

# Access records at Optimist Leaders

Club Officer  
2014-2015

[www.optimistleaders.org](http://www.optimistleaders.org)

**Effective Immediately**

1. Go to [www.optimistleaders.org](http://www.optimistleaders.org) and click on “Logon” in the sidebar.
2. On the next screen, select the year of your administration (2014-2015)
3. Select your office from the drop-down menu.
4. The User ID is your five-digit Club number.
5. Your password has been **assigned to each person individually**. (We encourage you to change your password to something memorable. You may retrieve your password using your personal email address through the instant password recovery function on the logon page.\*\* )
6. Click the “Logon” button.

\*\* Note: Your password retrieval email address must match the information on your club roster in the Optimist International database.

# Access Optimist e-mail

[www.optimistmail.org](http://www.optimistmail.org)

**Effective Immediately**

Optimistmail has been depreciated. We are currently only using it for CRA’s and President Pride Report Acknowledgements. Those will be phased out as well.

Forwarding will be set up to the personal email address on your club roster when your officer elect report is entered. If you change your email address, you will have to manually change your forwarding. You will need to login to your [optimistmail.org](http://optimistmail.org) account to change or cancel your forwarding.

Accessing and using your e-mail box is easy. **Just follow the steps below.**

1. Go to [www.optimistmail.org](http://www.optimistmail.org).
2. Your User ID is your first name (or nick name) followed by a dot (.) and your last name.  
firstname.lastname
3. The password for 2014-2015 has been assigned to each person individually. You may retrieve it using your personal email address through the instant password recovery function on the logon page.\*\*
4. From the next screen you can view and send messages.
5. Go to Account Options in the upper right corner to change your password, modify the forwarding feature and more. You may change your password at any time. Passwords are no longer reset on October 1.

\* Your full e-mail address is your User ID followed by [@optimistmail.org](mailto:@optimistmail.org) (Example:

[ken.garner@optimistmail.org](mailto:ken.garner@optimistmail.org))

For technical people: You can use a POP3 or IMAP4 client. Configuration information can be found at [www.optimist.org/emailconfig](http://www.optimist.org/emailconfig).

## **Password synchronization.**

Changing your [optimistleaders.org](http://www.optimistleaders.org) password will change your [optimistmail.org](http://www.optimistmail.org) password. However, changing your [optimistmail.org](http://www.optimistmail.org) password will NOT change your [optimistleaders.org](http://www.optimistleaders.org) password.

If you have questions, please contact us at [PasswordRecovery@optimist.org](mailto>PasswordRecovery@optimist.org) or (800) 500-8130.