



RESOURCES FOR STP LEADERS

Updated January 19, 2020

We have set up the following resources to assist STP leaders in communicating with each other, to maintain records for STP’s archives, and to facilitate the transfer of leadership roles when new leaders begin their terms. These accounts will also reduce confusion in case a leader moves to a different institution and may reduce the chance that someone sends correspondence to a former leader's email account.

Please note: If any of the instructions or links below do not work, please email the STP Executive Director who can provide assistance and updates as necessary.

STP Leadership Page	1	Auto forwarding email messages	2
DIV2LEADERSHIP Listserv	1	Changing your STP email password	3
STP Email Accounts	1	Sharing STP email accounts	3
Logging Into STP Email via a Web Browser	2	Dropbox folder	4
STP Email on iPhone or Android.....	2	STP Web page(s)	4
Using an Email Client on your PC.....	2	Google Forms	4
Email storage limit.....	2	Zoom Account (Teleconferences)	4

STP Leadership Page

STP maintains a list of current STP Leadership with titles for each position; names, terms, institutions, and email addresses for each leader; and links to STP websites associated with each leader. Visit <http://teachpsych.org/STPLeaders> and confirm the accuracy of the information for your position. If the information needs corrections or updates, contact the STP Executive Director.

DIV2LEADERSHIP Listserv

STP uses the DIV2LEADERSHIP Listserv to communicate with all STP Leaders. All STP email accounts and elected officers have subscriptions to this Listserv. If you would

like to check whether your STP email is included in the subscription list, contact the Executive Director.

To view archives of the STP Leadership Listserv and to post a message to the Listserv online, visit [here](#); you will need to login and establish a password using your STP email account.

You can post a message from your STP email account to the following address: DIV2LEADERSHIP@lists.apa.org.

STP Email Accounts

Each STP leader (other than elected STP officers) has a **user@teachpsych.org** account. Please use this account for



official STP business (e.g., receiving applications for grants or awards; communicating with STP members or other STP leaders, etc.). This email account is also used to communicate with you through the DIV2LEADERSHIP Listserv, is linked to your STP Dropbox account, and will provide you editing access to Web pages associated with your leadership position on the STP website.

Please contact the STP [Executive Director](#) or [Internet Editor](#) if you need assistance in gaining access to this account or setting up forwarding of messages.

Login to STP email via Web browser

STP uses Network Solutions as its email client. To view and create emails in a Web browser, visit <http://mail.teachpsych.org/> and enter the following:

Mailbox: user@teachpsych.org (Enter the email account assigned to your leadership role.)

network solutions®
Webmail Login

Mailbox

Password

Login

Need to reset your password?

Set up your iPhone
Set up your Android

Password: If you do not know or cannot recall your password, you may ask STP's [Executive Director](#) or [Internet Editor](#) to provide you a new password.

STP Email on iPhone or Android

To add your STP email account to your smartphone, follow the instructions available at <http://mail.teachpsych.org/>.

Using an email client on your PC

Network Solutions provides instructions on how to set up access to STP email on your personal computer using Microsoft Outlook, Windows Live Mail, Thunderbird, Opera, Mac Mail, and other email clients. For instructions, visit [here](#).

Email storage limit

Each STP email account has a 1 GB storage limit. If you are nearing that limit, you may need to delete older emails that are no longer relevant to your current work.

If there are attachments or emails that you think will be helpful for STP's archives or for the individual who succeeds you in office, please save those documents in your STP Dropbox folder before deleting the email.

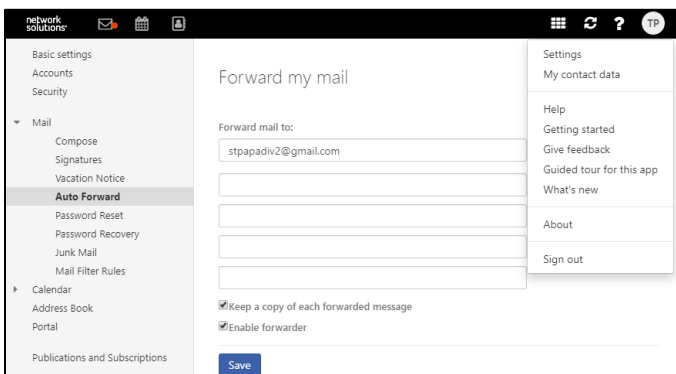
Auto forwarding email messages

If your leadership position is unlikely to require you to receive or send many emails, you may set your account to forward emails to whatever email account(s) you prefer. Auto forwarding will enable you to receive messages from the DIV2LEADERSHIP account so that you can keep informed about STP business.



To set up auto forwarding:

- Login to your email in a web browser (see instructions above)
- Click on the circle at the upper right (next to the question mark) and select Settings. (The image below shows TP in the circle; your email account may have other letters.)
- Click on the Mail link in the left column and then click Auto Forward and enter the email address(es) for forwarding in the box(es). Select both to “Keep a copy of each forwarded message” (to maintain your correspondence in the Network Solutions email client) and “Enable forwarder”.
- To maintain records of responses to messages, please reply from your STP email account (not the email account where you’re forwarding messages).



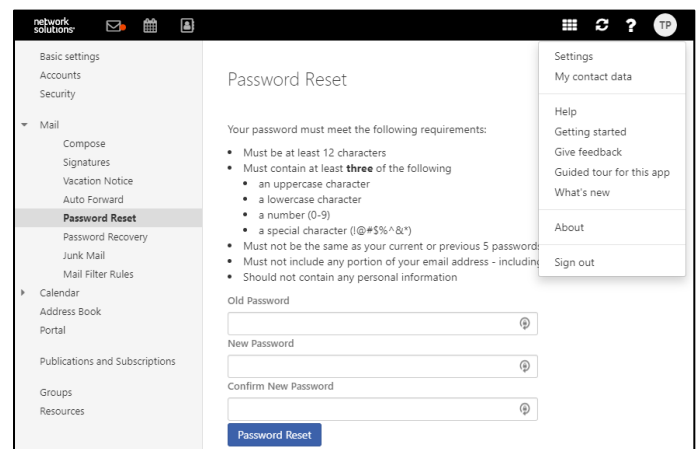
Changing your STP email password

You will be assigned a password for your STP email account. You may change your password if you prefer something easier to remember or for security purposes. The [Executive Director](#) or [Internet Editor](#) can help retrieve your email account in case

you cannot recall or do not now know your password.

To change your password:

- Login to your email in a web browser (see instructions above)
- Click on the circle at the upper right (next to the question mark) and select Settings. (The image below shows TP in the circle; your email account may have other letters.)
- Click on the Mail link in the left column and then click Password Reset and follow the instructions.



Sharing STP email accounts

There may be occasions when an STP Leader would like to share an STP email account with another leader (e.g., co-chairs of a committee, co-editors of an STP publication). This may be accomplished in one of two ways:

- Both leaders may share the password for the STP email account and coordinate reading and responding to emails.
- The current leader may set up auto forwarding of messages to the other individual's (e.g., a successor's) preferred email account so that the individual may



view correspondence. The STP leader may need to include the other individual's email in replies. Prior to the transition, the current STP leader should share the email password with the successor.

Dropbox folder

Each STP leader has a Dropbox folder associated with the STP email account. This Dropbox folder is shared with STP's Executive Director, STP's Archivist/Historian, and (if appropriate) the STP Vice President or other leader who oversees the position.

Please use this Dropbox folder to maintain all documents for your work as an STP leader. This will enable us to transfer your work to your successor, and STP's Archivist/Historian has access to these folders to collect relevant documents for STP's archives. You may create subfolders to organize your work.

If you would you like to add the STP Dropbox folder to your personal or professional Dropbox account, or if you have any questions about using or accessing the Dropbox account, contact the [Executive Director](#).

STP Web page(s)

Most STP Leaders have one or more pages on STP's Web site relevant to their positions. STP Leaders have two options for editing and updating the information on these Web pages.

- [Login to the STP Web site](#) using your STP email address. (If you do not know your password, click the "Forgot password" link to reset the password

for your STP email address.) Visit the Web page that you would like to edit and click on the "Admin view" option at the top of the page. You should now see options to edit the Web page.

- If you are uncertain how to edit a Web page, send updates to STP's [Internet Editor](#) or [Executive Director](#), who can edit the Web page for you.

If there is a Web page that needs updating but you don't have access to edit the page, contact the [Internet Editor](#) or [Executive Director](#) for assistance.

Google Forms

If your leadership position requires STP members to complete a form (e.g., an application for a grant or award that requires login to the STP Website), please contact the [Executive Director](#) who can set up the form for you in Google Forms and who can then provide you access through your STP email account to edit the form. This will facilitate the process of sharing forms with your successor prior to the end of your term. If you update a form, please maintain both the past version and the updated version in your Dropbox folder for archival purposes.

Zoom Account

STP maintains a Zoom account for teleconferences and includes an option to record a video of the teleconference. If you would like to set up a teleconference with your committee or conduct other business for STP, please contact the [Executive Director](#) for instructions on how to use the account.