



Malvern Archers
Founded 1905

Malvern Archers club email policy document.

This policy is required to maintain history & traceability of incoming and outgoing email communications from/to club officers. This requirement is becoming more important and may even be a legal requirement in some cases.

1. The club email system (malvernarchers.co.uk) is hosted on the IONOS web server and is managed by Back Office IT Ltd. (01905 426364)
2. The email addresses are of the form officer@malvernarchers.co.uk and the accounts have separate passwords.
3. Committee members & other officers of the club should take care to use their 'official' email address when conducting 'official' business, especially when conversing with external entities. Please note that some of the addresses copy incoming mail to a personal address (Gmail, Hotmail or whatever). This is simply to alert the user that there is a new mail to read – although the temptation to reply to this email from your private address is strong, this must be resisted – access your 'official' email, and reply from there.
4. When setting up an email client to use this 'official' email the user should always select 'IMAP' as the incoming server type and ensure that 'Sent Items' from the account are stored in the appropriate IMAP folder.