

Sorority EMAILS

STAY INFORMED • STAY SECURE • STAY LKO



KEEP IT SECURE!

Behind the scenes the sorority has levels of security that must be upheld for each email account. When you make any changes to the account you are in **violation**. This is why we audit all accounts annually and fine members when we are unable to log into your sorority issued email.

Do Your Self a Favor...

- ✓ Don't change anything.
- ✓ Use **Two Steps**.
- ✓ Do not attach it to any **Apple app** accounts. Instead log in from the **Browser**.



CHAPTER EMAILS

Members for chapter emails should **not add** their name to the chapter emails. Instead add your name to the bottom of the message.

(Topic: Auto Signature)

The auto signature is not for the Chapter president, nor is the email account it is for the **entire** chapter and should therefore **not** have an individual name within the Auto signature. This is a fineable offense and is up for random audit at anytime.



IT COMMITTEE? Why Join?

We are a Laidback care free committee, if you enjoy working on project, auditing, have good attention to detail and enjoy social media, we are hear and we need member to make sure the information on the social media is accurate.

Our goal is to ensure when women enter Lambda Land and view your Profile they see they best we have to Give.



Contact **itlko2577@gmail.com** if you are interested in our committee



Did You Know?



- 1 What is the consequence if you make changes to your sorority issued email account?

- 2 Why should you not add your name to chapter emails (and what should you do instead)?

- 3 What is the purpose of the auto signature and who should it include?

LKO♥