

PLEASE FILE THIS FOR FUTURE USE! IMPORTANT INFORMATION!

## **Subdivision Email Addresses**

Effective immediately each lot has an official Colony Farms Subdivision email address. This email address will be used in the future to keep you up to date on subdivision issues; however, standard forms of communication (i.e. mailings) will still take place for Annual and Special meeting notices. Informal meetings such as the landscape, barn, or Board meetings will be notified using the subdivision emails. Also, please use the new subdivision emails listed below to communicate concerns or issues with the Board. The Board hopes you all will enjoy this new form of subdivision communication!

### **1) What is my email address?**

Your email address is identical to the mailing address found on the envelope this letter was sent in except instead of spaces you must use an underscore \_ . For example:

48962\_Thoreau\_Drive@colonyfarmssub.com

Street addresses are used for the email addresses so that when you move the next owner can simply step-into the email address.

### **2) Who do I contact with questions?**

Jarrad Lawlor will act as website/email administrator and you should email the following address with specific inquiries:

48962\_Thoreau\_Drive@colonyfarmssub.com

### **3) How do I check my email on the web?**

Open up your web browser and type the following in the address bar:

email.colonyfarmssub.com

This will take you to a login screen which you should bookmark or set as a favorite. Your account name will be the same as number 1) above. Your password will be: colonyfarms. Make sure you login and check your email so you can view the Board's preliminary budget for 2007-2009.

### **4) Am I allowed to change the password?**

Yes, you may change the password. The network administrator has the ability to reset the password, but cannot view the current password.

### **5) Can I forward emails sent to my Colony Farms email address to my current gmail, yahoo, or work email?**

Yes, you may forward on to as many email addresses as you wish. Email Jarrad Lawlor using your Colony Farms email with the email addresses you want to be forwarded to.

### **6) If I forward emails on to my gmail, yahoo or work email are the original copies still on the Colony Farms server?**

Yes. Even if you forward emails on to another account the original email will still be stored on the Colony Farms server. Because of this you will still have to monitor your server usage to ensure you do not exceed your limit.

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**7) How much space do I have on the Colony Farms server?**

Each email address has 10 MB of space which includes: Inbox, Sent Items, Drafts, etc.

**8) Am I allowed to use my Colony Farms email address for personal use?**

No. Please only use your Colony Farms email address for subdivision matters with fellow residents. As with any email address, we all will receive spam mail at some point. Using the Colony Farms email address for personal use will subject yourself, and the future owner of the address to additional spam mail.

**9) Can I add a display name to the email address to its easier to use?**

Yes. You can create an identity after you log in to the email site. Once you login, navigate to: Settings → Personal Settings along the top of the screen. Once you click on Personal Settings, click on the tab labeled: Identities. Your email address will be listed but with the Name field blank. To the far right is an icon with a pencil. When you click on the pencil a window will pop open where you can enter your name (i.e., Jarrad Lawlor & Ashley Miller). Click OK.

**10) Is the subdivision website up and running?**

No, the website itself is still in design stages, however we have the domain name of: [www.colonyfarmssub.com](http://www.colonyfarmssub.com) reserved for our use. As mentioned before, the email addresses associated with the website are ready for use. We will email everyone when the site is finished.

**Board Members Email**

Leigh Fraker, President	40833_brewster_court@colonyfarmssub.com
Jarrad Lawlor, Vice-President	48962_thoreau_drive@colonyfarmssub.com
Dave Wright, Treasurer	9495_bradford_court@colonyfarmssub.com
Ellen Nielsen, Secretary	9390_colony_farm_court@colonyfarmssub.com