRICT MESSAGES. If you find any there, move them to your inbox. Also add the sender to your contact list as this may help route future messages to your inbox. Another solution is to NOT set up your mail to forward automatically to your personal email address and simply become accustomed to checking your FatCow account as regularly as you check your personal email account(s). You can add FatCow to your smartphone's Home Scrreen to expedite this process as well. In addition, your smartphone will store your FatCow email address and password, if you wish.