

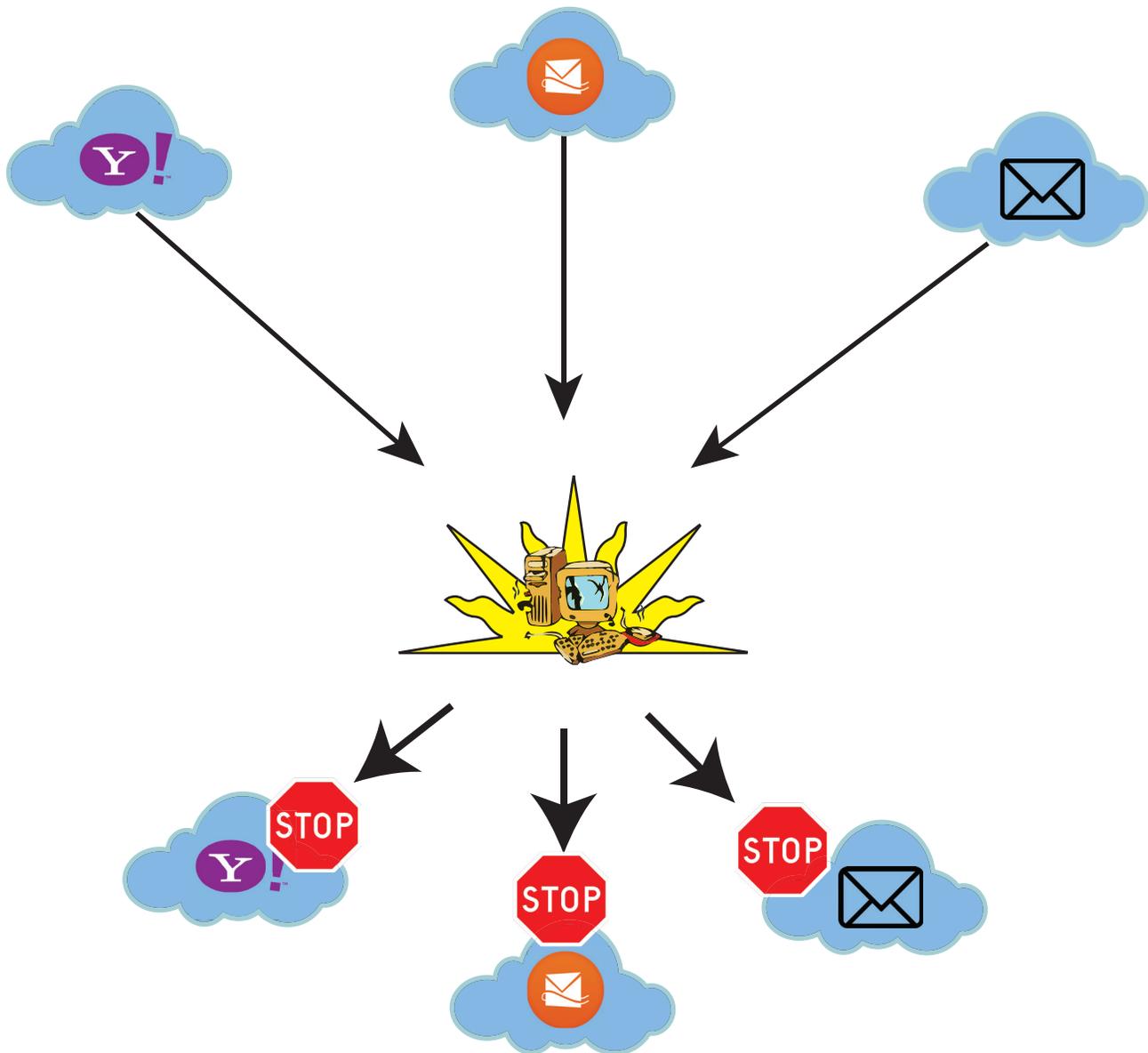
West Kingdom IT Services Guide

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THE GREAT EMAIL KERFUFFLE

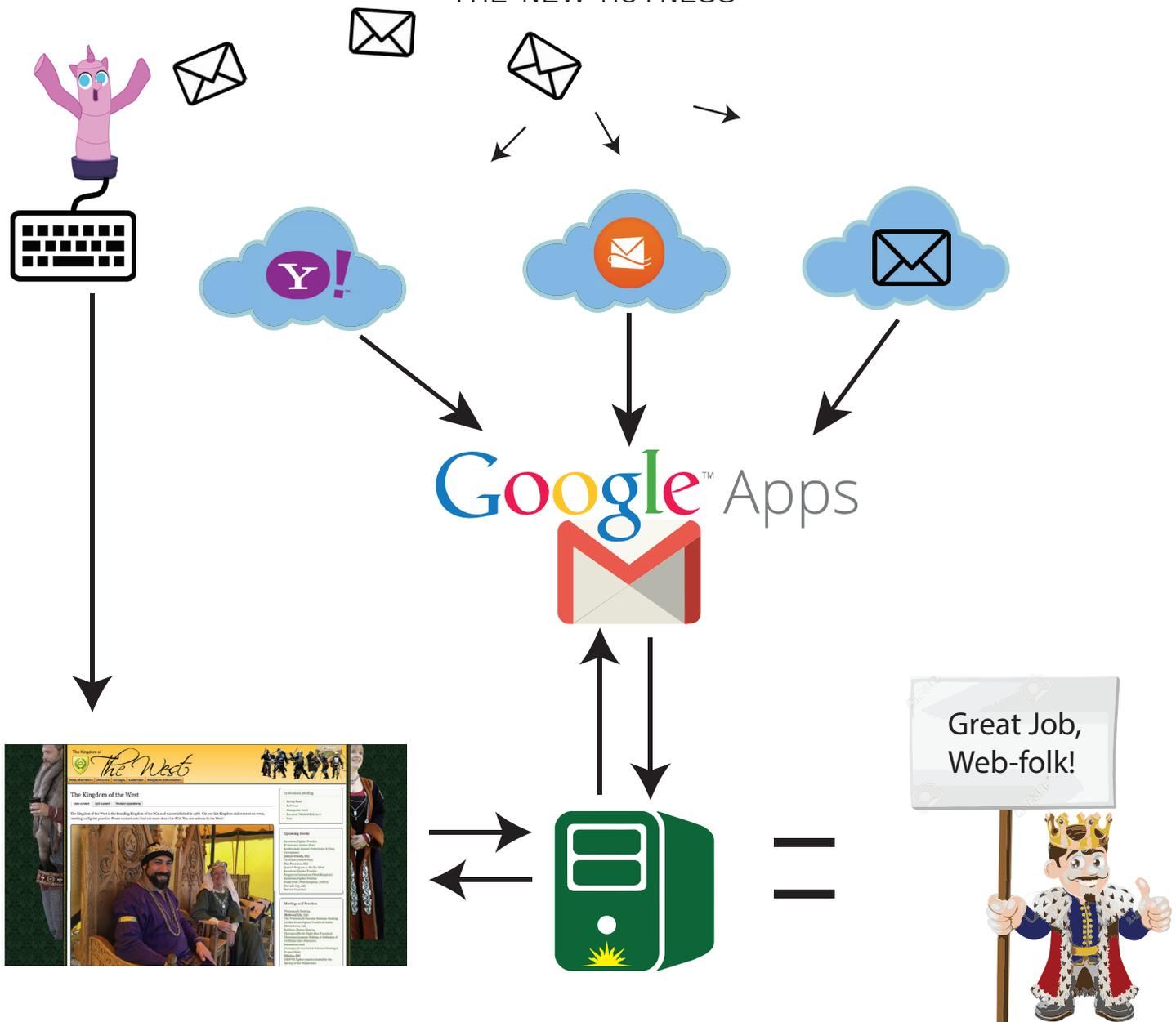


Under the old-creaky server email platform, email worked fine for a time. However, until the switchover, email was often bounced by many email providers. A combination of misapplied email-spam lists and a slow process to get us cleared from those lists made it near impossible to remedy the problem, certainly in time to keep the kingdom from grinding to a halt.

Master Gregor investigated and began the implementation of the move to Google's apps for business. Under the new process, email should flow like spice. This implementation has taken several months, mainly because there are a lot of moving parts between the old websites, the newer Grand Unified Platform and mail relays, across the world. Read on if you want deeper detail. Else, go to the next page.

Normally it is all transparent, as email is a very mature protocol that a lot of people understand at a profound level. However, what is tricky these days is how to tell a legitimate email, from link bait. Many of them look identical - so mail administrators leave it up to services to determine if the origin of the email is trusted. If you wind up on one of those lists, it's hard to remove yourself. It certainly isn't convenient. Since email is the official way for officers to communicate, it must flow - so a different approach was needed. The next page outlines that approach.

THE NEW HOTNESS



The new system works somewhat like this: Wacky-Flailing-Arm-Guy sends an email to the seneschal, with a question. WFG's email relay server looks up where mail.westkingdom.org is, WFG's relay sees that it is hosted by google. Google has an understanding that west-seneschal is Master Francisco, it forwards the email to francisco@westkingdom.org, which is hosted by google. Then, according to Master Francisco's settings, that email is held there, or gets forwarded on to his other email provider. With our new approach, it gets through. If email is not forwarded for any reason, it is still held in the server in the group collection.

Scenario 2. Wacky-Flailing-Arm-Guy goes to the website to tell His Majesty, Hans, how nice Lord Testy McTesterson has been lately. The website sends an email to the coresponsing group, which is again, at Google. According to the regnum group rules, mighty-king-hans@ and graceful-queen-Ivone@ get copied, that email is then held, or gets forwarded on to their Majesty's personal email. Again, providers don't dare block Google's infrastructure.

Idealy, only email being received from out of domain (no @westkingdom.org) comes from outside. Only email forwarded on to personal accounts gets sent from google. The communication between the website (westkingdom.org) and Google's servers never gets relayed to another server, which was another mechanism that had issues. SMTP (acronym for email) relays were either not accepting or sending correctly.

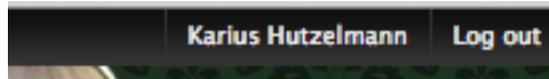
With this new system in place, the process of communicating will be less prone to gremlins. However, for it to work, we'll need officers to reserve and activate their westkingdom.org account. They will either have it forward all email to their personal addresses, or use the @westkingdom account like any other gmail. Read on to see how to set it up!

WEST KINGDOM ORGANIZATION EMAIL ADDRESS

Log in to the website - if you're unsure of how to login, please see section X. Logging in

Once logged in, navigate to your user profile, if you weren't automatically redirected there.

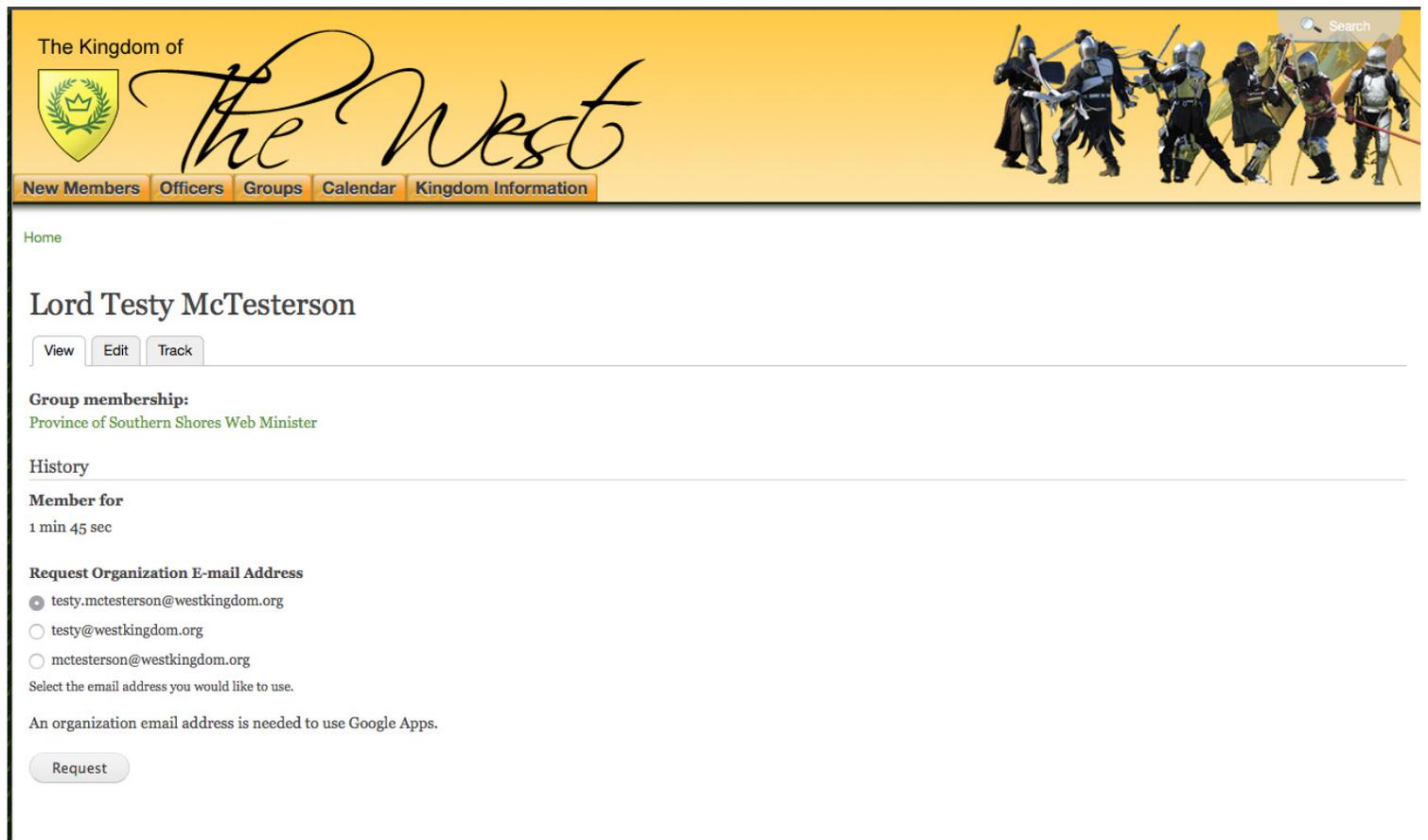
You can click on your name in the upper right corner of the page and it will take you there:



You can also type 'user' after <http://westkingdom.org/> and hit enter, this will take you to your profile.



Your profile page looks similar to the depiction below:



WEST KINGDOM ORGANIZATION EMAIL ADDRESS

Once you are viewing your profile, you will request the Organization E-mail address. This address is a Google Apps for Business account, it comes with all of the google apps - including drive with 30 GB of storage. You can use it like a regular google account. What this does for the kingdom is make sure that officer forwards work correctly. Mail sent from a Google address always reaches another Google address.

Select one of the choices given. The following will occur after clicking 'Request'

1. - A request for approval will be sent to the kingdom web team.
2. - Your account will be held at Google.
3. - Webministers will be notified to approve the new account.

Once your account is approved by the kingdom webminister, you can log in. Note, delivery will not occur to the new gmail account, until you login to the Kingdom Website and select your delivery preference and Login to the gmail interface and accept the user terms. Both must occur for delivery to begin to the @westkingdom.org address. The initial password for the westkingdom email account will be random. In your Westkingdom user profile (westkingdom.org/user) is a link you can use to obtain a password reset email, from the gmail service.

Options for delivery options are illustrated here:

Delivery Options:
Organization email
Confirmed Organization E-mail
karius.hutzelmann@westkingdom.org
E-mail sent to *karius.hutzelmann@westkingdom.org* may be configured to forward to one of your other accounts; log on to your **West Kingdom Google Apps** account to set this up. You may reset your **Google Apps** password if you do not know it.

Delivery Options

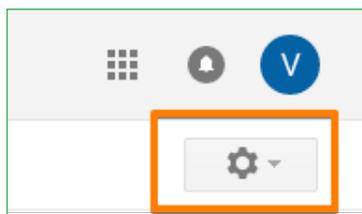
Login email (x.algorithm@gmail.com)
 Organization email (karius.hutzelmann@westkingdom.org)
 Both

Select which addresses email forwards should be sent to.

The most reliable delivery option is to the organization email address. Set up an email forward in your gmail account if direct delivery to your login email address is not working.

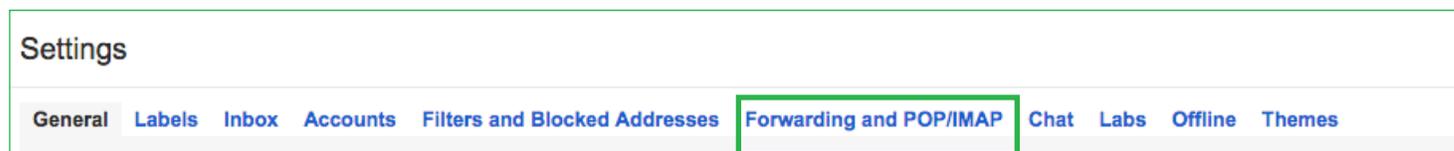
Update

If you choose to utilize your @westkingdom.org email address, you can login at this link: <https://mail.google.com/a/westkingdom.org> or by going to Gmail.com and logging in there. Please note, that you must login and activate the account. When doing so, ensure that your forwarding preferences are set. The illustration below shows the icon to click, in the Gmail interface:

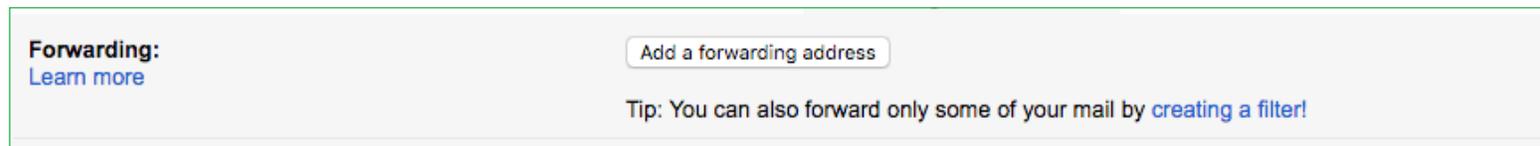


WEST KINGDOM ORGANIZATION EMAIL ADDRESS

Once you have arrived at the Gmail settings view, you will want to select 'Forwarding and POP/IMAP'



When the options appear in the view, you will want to select the 'Add Forwarding Address' as illustrated below:



After adding your address you can click the 'Submit' button at the bottom of the page. Your forwarding rule will have been set, and all email sent to that address will be sent to the address you entered.

The whole process, summarized is:

1. Login to westkingdom.org
2. Choose your westkingdom.org email name
3. Upon approval from webministers, return to your westkingdom.org user profile (westkingdom.org/user) and click the "reset google apps password" link at the bottom of the page.
4. Login to the Westkingdom Google Apps for Business site. <https://mail.google.com/a/westkingdom.org>
5. Reset your password to something long, strong and that you can remember
6. Set your email forwarding preferences.
7. Enjoy your new account!

WEST KINGDOM REGNUM FORM

The Kingdom website employs an automated system that sorts and classifies officers according to locality. Inquiries and messages are often sent via the website to officers. Having up to date information in the kingdom website ensures smoother operation and makes it easier to do tasks each officer performs. There is a specific form created that allows new and existing officers to modify information concerning that office. It is referred to as 'regnum form'.

That form is found at: <http://westkingdom.org/regnum>

For this section, you do not need to be logged in. If you're a new officer, you won't have an account already. If you, at any point in the past, were an officer or reigned, then you may try logging in. See Item X above. If you have not been an officer for a while, you may not have your Kingdom email address. If so, then you can use this form to update your information.

B-1. Change Selection

When you arrive, the regnum page looks like the figure below:

The Kingdom of *The West*

Search Login

New Members Officers Groups Calendar Kingdom Information

Home

Regnum Change

Please fill out this form to notify the appropriate Kingdom officers changes in information in the Kingdom or associated branch groups. Submitting this form will notify all Kingdom Officers who are involved with maintaining organizational information, including publication in the Page, email address forwards from standard Kingdom addresses to personal addresses, and website contact forms.

IMPORTANT: This form is only for notifying websites, The Page, and other interested parties of Royalty Coronations and Investitures, Office changeovers, and other informational updates. It **does not** replace the warranting process, which is still in effect and must be followed. All submissions of this form are sent to the Regnum email address; however, as this form is not yet official, the recipients of this message might not take action unless specific instructions are included in the comment section, below.

Office *

Royalty and Nobility

- Regent**
The current King, Queen, Prince and Princess. The Head of Court may be added here as a
- Heirs**
Tournament winner and consorts at the Kingdom and Principality levels.
- Landed Baron**
Current Baron / Baroness of a Baronial branch group.

Greater Offices

Lesser Offices

Deputy / Consort / Head of Court
Check here if submitting information for a deputy officer; leave blank for the primary officer-in-charge

Office Title

Tester

Enter any custom title for this office here. Examples include: King of the West, Vesper Principal Herald, Seawolf Scribe, Web Minion. Leave blank to use a standard title based on the branch group and office (e.g. Kingdom of the West Seneschal).

Purpose of Change *

- Update contact information for existing officer or royalty.
- Contact information for royal heirs. (Please submit separate form for Regent and Consort.)
- Contact Information for new royalty. (Not necessary if form was filled out as heirs.)
- Apply for an open office, or volunteer as a deputy.
- Contact information for new officer - with or without warrant.
- No changes - submitting only to create an officer page on website.

For Branch *

- Kingdom of the West**
Northern and Central California, Northern Nevada, Alaska, Japan, South Korea, Guam and Thailand
- Principality of the Mists**
Greater San Francisco & Monterey Bay areas in California.
- Shire of Caldarium**
Marin County, California
- Shire of Cloondara**
San Francisco, California
- Shire of Crosston**
North West Santa Clara County, California
- Barony of Darkwood**
South Santa Clara, Santa Cruz, San Benito & Monterey Counties, California
- Shire of Esfenn**
Inactive South East Alameda County, California (Please see Teufelberg and Westermark for local
- College of Saint Katherine**
University of California, Berkeley
- Province of the Mists**
North Alameda County, California
- Province of Southern Shores**
Central Santa Clara County, California
- Shire of Teufelberg**

WEST KINGDOM REGNUM FORM

Begin by selecting the task - where it reads "Purpose of Change"

Purpose of Change *

- Update contact information for existing officer or royalty.
- Contact information for royal heirs. (Please submit separate form for Regent and Consort.)
- Contact Information for new royalty. (Not necessary if form was filled out as heirs.)
- Apply for an open office, or volunteer as a deputy.
- Contact information for new officer - with or without warrant.
- No changes - submitting only to create an officer page on website.

If you're a new officer, select 'Contact information for new officer - with or without a warrant'. Note - Seneschals must submit warrant documentation once they have it - contact webminister@westkingdom.org for details

B-2. Geographical Branch Selection

Once the purpose of the change has been selected, proceed to 'For Branch'. This area allows you to select the geographical branch for which you are volunteering.

For Branch *

-  Kingdom of the West
Northern and Central California, Northern Nevada, Alaska, Japan, South Korea, Guam and Thailand
-  Principality of the Mists
Greater San Francisco & Monterey Bay areas in California.
-  Shire of Caldarium
Marin County, California
-  Shire of Cloondara
San Francisco, California
-  Shire of Crosston
North West Santa Clara County, California
-  Barony of Darkwood
South Santa Clara, Santa Cruz, San Benito & Monterey Counties, California
-  Shire of Esfenn
Inactive South East Alameda County, California (Please see Teufelberg and Westermark for local
-  College of Saint Katherine
University of California, Berkeley
-  Province of the Mists
North Alameda County, California

WEST KINGDOM REGNUM FORM

Selecting the correct branch is very important as a completed form sends an email to that branches senechal requesting approval for the change.

B-3. Office Selection

First, thanks for volunteering! It's important that people step up - you're appreciated! Select the office you are volunteering for. If you don't see it, you may have to click on one of the '+' boxes to get the list to expand.

Office *

Royalty and Nobility

Regent
The current King, Queen, Prince and Pincess. The Head of Court may be added here as a

Heirs
Tournament winner and consorts at the Kingdom and Principality levels.

Landed Baron
Current Baron / Baroness of a Baronial branch group.

Greater Offices

Lesser Offices

B-4. Contact Information

The kingdom website is a very useful tool for communication - ensuring you have the correct contact details is vital. Please fill out each field as completely as you can. As the form states, the key piece of information for the website is your personal email address. It is the credential by which you login and how others can interact with you.

▼ User Information

Personal email address *

Personal email addresses only. *Do not* use officer@westkingdom.org or officer@yahoo.com addresses here, or any address that will be passed on to another person (e.g. with this office). **Note:** Your email address is the key piece of information used to identify you on the West Kingdom websites. If you already have an account, and your email address has changed, do not report it here; instead, log on and change it from your account information edit page.

Society Reference Name

Your Society Name is **required**, unless you have previously submitted a Regnum form and had it accepted. In that case, you need only enter your email address.

Legal Name

Your Legal Name is **required**, unless you have previously submitted a Regnum form and had it accepted. In that case, you need only enter your email address.

"Institutional memory" email address

Enter any special email addresses used to capture all correspondence for this office, e.g. an officer@yahoo.com email address intended to be passed on to the next office holder. Do not enter officer@westkingdom.org style email addresses here.

▼ Address

Street

Additional

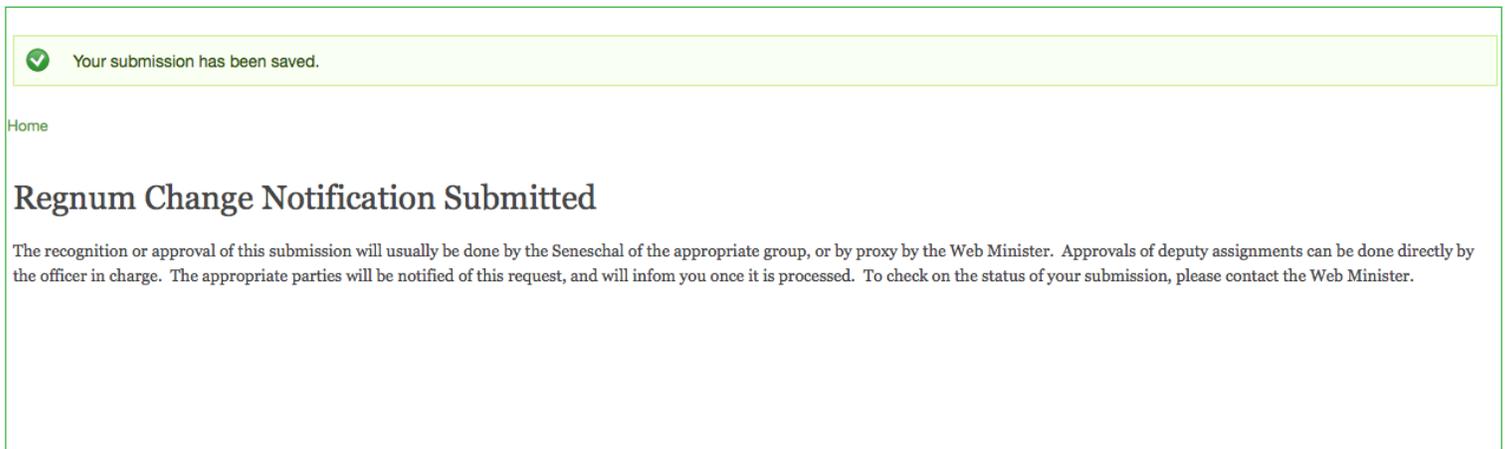
WEST KINGDOM REGNUM FORM

Warrants:

If the senior officer has filled out a warrant and it has been signed by a royal, then uploading it here is preferable. If you do not have a copy of it, you can contact the seneschal of your group - the person approving this request and they can get you a copy. You can later come here and upload it. The mechanism accepts PDF files, and the following image formats: .jpg png tif tiff gif. The file must be 8 megabytes or smaller.

Once you have filled out all of the fields you can click the submit button. This will store the record in the website database and send a request to your approving officer. Once they approve the request, you can then login.

If successful, you'll be directed to the page pictured below:



The screenshot shows a web page with a light green header bar containing a checkmark icon and the text "Your submission has been saved." Below the header, there is a "Home" link. The main content area features a large heading "Regnum Change Notification Submitted" followed by a paragraph of text: "The recognition or approval of this submission will usually be done by the Seneschal of the appropriate group, or by proxy by the Web Minister. Approvals of deputy assignments can be done directly by the officer in charge. The appropriate parties will be notified of this request, and will inform you once it is processed. To check on the status of your submission, please contact the Web Minister."

If you are not directed here, you may have a formatting error or have forgotten a field. Please review the form, filling in the correct information and try submitting again.

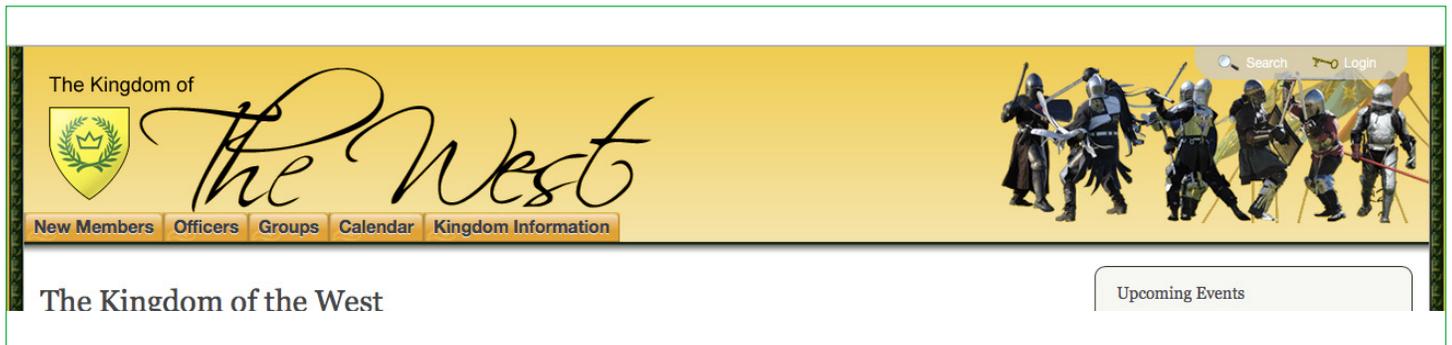
Once you have the ability to log in, (section X) you should do so and fill out your **Organization Email-Section 1**.

WEST KINGDOM LOGIN PROCESS

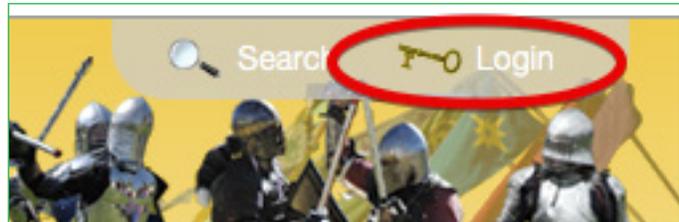
Open your preferred browser.

In the address bar enter: <http://westkingdom.org>

When the website loads, look to the upper right of the page,



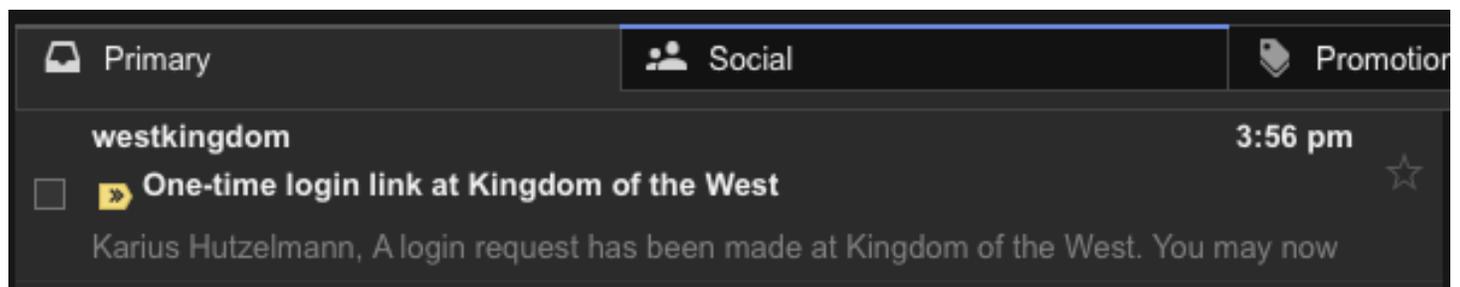
You will find a login button see example:



Click on that image, and enter the email address you gave when you filled out the regnum form.

Ensure you have the entire email, as the website will send you a link that will log you into the website. Click submit to request the link.

You should receive an email from the website in a few minutes. If you don't see it, check your spam folder - if you find the email in your spam directory, make sure to whitelist westkingdom.org.



The link included in the email, once clicked on, will take you to the West kingdom website and log you in. This link is good for 24 hours. If it expires, repeat the process above.

For Help or Questions

To contact the webminister team: webminister@westkingdom.org

Use a browser to contact the webminister team: <http://www.westkingdom.org/officer/kingdom-west/web-minister/contact>