

TESTIGOS CRISTIANOS DE JEHOVÁ

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March 22, 2012

TO ALL BODIES OF ELDERS

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 23, 2012, 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 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.

2) 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.

3) 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.

4) How often should elders check their inbox?

Since 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,

Testigos Cristianos de Jehová

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

PS TO SECRETARY: Please ensure that all elders in your congregation who have a jw.org account and have been added to the congregation domain have read this letter. A copy of the letter should be retained in the congregation file along with other material related to the jw.org Web site.