

Access Optimist e-mail

Club Officer
2013-2014

www.optimistmail.org

Effective Immediately

Important and informative e-mails are sent to all Optimist e-mail boxes frequently. Forwarding will be set up to the personal email address on your club roster when your officer elect report is entered.

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 your first name (or nick name) followed by a dot (.) and your last name. `firstname.lastname`
3. The password for 2013-2014 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.
6. If you hold more than one OI office, all email for all offices will be directed to this account.

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

(Example: ron.huxley@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 Immediately

1. Go to www.optimistleaders.org and click on "Login" in the sidebar.
2. On the next screen, select the year of your administration (2013-2014)
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**. You may retrieve it using your personal email address through the instant password recovery function on the login page.**
6. Click the "Login" button.

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

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.