

Optimist Leaders and *Optimist Mail* Instructions for 2014-2015 Officers

- 1.) Officers from the Club to International level will be required to submit a valid e-mail address to Optimist International. Club officers will need to include their e-mail on the Club Officer Election Report (COER.)
- 2.) A password will be randomly generated by Optimist International and emailed out to officers before the beginning of the 2014-2015 Optimist year. The password will be the same to access both Optimistleaders.org and Optimistmail.org accounts.
- 3.) Messages sent to Optimistmail.org will be automatically forwarded to the personal e-mail address submitted for the Club, District or International Officer.
- 4.) Officers can access their Optimistmail.org email boxes:
 - to change Optimistmail.org password.
 - to change the e-mail address to which the messages are forwarded. Officers may add e-mail addresses once they have the approval of the intended recipients.

Please remember - Officers may use the password recovery function on **Optimistleaders.org** and **Optimistmail.org**. Enter the e-mail from your Club roster and the password will be sent to that address.

