



## MEMO

**TO:** AIA San Diego Committees and Commissioners  
**FROM:** AIA San Diego staff  
**SUBJ:** Managing your committee/commission/event/program  
E-mail  
**DATE:** February 2, 2008

### To log in to your committee/commission/event/program email:

1. Go to [www.landl.com](http://www.landl.com)
2. At the top, in the blue section, to the right, click on "WEBMAIL LOGIN"
3. You will get to a page that says, "WebMail Login." This page has two sections in which you will provide your email address and your password.
  - a. Enter your committee/event email address (as provided by the AIA San Diego staff).
  - b. Enter your password (as provided by the AIA San Diego staff).
  - c. Click "Login."

### Using your committee/commission/event/program email:

1. Once you arrive at your WebMail box, you will find folders for email that you've received and sent as well as tools like "Contacts" and "Settings" (to do things like create an auto reply or an e-signature) and "New Email" (to compose and send emails.) Please look at each of these different tools and become familiar with them so you can maximize the use of your email account.
2. AIA San Diego staff strongly suggests that you set a reminder (possibly using Outlook or some other such calendar/time management tool) so that you check this email account on a somewhat frequent basis. Monday, Wednesday, and Friday afternoons are appropriate times to check, so that individuals who email about your event, program, committee, etc. will receive a timely response. At the minimum, please check your emails once per workweek. You may want to consider adding an autoreply to your email so that individuals know that this email account is checked by a volunteer every several days.
3. If you have any questions regarding your AIA San Diego email account, please contact the office administrator, Dan Hazlett, at [info@aiasandiego.org](mailto:info@aiasandiego.org) or 619-232-0109 for assistance.