

Important Notice for Receiving the Next *Informer*

The next *Informer* (and each *Informer* thereafter) will be sent via email. We are moving to an electronic presentation to decrease unnecessary printing costs as well as making it possible for the reader to pursue additional information with computer links in articles.

The first email *Informer* will be sent to your email account on Friday, September 25th, 2020. If you are unsure if you have given Mayflower your email address, please check with Pearson Receptionist, Deb Jack, so that we may add you to the distribution list.

If you do not have an email address already, here is how to create one:

1. Go to “gmail.com”
2. Click “create account”
3. Insert your first name, last name, and a phone number, if you wish.
4. Create an email address...for example: if your name is Jane Jones, you might choose to create this email address: janejones1932@gmail.com
 - a. Hint: some email addresses might not be available and you may have to try various combinations, for example: 1932janejones@gmail.com or 19janejones32@gmail.com, or a different number altogether.
5. Create a password.
6. This will activate an account for you.
7. Write your new email address and password in a secure location so you can recall them in case you forget.
8. Give your new address to Deb Jack to be added to *The Informer* distribution list.

If you wish to read a paper copy, you can print the incoming email message. In addition, a “library” copy will be available in each Mayflower building lounge.

If you need additional assistance in creating an email, address or have additional questions, please contact Temesha Derby by Sep 22nd at tderby@mayflowerhomes.com or by telephone, 641-990-0576. You may also leave a note for me in the mailroom of Altemeier. If you reach my voicemail, please leave me a message and I will return your call or respond to your email, with assistance, **within 24 hours**. Thank you!

Temesha Derby, Mayflower Informer Editor