

Army, Navy and Air Force Veterans in Canada Unit #376
Communications Policy

November 18, 2024

Army, Navy and Air Force Veterans in Canada Unit #376

Communications Policy

This **Communication Policy** covers all communication flowing to, from and for the Army, Navy and Air Force Veterans in Canada Unit #376 (ANAF#376). The purpose of the Policy is to centralize, track, monitor and secure all Unit Communications from all Unit Communication Channels.

To assist with this goal the ANAF#376 registered a domain “anaf376.ca” and “Shared Hosting 2023 – WordPress Basic” services with DomansAtCost. This provides three things to the ANAF#376 Unit

- a) a secure domain (security boundary for all communications)
- b) a place to host our website (an authorized channel for communications)
- c) email hosting services (an authorized channel for communications)

It is expected that all communications for ANAF#376 will go through any one of the below authorized channels.

- a) ANAF376.CA Website
- b) Authorized Email Accounts\Address (listed below)
- c) Authorized Distribution Lists (listed below)
- d) Authorized [Facebook](https://www.facebook.com/) Account
- e) Word of mouth

Any ANAF#376 communications flowing through existing personal emails account must stop and, if received continually, they must be forwarded to one of the authorized email accounts\addresses so the person assigned to that account can address the correspondence.

Section 1 – Authorized Email Accounts\Addresses

ANAF#376 Authorized Email Accounts\Addresses

Executive & Directors

President: president@anaf376.ca

Past President: pastpresident@anaf376.ca

First Vice President: 1vp@anaf376.ca

Second Vice President: 2vp@anaf376.ca

Secretary: secretary@anaf376.ca

Treasurer: finance@anaf376.ca

Membership: membership@anaf376.ca

Sgt At Arms: sgt_at_arms@anaf376.ca

By-Laws: bylaws@anaf376.ca

Entertainment: entertainment@anaf376.ca

DVA: dva@anaf376.ca

Special

Administrator: admin@anaf376.ca (Domain \ WordPress Administration Functions)

Information: info@anaf376.ca (Communications & Webmaster)

Ladies Auxiliary: la@anaf376.ca

Payment: payment@anaf376.ca

Sports Centre: sports@anaf376.ca

Currently there are only twenty (20) email accounts\addresses available. If there is a requirement for addition email accounts\addresses in the future the Unit will incur an expense for these additional accounts. If additional email accounts\addresses are required a case can be presented to the 1st Vice President who will work with the President to approve based on the merit and cost of the request.

Section 2 – Authorized Distribution List

ANAF#376 Authorized Distribution List

Executive: executive@anaf376.ca

Directors: directors@anaf376.ca

Members: members@anaf376.ca

Non-members: non-members@anaf376.ca

Curlers: curlers@anaf376.ca

These distribution lists are only available to authorized email accounts\addresses. If an unauthorized person tries to use these distribution lists, they will get a bounce back message saying their email failed to reach some of its intended recipients.

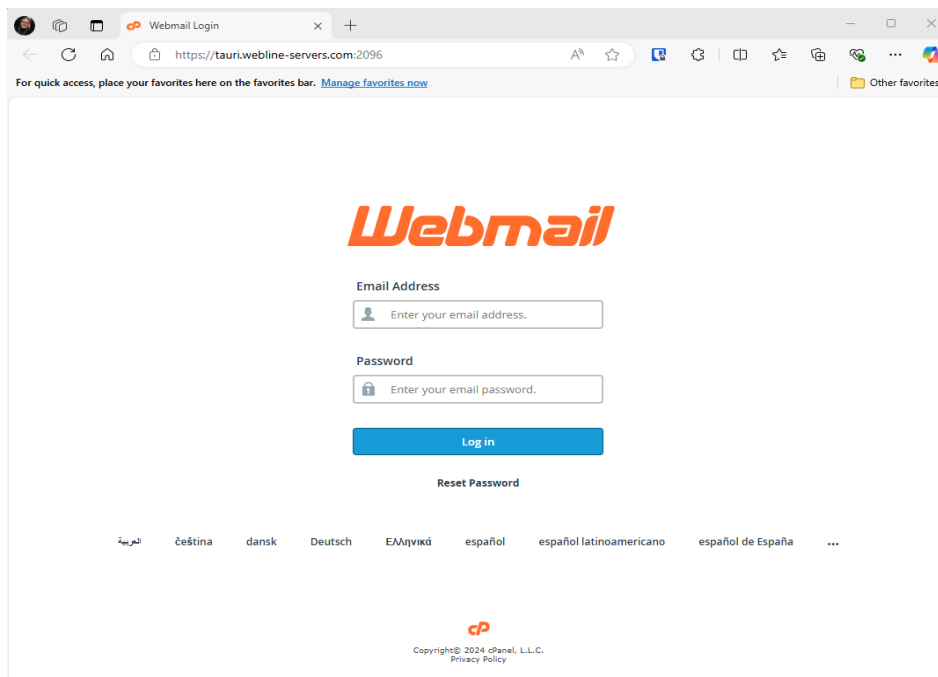
Section 3 - Regulations

1. The ANAF#376 President will have access to all authorized email accounts\addresses and will be known as the “Administrator” of all email accounts\addresses. As the President an ex-official member on all committees he\she must be cc’d on **all** emails sent out by any authorized email account\address.
2. No ANAF#376 Members, whether on the Executive or not, may send emails out on behalf of the Unit without using an authorized email account\address.
3. Any member assigned to an authorized email account\address must check their email account daily or, at a minimum, twice (2) a week.
4. All emails in authorized email accounts\addresses must be addressed and replied to in a timely fashion (ideally immediately).
5. When there are changes to members assigned to an authorized email account\address the password will be changed and given to the newly assigned member along with instructions on how to access the email account\address (See Appendix A)
6. If any authorized email account\address is unable to check their emails for any reason or, for a specific time period, they must notify the Administrator so he\she can monitor the authorized email account\address and deal with business arising from any incoming emails.

7. The Communication Policy will be provided to new Members along with the ANAF Unit 376 By-Laws during their initiation and will be posted under “[Publications](#)” on the ANAF#376 [Website](#).

Section 4 - Access

- a. There are two methods to access an authorized email account\address. Method 1 is to type in a link directly into a Internet browser and Method 2 is to install and setup a client application such as the new Outlook on your computer or laptop.
- b. To access assigned email accounts\addresses using Method 1 type the following link into you Internet browser <https://tauri.webline-servers.com:2096/> and then type in your account and password.



- c. To access assigned email accounts\addresses using Method 2 (recommended) install Outlook (New) client on your computer and laptop and use the setting found in Appendix A to setup the client.
- d. If you would like to use Method 2 (recommended) and need assistance setting up your Outlook client, please contact the 1st Vice President and he\she will find technical support to assist you.

2. Section 5 – Precedence

If a conflict arises between this Communication Policy and the Army, Navy and Air Force Veterans in Canada Unit #376 By- Laws the By-Laws will take precedence.

NOTE: If you require additional information regarding the Communication Policy, please contact the President or 1st Vice President

Appendix A

Client Configuration settings for "authorized_account@anaf376.ca"

Mail Client Manual Settings

Secure SSL/TLS Settings (Recommended)

Username:	authorized_account@anaf376.ca
Password:	Use the email account's password.
Incoming Server:	mail.anaf376.ca IMAP Port: 993 POP3 Port: 995
Outgoing Server:	mail.anaf376.ca SMTP Port: 465
IMAP, POP3, and SMTP require authentication.	

Calendar & Contacts Manual Settings

Secure SSL/TLS Settings (Recommended).

Username:	authorized_account@anaf376.ca
Password:	Use the email account's password.
Server:	https://mail.anaf376.ca:2080 Port: 2080
Full Calendar URL(s):	cPanel CalDAV Calendar: https://mail.anaf376.ca:2080/calendars/authorized_account@anaf376.ca/calendar

Full Contact List URL(s) :	cPanel CardDAV Address Book: https://mail.anaf376.ca:2080/addressbooks/authorized_account@anaf376.ca/addressbook
Non-SSL Settings (NOT Recommended).	
Username:	president@anaf376.ca
Password:	Use the email account's password.
Server:	http://mail.anaf376.ca:2079 Port: 2079
Full Calendar URL(s) :	cPanel CalDAV Calendar: http://mail.anaf376.ca:2079/calendars/authorized_account@anaf376.ca/calendar
Full Contact List URL(s) :	cPanel CardDAV Address Book: http://mail.anaf376.ca:2079/addressbooks/authorized_account@anaf376.ca/addressbook

Email Site: <https://tauri.weblineservers.com:2096/>

Account: authorized_account@anaf376.ca

Password: P123456789