

Access Optimist e-mail

www.optimistmail.org

Effective Immediately

Important and informative e-mails are sent to all Optimist e-mail boxes frequently.

Forwarding will be automatically set up to your personal email address.

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

1. Go to www.optimistmail.org.
2. Your User ID is CLUB followed by your five-digit Club number and .2013 (Example: CLUB12345.2013).*
3. The password for 2012-2013 has been **assigned to each club 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.

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

CLUB12345.2013@optimistmail.org)

For the more technical people: You can use a POP3 or IMAP4 client. Configuration information can be found at www.optimist.org/emailconfig.

Access records at Optimist Leaders

www.optimistleaders.org

Effective October 1, 2012

1. Go to www.optimistleaders.org and click on “Logon” in the sidebar.
2. On the next screen, select your office from the drop-down menu.
3. The User ID is your five-digit Club number.
4. Your password has been **assigned to each club individually**. You may retrieve it using your personal email address through the instant password recovery function on the logon page.**
5. Click the “Logon” button.

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

All of your Club’s officers (President, Secretary and Treasurer) will be able to access this information using the same password.

Your passwords are initially synchronized.

Your assigned optimist leaders and optimist mail passwords will be the same.

However, if you elect to change your [optimistleaders.org](http://www.optimistleaders.org) password it will NOT change your [optimistmail.org](http://www.optimistmail.org) password – and vice-versa.

If you have questions, please contact the webmaster at webmaster@optimist.org or (800) 500-8130.