

WITWA Volunteer Emails

Women in Technology WA volunteers are provided with an official firstname.surname@witwa.org.au email to use for WITWA communications.

You will receive an email from the WITWA Community Manager to notify you that your account has been created, and another email direct from Google with the links you require to set up your new email at your end.

- If you use an email client, set your WITWA email up as a gmail account.
- Please ensure that you enable two factor authentication (2FA) during setup as it is enforced on the WITWA domain. Google accepts most forms of 2FA, so you can select whichever method you are most comfortable with. (*note: if you do NOT set up 2FA, your account will automatically be locked out of G-Drive within 48 hours*)

If you run into any problems - or your password has expired before you get to setting it up (the links are only valid for 48 hrs), please call Teagen McEwan (WITWA Community Manager) on 0402 526 089 or email teagen@witwa.org.au for assistance.

Notes:

- Your email will be added to the internal distribution list for whichever committee/sub-committee you belong to.
- Emails sent to internal distribution lists can be easily identified as the subject will be prefixed with the list name - eg [COMMS], [EVENTS], [EVERYONE AT WITWA] etc.
- You will need to log into Google with your WITWA email to access WITWA's G-Drive files.
- If you would like a new distribution email group set up, please contact Teagen McEwan.

WITWA Volunteer Emails

Setting up an email signature:

Most WITWA volunteers use an email signature similar to this one:

Teagen McEwan

Communications Sub-Committee (Social Media Specialist)

Women in Technology WA (WITWA)

teagen@witwa.org.au

Mobile: 0402 526 089



If you can see her, you can be her.

[Web](#) | [LinkedIn](#) | [Twitter](#) | [Facebook](#) | [Instagram](#)

If your system requires you to set this up using HTML - the code below may save you some time. Just replace the highlighted parts with your own details.

```
<font size="3"style="color:purple;"><strong>Your Name </font></strong>
<br><font size="2"style="color:purple;">Your role
<br> Women in Technology WA (WITWA)
<br>
<br><a href="mailto:firstname@witwa.org.au">firstname@witwa.org.au</a>
&nbsp;&nbsp;&nbsp;<a href="mailto:alternatename@witwa.org.au"> alternatename@witwa.org.au</a>
<br><font size="2"style="color:purple;">Mobile:&nbsp;&nbsp;&nbsp; 04xx xxx xxx </font>
<br>
<br>
<br><small><a href="http://www.witwa.org.au/"> Web </a>
&nbsp;&nbsp;&nbsp;<a href="https://www.linkedin.com/company/witwa/"> LinkedIn </a>
&nbsp;&nbsp;&nbsp;<a href="https://twitter.com/witwa"> Twitter </a>
&nbsp;&nbsp;&nbsp;<a href="https://www.facebook.com/WITWA/"> Facebook </a>
&nbsp;&nbsp;&nbsp;<a href="https://www.instagram.com/womenintechwa/"> Instagram </a></small>
<br>
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*You will find the WITWA logo on our G-Drive here:

https://drive.google.com/drive/folders/1zmUpDLd16XJsfyzg8SJR_FCe5OIZMu2T

If you are going to use the above HTML, download a copy of this logo and save to your device. Take note of the directory path of the saved file and use it to replace the highlighted section of code above.