

## Memo #14

Date: December 2, 2016

To: Executive/Members

Re: **OECTA Simcoe Muskoka Email Account**

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### **OECTA Simcoe Muskoka Email Account**

As stated in Memo #1:

*I strongly encourage all members to register for a personal email on our local OECTA website – [www.oectasimcoemuskoka.on.ca](http://www.oectasimcoemuskoka.on.ca) - to ensure you receive the most up to date information. The OECTA email will soon be the only way that important information is communicated to the membership. As well, please ensure that you have registered on the OECTA Provincial webpage to access the Members Only section of the website. It is in the Members Only section that the most recent and up-to-date information about collective bargaining and other business of the Association will be posted.*

Our purpose when our website was updated, was to move away from the Board email for union communication to our own web-based email server – where every teacher will have their own email account. Last December when we initiated this process and we encouraged every teacher to go to our website and create an account to access the Members' Only section of the website. With that step, each teacher would also have an email account created. Unfortunately, we couldn't wait any longer for each teacher to create an account (we had less than 200 teachers create an account.) Therefore, we have moved on and created an email account for each teacher that hadn't created an email account. Unfortunately, our website developer's IT department recently began this process before we could notify everyone.

Thus, some of you received an email notification to your personal email stating:

Subject: Your Account Has Been Activated

Dear Your name, Congratulations! Your new account has been activated. Please login using:  
<http://oectasimcoemuskoka.on.ca/?p=247> Your username : [FIRST\\_NAME.LAST\\_NAME@oectasm.ca](mailto:FIRST_NAME.LAST_NAME@oectasm.ca)  
Your password: 111111

### **No, this email is not spam!**

Beginning in January 2017, communication will move to our local website ([oectasimcoemuskoka.on.ca](http://oectasimcoemuskoka.on.ca)) and OECTA Simcoe Muskoka email. Notifications will still be sent out to your school/location rep, letting them know that a new piece of information has been posted on the website, or sent to your OECTA email account.

If you don't wish to have another email, the OECTA email server has the ability/function that lets you forward information sent to your OECTA account to your personal email account (your personal account can't be your [smcdsb.on.ca](http://smcdsb.on.ca) account). Soon, we will send out a memo with detailed instructions on how to forward your OECTA email on to your personal email account.

You will need to remember your username and password to log in to the website to access information/forms etc.

As always, there are going to be a few speedbumps along the way that we will iron out! Please be patient with our website developers...and us!

**If you have any concerns, please contact the Unit office at 705-733-9625 or 1 800 558 4815  
Thank you for sharing this information with OECTA members.**