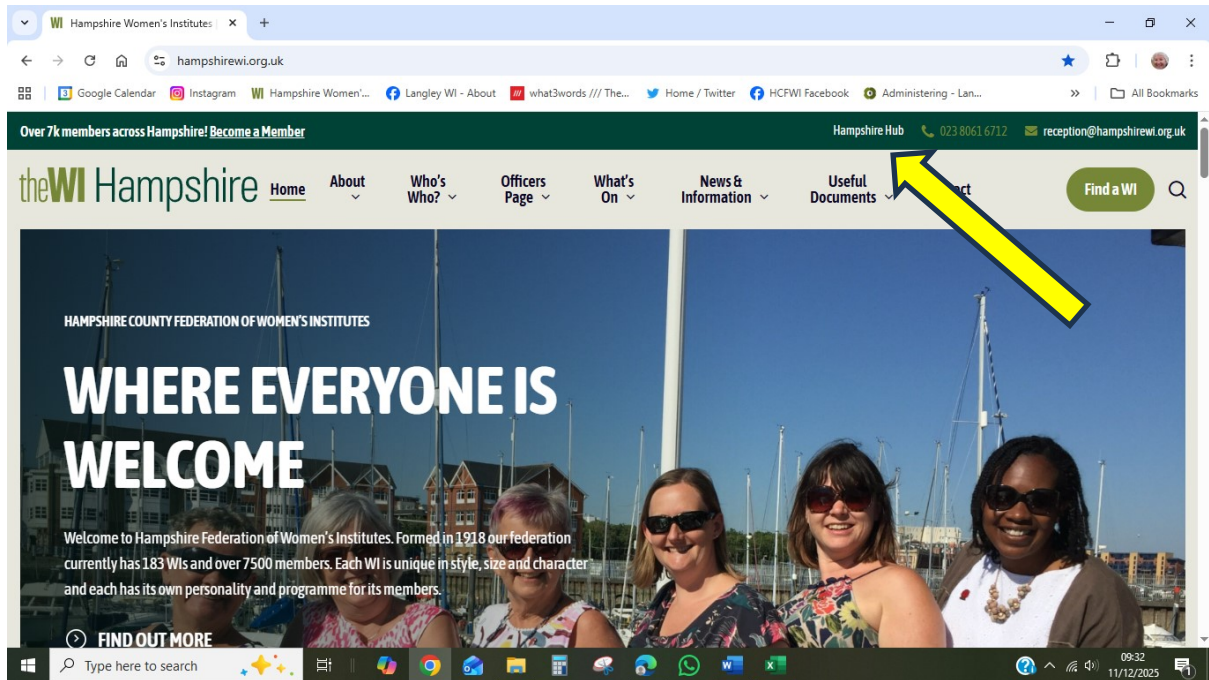
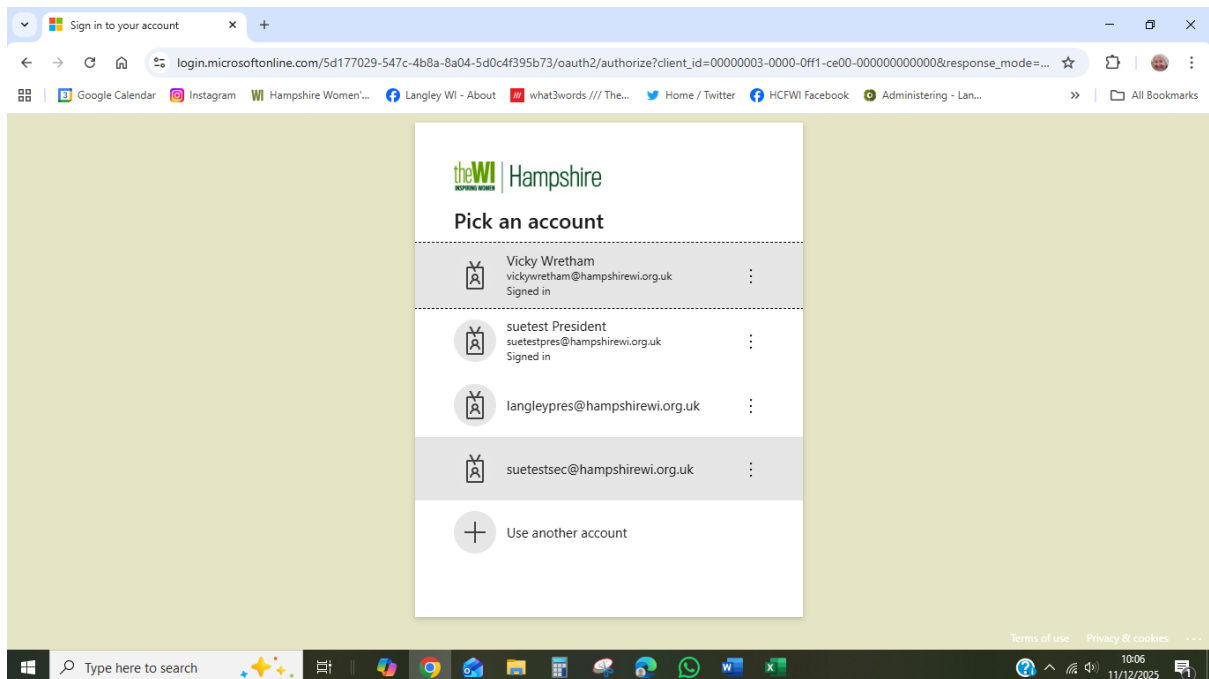


SECRETARIES

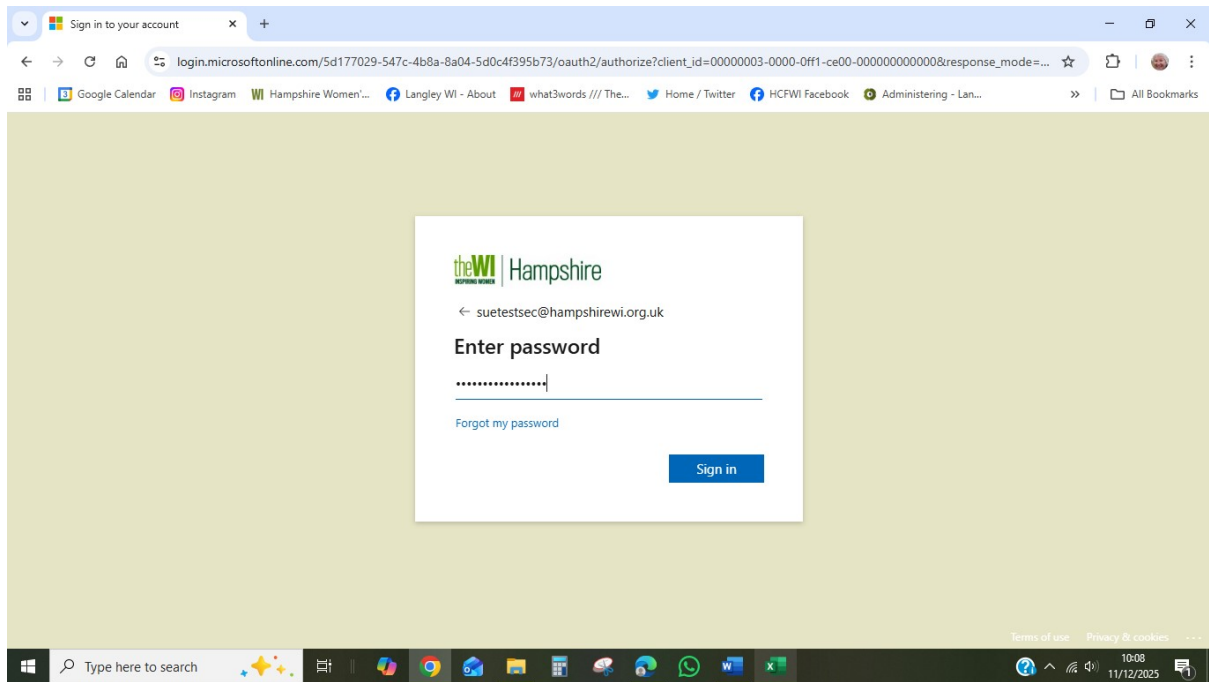
Go to the website: hampshirewi.org.uk and click on Hampshire Hub



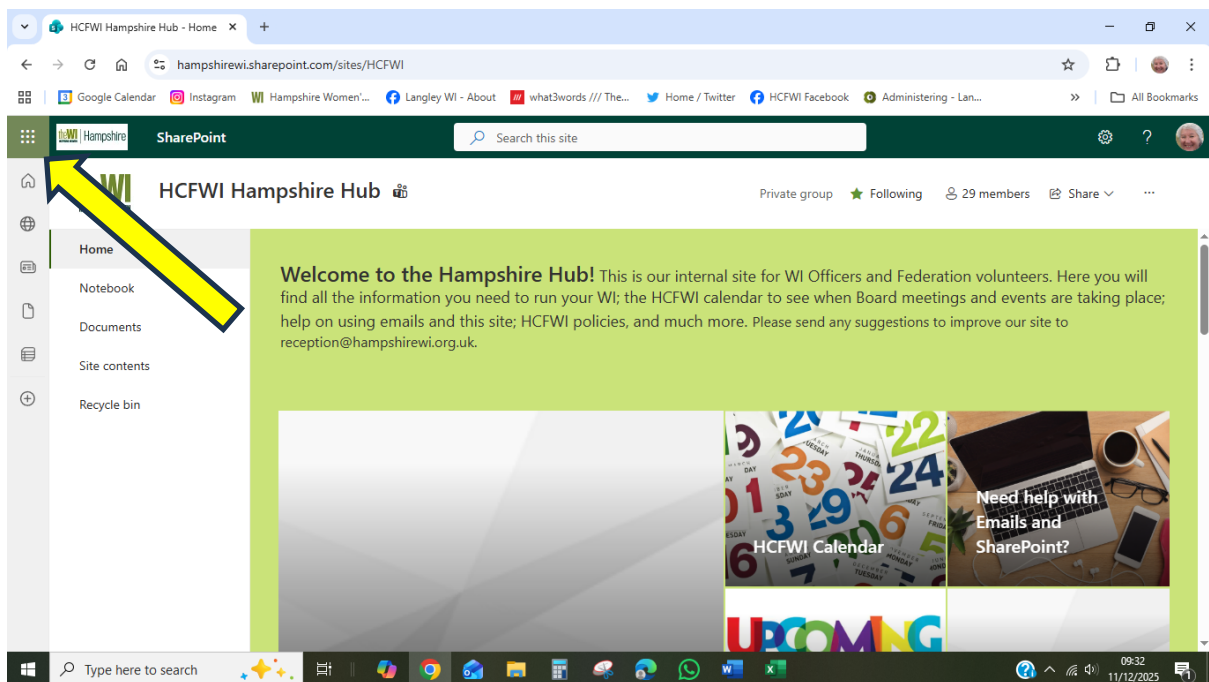
Pick an account; you may only have one



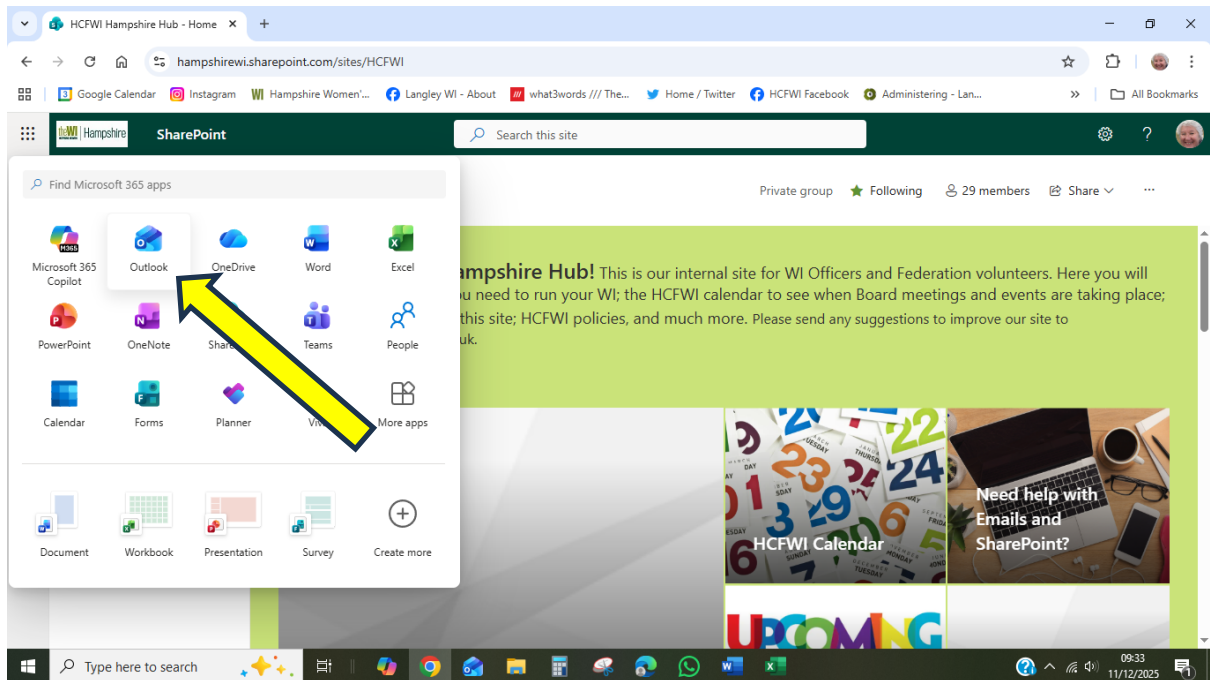
Enter your password and sign in



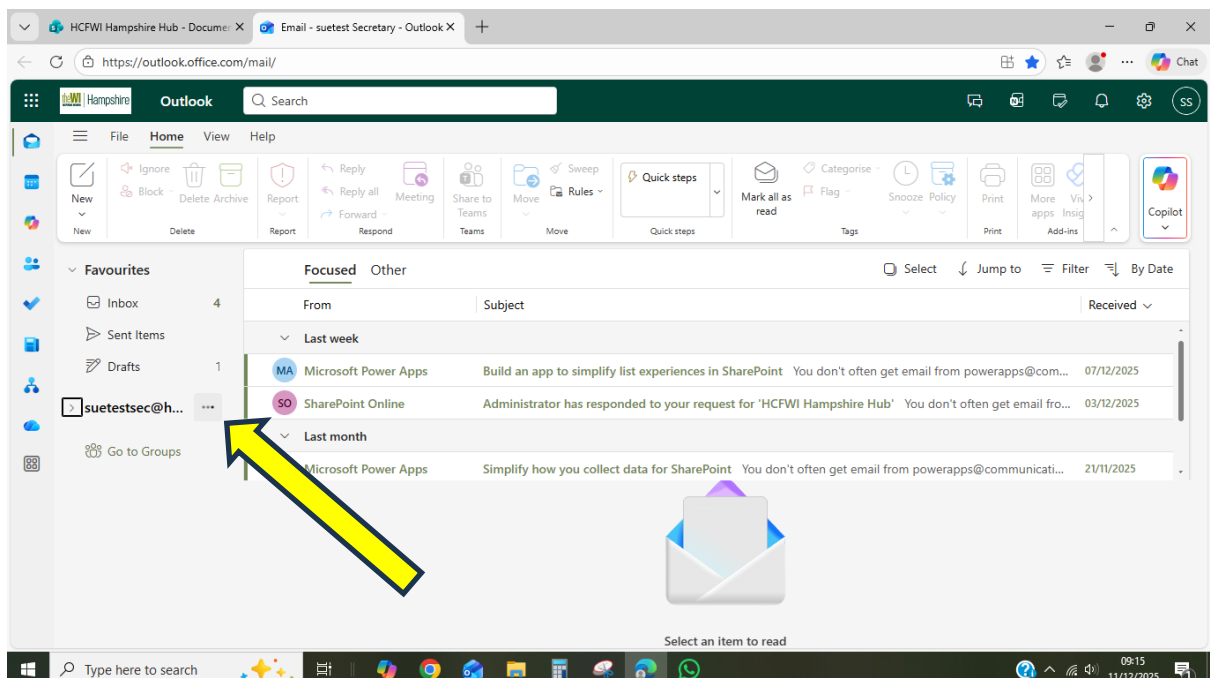
Click on the 9 dots



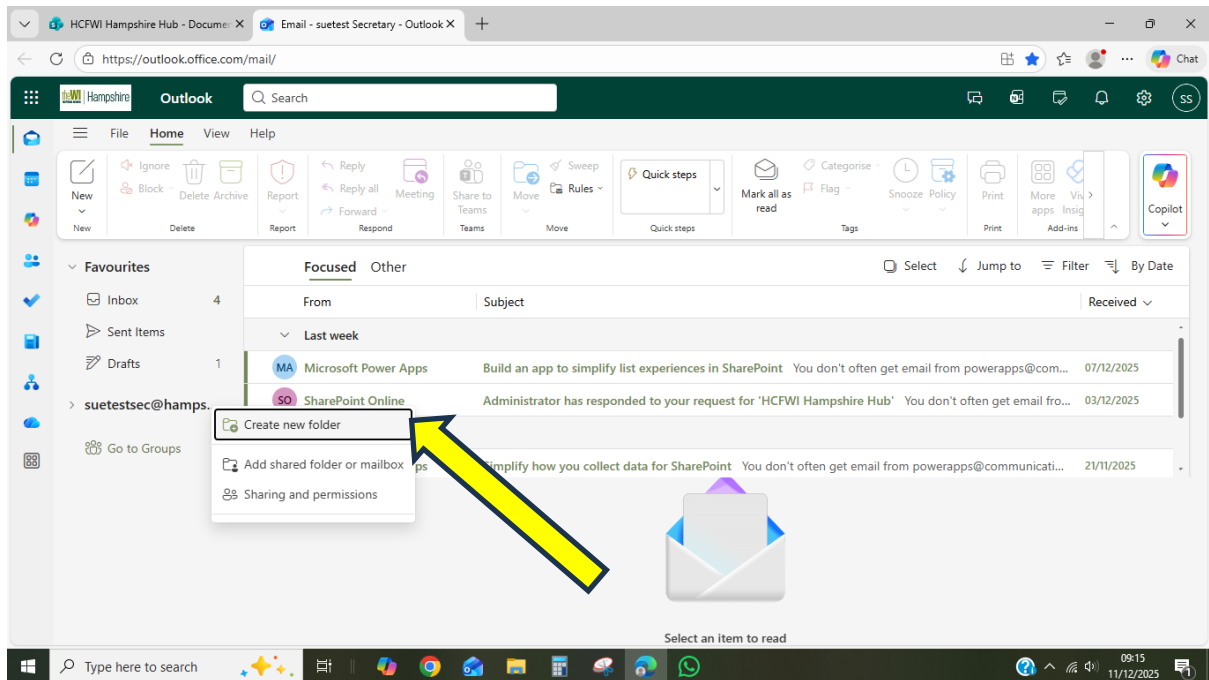
Open Outlook



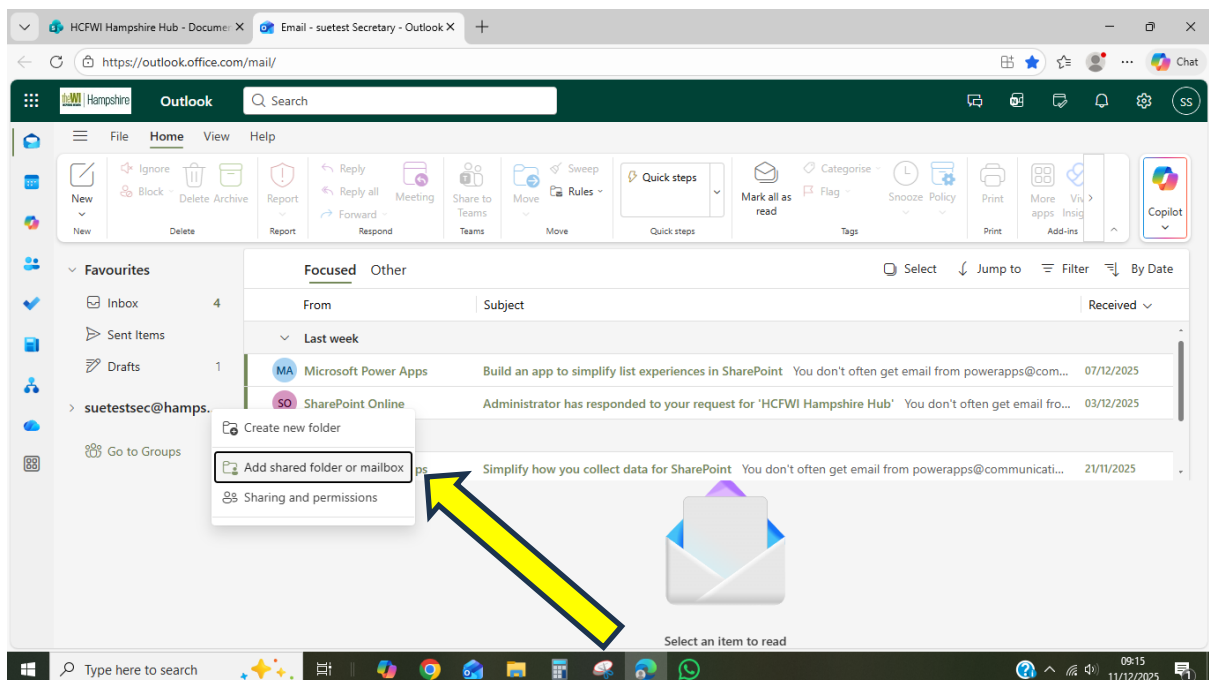
Right click on the 3 dots next to your Inbox



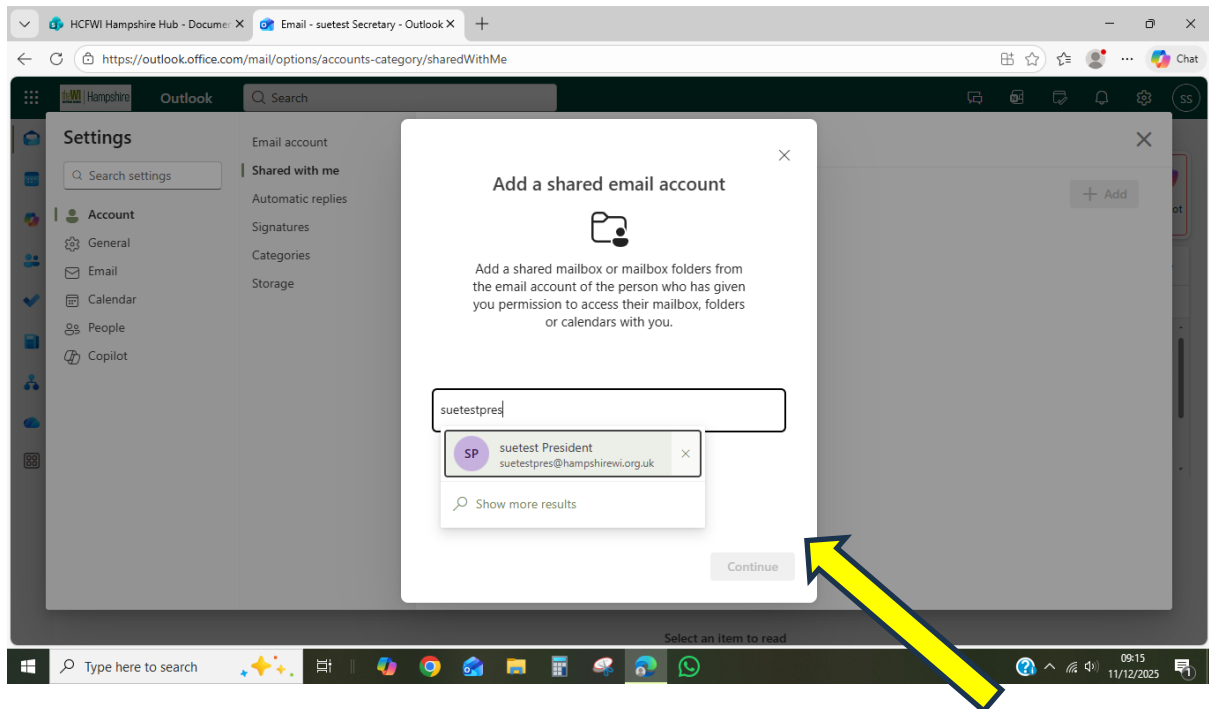
This menu will appear



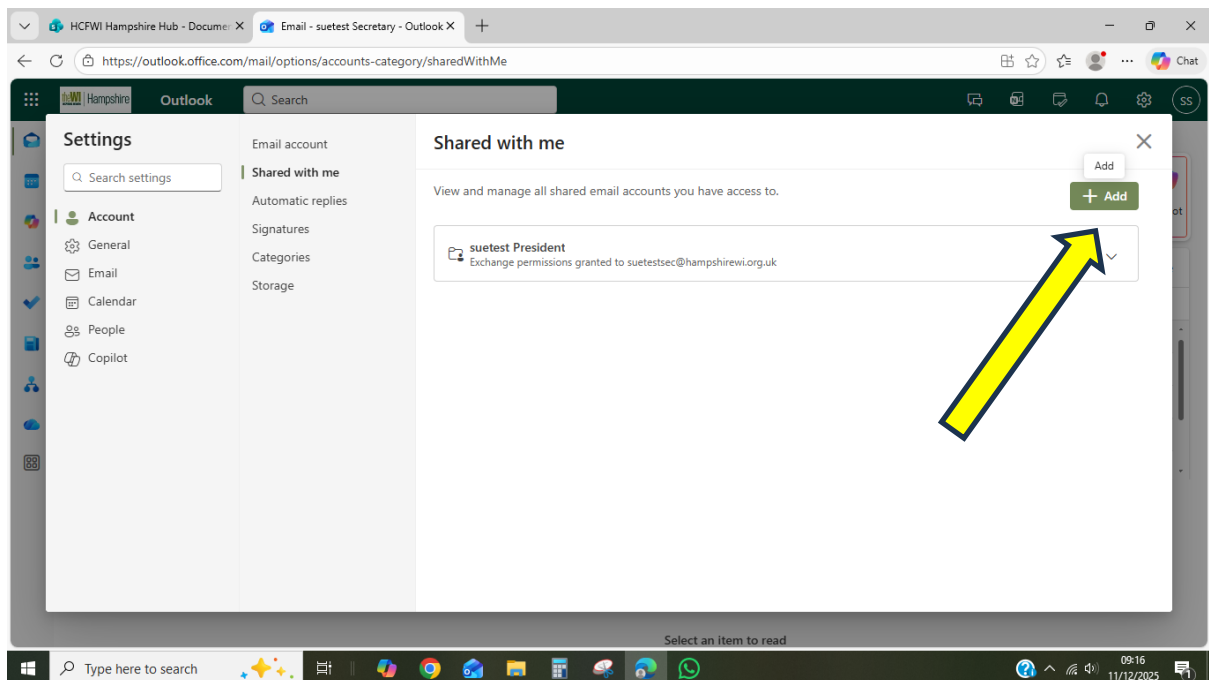
Select "Add share folder or mailbox"



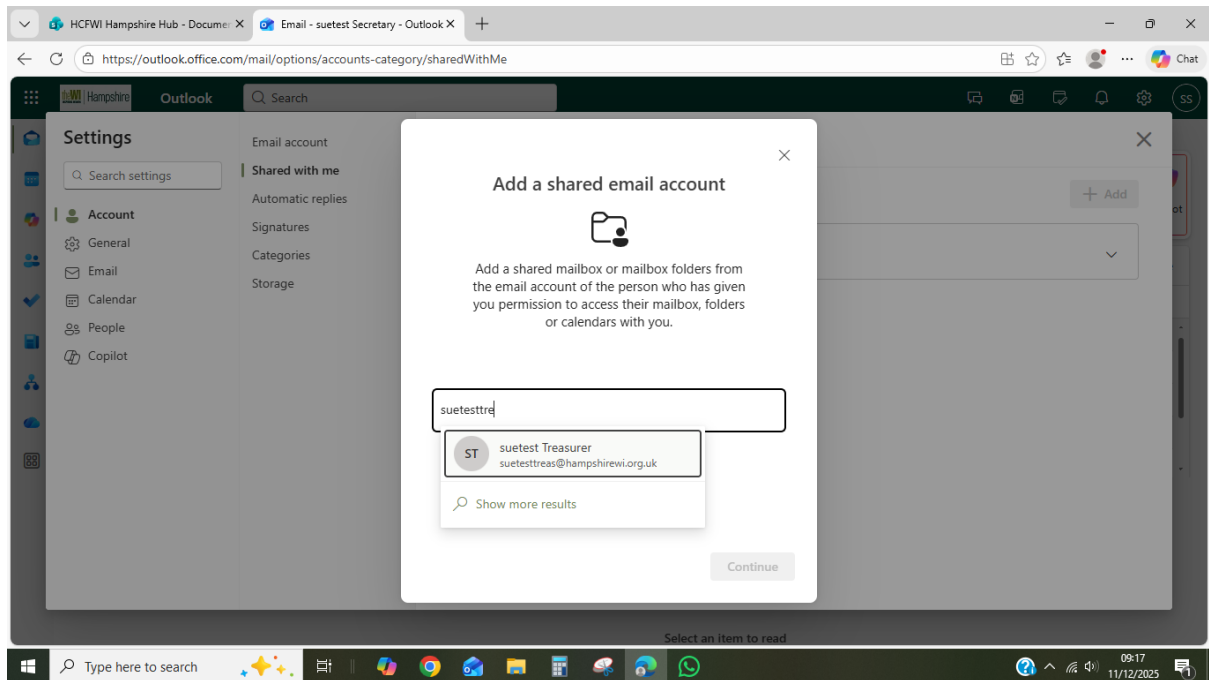
Type in your President's email and click CONTINUE



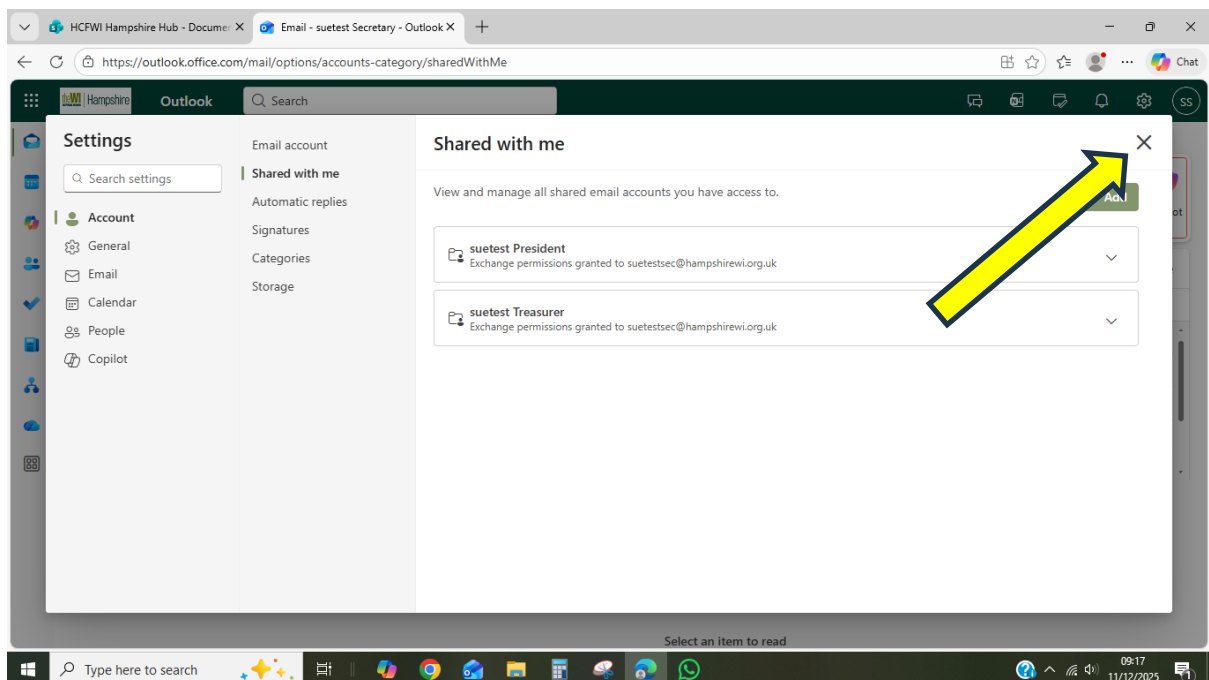
Now click the ADD button ...



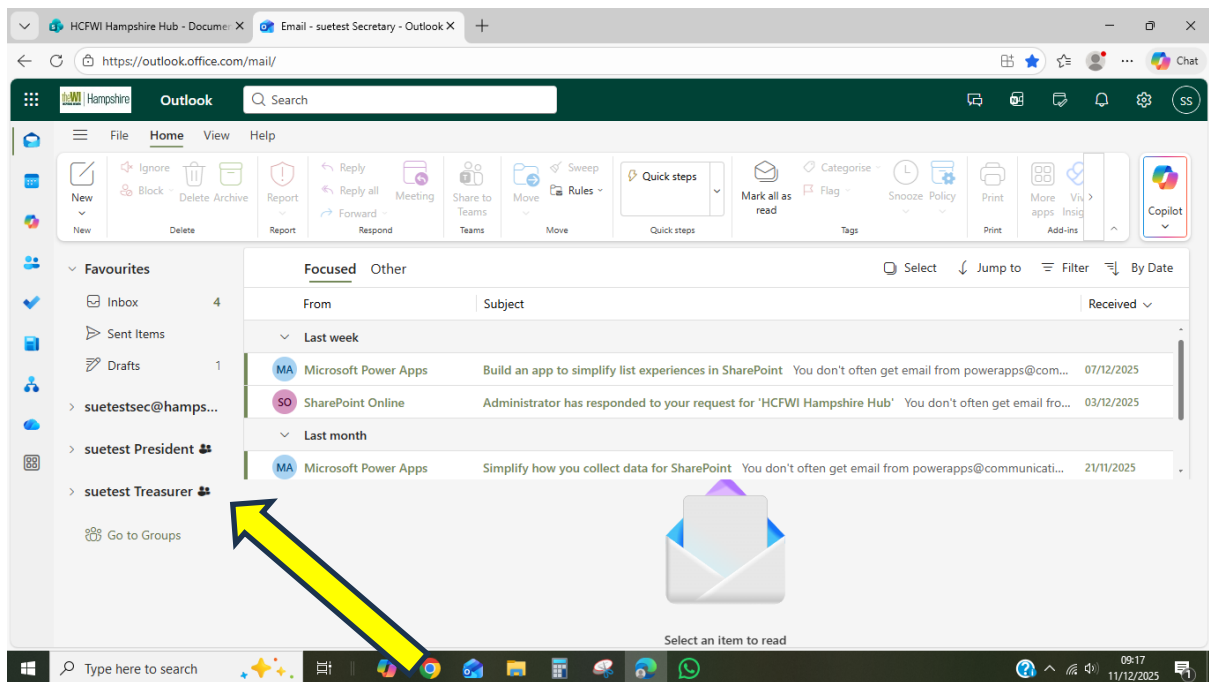
... and type in your Treasurer's email



You will see this screen. Now close the box



... and your two Officers emails will appear here



REMEMBER: To access their emails, Presidents and Treasurers must sign in via the Secretary's account; so if you have not yet shared your Secretary password with them, please do so asap.