SGS Email hosted by 1and1 IONOS:

Quick Reference

1. To logon, go to our website **aasuffolkgs-ny.org**, select the **contacts** tab.
2. On the contacts page, click the link to the SGS email. You'll find yourself at the logon page **https://mail.ionos.com/**.
3. Enter your SGS email and password.
4. The email application opens. There are various screen layouts available under **View.** The menu dropdown provides application help and configuration options. Please have a spin through the Help and Product Tour if you feel the need.

Password resets available via email to **web@aasuffolkgs-ny.org**.

change pw

menu

screen layout

Using SGS Webmail:

1. For your convenience, your SGS email can forward a copy of mail received to your personal email. This way you'll know if you have mail without having to log on to SGS email. If you do not want a copy of your SGS email forwarded to your personal email please send an email to web@aasuffolkgs-ny.org.
2. Best practice is to reply to SGS email from SGS email. If you reply from your personal email, the reply will be from your personal email; the reply will not be available in your SGS email. So logon to SGS email to reply to SGS email.
3. Another best practice is to use BCC in replying to or copying someone who does not have SGS email.
4. For help contact web@aasuffolkgs-ny.org**.**

Setting up SGS email on a smart phone:

Adding your SGS email account to your mobile device is another option.

Refer to this document for more detailed instructions on how to setup an email account on an IOS device.

If you have an Android device, you can find detailed instructions here.