



## Learn about SPEmail Accounts for Student Chapters

SPEmail accounts are strictly for communications between the chapter and SPE to conduct business of the society.

### **SPEmail Benefits**

- Creates a single means of communication between SPE and your chapter, eliminating the breakdown in communication between previous chapter officers and incoming chapter officers.
- Increases your ability to contact other student chapters and officers regarding regional activities and paper contests.

### **Usage Requirements**

- Use this account to conduct business with other chapters and/or share information on events, best practices, and important notices. Individuals may not use the chapter SPEmail account for any other purpose than to conduct business.
- Maintain control of the SPEmail account for the intended purposes. If you fail to do so, we reserve the right to cancel the account and withdraw service.

### **Maintaining the SPEmail Account**

- Keep your mailbox clean. Because there is a size limit on the mailboxes, they can fill up very quickly if there are attachments to emails you receive. If the mailbox reaches its limit, there will be no new mail delivered. Be certain to pass login information to the new chapter president or other designated officer.
- Make sure to check your chapter's SPEmail account frequently as it will be SPE's primary contact for your chapter.
- Prevent your SPEmail box from exceeding its storage limit by deleting items out of the sent mail folder and deleted mail folder on a regular basis. Also, delete items with large attachments or save emails onto a disk.