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pubvp@psa-photo.org

PSA Headquarters

8241 S. Walker Ave., Suite 104,
Oklahoma City, OK 73139

Phone: (405) 843-1437

Toll Free: 855-772-4636 (855-PSA-INFO)

Email: HQ@psa-photo.org

Membership Questions:

membership@psa-photo.org

Shipping and Receiving:

Darrell McClanahan, PPSA

sandrclerk@psa-photo.org

Website: www.psa-photo.org

Webmaster: webmaster@psa-photo.org

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Editor: Donna Brennan • editor@psa-photo.org

Managing Editor:

Larry Cowles, FPSA, GMP, EFIAP/g
PubVP@psa-photo.org

Assistant Managing Editor: Sharon Prislipsky
journal-asst-managing-editor@psa-photo.org

Software Review Editor: Brad Ashbrook
journal-software-reviews@psa-photo.org

Book Review Editor: Marie Altenburg, APSA, PPSA
journal-book-reviews@psa-photo.org

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journal-hardware-reviews@psa-photo.org

Just for Beginners: Carole Kropscot, FPSA
ckropscot@yahoo.com

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journal-tandt-columnist-bob@psa-photo.org

Tips & Techniques: Mark Southard, FPSA
journal-tandt-columnist-mark@psa-photo.org

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ADVERTISING:

Ralph Durham
cameraphael@me.com • 847-566-8277

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On the PSA Website

By Sharon Powers • PSA Webmaster • webmaster@psa-photo.org

How the PSA Email System Works

A few years ago, it was decided that all PSA positions listed on the website should be directed to @psa-photo.org email addresses. There were various reasons to do this, the most obvious of which was to have a consistent, often predictable, email address associated with a particular position. Even though the positions remained relatively stable, the people volunteering for these positions do not. That's where forwarding emails come into play. Ninety-five percent of the emails on the PSA website are merely forwarding emails - they are redirected to the current person in the associated position and only the forward is updated whenever the volunteer changes. This system works great except for one unintended consequence—personal email programs retain the original name associated with the email. For example, you might be emailing current president **Elena McTighe** at psapres@psa-photo.org and when you enter that email into your email program, it says Charlie Burke <psa-pres@psa-photo.org>.

This has caused many PSA members to complain that we have put the wrong email onto the website when the reality is that 1) the email will be delivered to the right person if the correct email is used (i.e. in the above example, psapres@psa-photo.org will go to Elena even though the text outside the email block says **Charlie Burke**; 2) the mistake is actually occurring on your own computer; and 3) all you have to do is update the address book associated with your email program and the issue will be fixed.

The following are three major email programs that may reside on your own computer and ways to edit your address book so the correct name is associated with the appropriate email:

Apple Email

This is the default email program for all Mac users and one of the hardest to figure out intuitively. If you open your mail program you will not find an option for your address book lying under any of the navigational tabs. To change your address book, you need to open your Applications folder and choose either "Contacts" or "Address Book" depending upon which operating system version you are using. Once you locate the folder, open it, select the contact you want to edit, and remember to save it.

Outlook

Open Outlook and select the icon for people located on your navigation bar. Select the contact you want to update by double clicking it and then "add or update info." Change the name associated with the contact and then save and close.

Thunderbird

Find the address book in the navigation bar under "Window," where, in my opinion, this is a most unintuitive place to look! Thunderbird is likely to have created many address books for you so my best advice is to choose "All Address Books" (the first choice which contains all the other address books underneath), and then use the search field on the right to find the name or email you want to change. Once you find it, double click it and change the name or email that needs updating. Click "OK" when finished to save it.

It's not only PSA emails that you may need to keep updated. People often change emails when the need arises, especially when they change internet providers or jobs. Keeping emails up to date will save you a great deal of frustration and make sure that you stay in touch with those people or PSA directors that are important to you. ■