IAD Emails > How Gmail/Email Contacts Should be Set Up

Emails received from IAD email addresses use the name fields that are within users **Gmail Contacts** or other email apps - they are not dependent on the name of the sender due to use of public email systems.

Hence if current (2025-2027 term) President Fara Harper sends an email from **president@iadeaf.org**, the sender's name will appear whom ever is in the Gmail/ Email Contact Address book. *If the contact is not up to date, the wrong name may appear within the 'From' field in your mailbox.*

Since IAD Presidents and Officers usually have 2-year terms and can change - to get around the problem of past IAD Presidents names from showing up in emails - either change the name to the current President or just put "President" in the **First Name** field.

You can put the current name in the contact as well as filling in the title.
But may need to be changed when officers change.

This can be done for all commonly used IAD Email addresses:
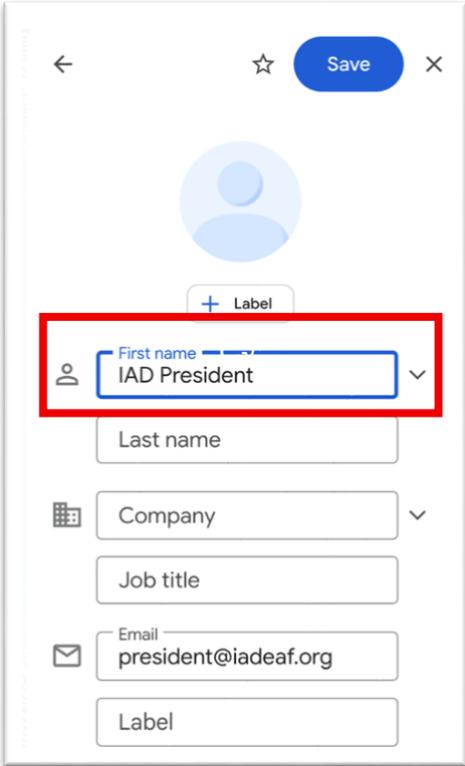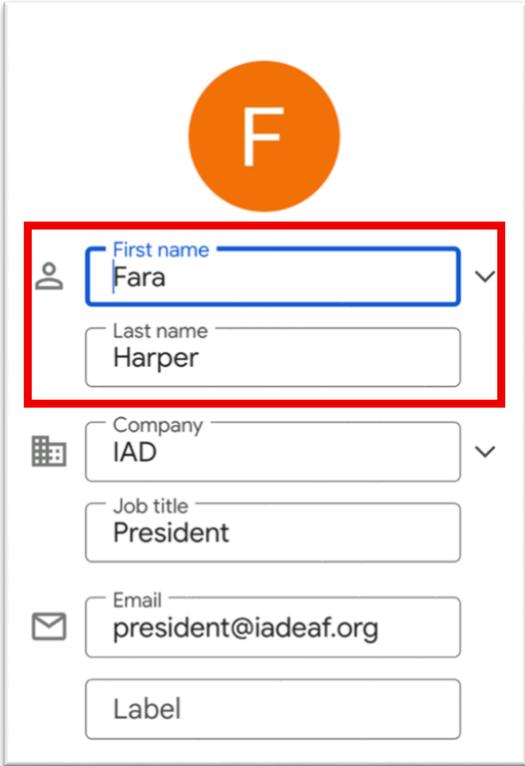**(2025-2027 Term)**

- **President**: President@iadeaf.org (Fara Harper)
- **Vice-President**: Vicepresident@iadeaf.org (Ivan Colon)
- **Treasurer**: Treasurer@iadeaf.org (Joe Vieira)
- **Secretary**: Secretary@iadeaf.org (Leslie Sutton)
- **Conference**: Conference@iadeaf.org
- **Media**: Media@iadeaf.org (Donald Moore)

On the following page, are two examples of Gmail Contact entries that can be made for the current "IAD President" - using Title only or Title and Name fields.
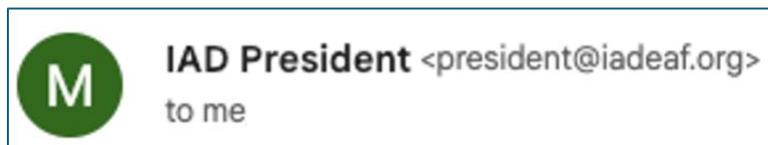
The sender/officer should always include their name within their email signatures so people will know who the email originated from.

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**Two examples of Gmail Contact entries that can be made for
"IAD President" (and other Officers) Using Title only or Title and Name**

Option 1: Use of Position Title only within the **First Name field** **No need to change names when the person in this role changes.**	**Option 2**: Fill in Job Title and Name fields of person within the role. **Names may need to be changed when their term ends.**

Example of an Email received from the IAD President – it shows up as IAD President since "IAD President" is how its listed in my Gmail Contacts.

Questions Contact IAD Media: Donald Moore at media@iadeaf.org

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