

Christian Congregation of Jehovah's Witnesses



2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

February 18, 2011

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: *jw.org* *Inbox* feature

Dear Brothers:

We are pleased to inform you of a new feature on the *jw.org* Web site. Beginning March 1, 2011, all *jw.org* users who have a login and are part of a domain, such as a congregation, a Hospital Liaison Committee, or a Regional Building Committee, will see an *Inbox* link under the heading “My Messages” under the new *Inbox* tab. The purpose of this feature is to allow information to be sent securely to individual users, congregations, and other domains.

As soon as the *Inbox* feature becomes available, each user should read carefully the online *Help* text describing it. Please note the following points about the use of this new feature.

1) How will the *Inbox* feature be used?

The first use of the feature will be to send letters and outlines to all brothers assigned as speakers for the 2011 district conventions. In time, other information specific to individual congregations, such as the monthly congregation financial statement, will be sent using the *Inbox* feature. Information sent in this way will not be sent via postal mail.

2) How long will the information remain in the inbox?

All items will be retained for a maximum of 45 days after being sent. After the 45-day retention period, they will be permanently deleted. With this in mind, any user receiving a message in his inbox should print out the information, including the attachments.

3) How will information be sent to an individual congregation?

In addition to the inbox for an individual *jw.org* user, there is one inbox for each congregation and other *jw.org* domain. Local domain administrators (those with the *Manage Users* role) will automatically be assigned the new *Manage Domain Inbox* role. A domain administrator should confirm that the *Manage Domain Inbox* role has been given to at least two elders assigned by the Congregation Service Committee, preferably including the coordinator of the body of elders and another member of the service committee. Further direction will be given in the near future regarding messages sent to this inbox.

4) Can a user send a message, or reply to a message that he receives, using the *jw.org* Web site?

No. At this time there is no provision for sending a message or replying to a message using the site.

5) How should a convention speaker confirm his assignment?

Rather than sending information to the branch office as in previous years, convention speakers will be confirming their assignments with the convention chairman. Complete instructions will be sent to the speaker's inbox along with his assignment.

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6) How will a convention speaker who does not have a jw.org account receive his assignment?

Convention speakers without jw.org accounts will receive an assignment package by postal mail.

Since convention assignments and other important information will be sent using the *Inbox* feature, elders should check their inbox each week, if possible.

We trust that this new feature will assist in simplifying the work of communicating important information. Please accept our warm Christian love and greetings.

Your brothers,
*Christian Congregation
of Jehovah's Witnesses*

cc: Assembly Hall Committees
District Convention Committees
Hospital Liaison Committees
Regional Building Committees
Traveling overseers

PS to secretary:

Please provide a copy of this letter to all elders in your congregation who have a jw.org account and have been added to the congregation domain. This letter should be retained in the congregation file along with other material related to the jw.org Web site.