

## Global Electronic Messaging System (GEMS) Modification

In order to eliminate any confusion when receiving future GEMS messages, the following change has been implemented.

GEMS is modified to allow NARFE members to choose the type of email traffic they wish to receive. Email messages are categorized as (1) Priority Legislative/Member Benefits News, (2) Federation/Local News, or (3) Both.

The NARFE database has been modified, as well, so members can have the choice of selecting one or the other - or both - of these message categories. This choice(s) is requested immediately for a member joining GEMS for the first time; existing GEMS members will automatically receive all the messages. Members will have the choice to opt out at any time.

Hopefully this modification will encourage a greater use of GEMS to our members by providing the message traffic selection they desire.

## Instructions for GEMS Usage

- Log into GEMS ( <http://www.narfe.info/gems/> ) with your email address and password



The screenshot shows the login page for the National Active and Retired Federal Employees Association (NARFE) Global Electronic Messaging System (GEMS). The page is displayed in a Windows Internet Explorer browser window. The browser's address bar shows the URL <http://www.narfe.info/gems/>. The page features the NARFE logo on the left, the text "NARFE National Active and Retired Federal Employees Association 3/17/2011" in the center, and an American flag on the right. Below the header, there are links for "Help" and "Log out". The main content area is titled "Welcome to NARFE's Global Electronic Messaging System (GEMS)" and includes the instruction "Please Login". There are two input fields: "Enter Your Email Address:" and "Enter Your Password:". Below these fields is a blue "Login" button. At the bottom of the page, there are two links: "Not Registered Yet ?" with a blue "Register Now" button, and "Forgot Your Password ?" with a blue "Send My Password" button.

- Select your target email group from Legislative/Benefits News, Federation/Local News or Both.

**1. Legislative/Benefits News:**

This category contains information from Headquarters, Regions, and Federations regarding legislative hotlines, press releases, and retirement benefit news.

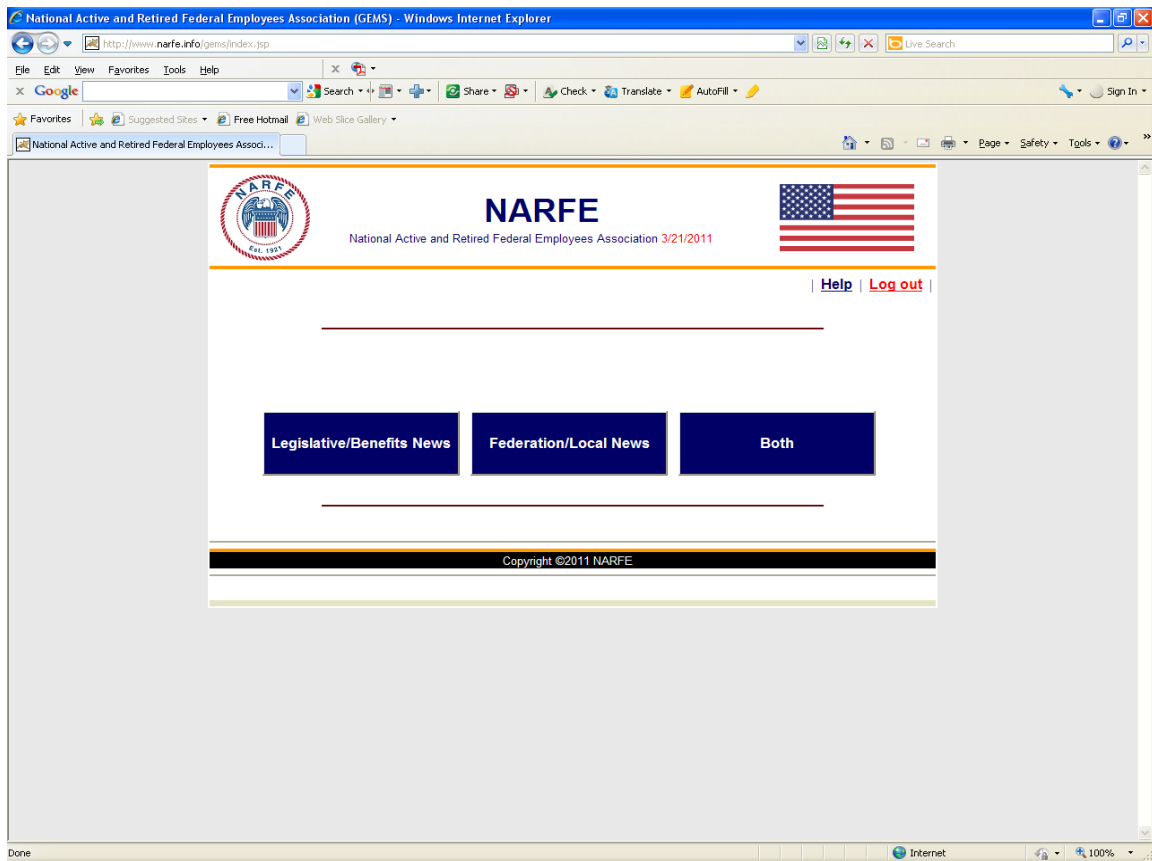
**2. Federation/Local News:**

This category contains information from the Region or Federation regarding newsletters and other local news.

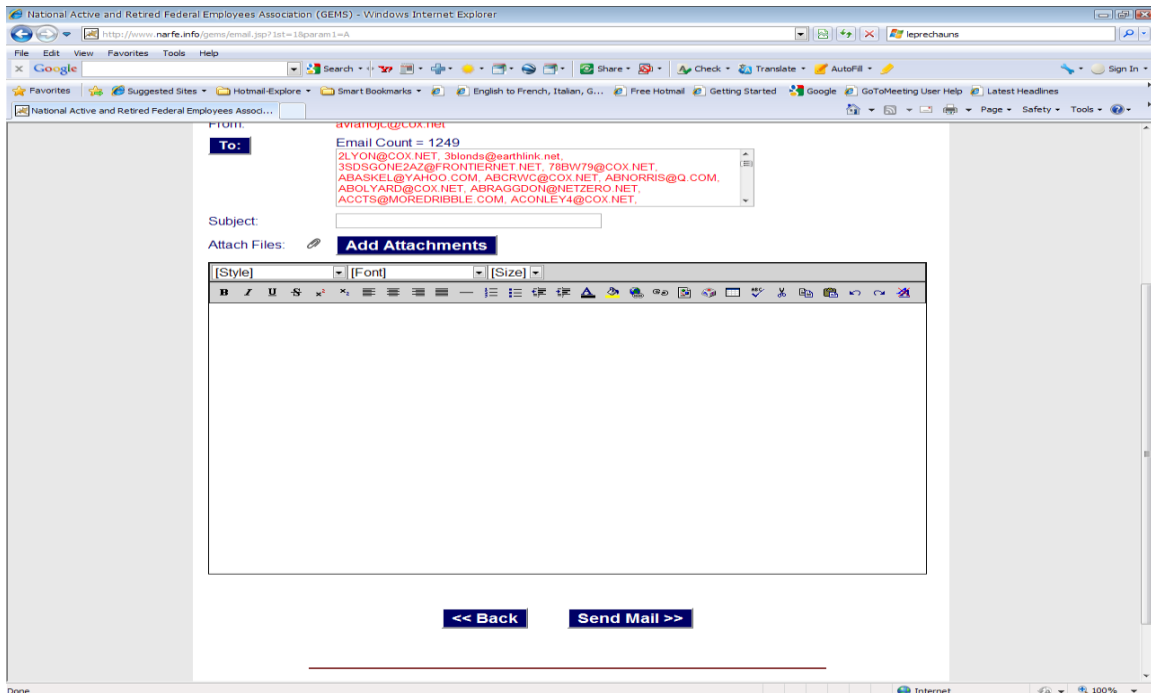
**3. BOTH:**

This category is a combination of options 1 and 2.

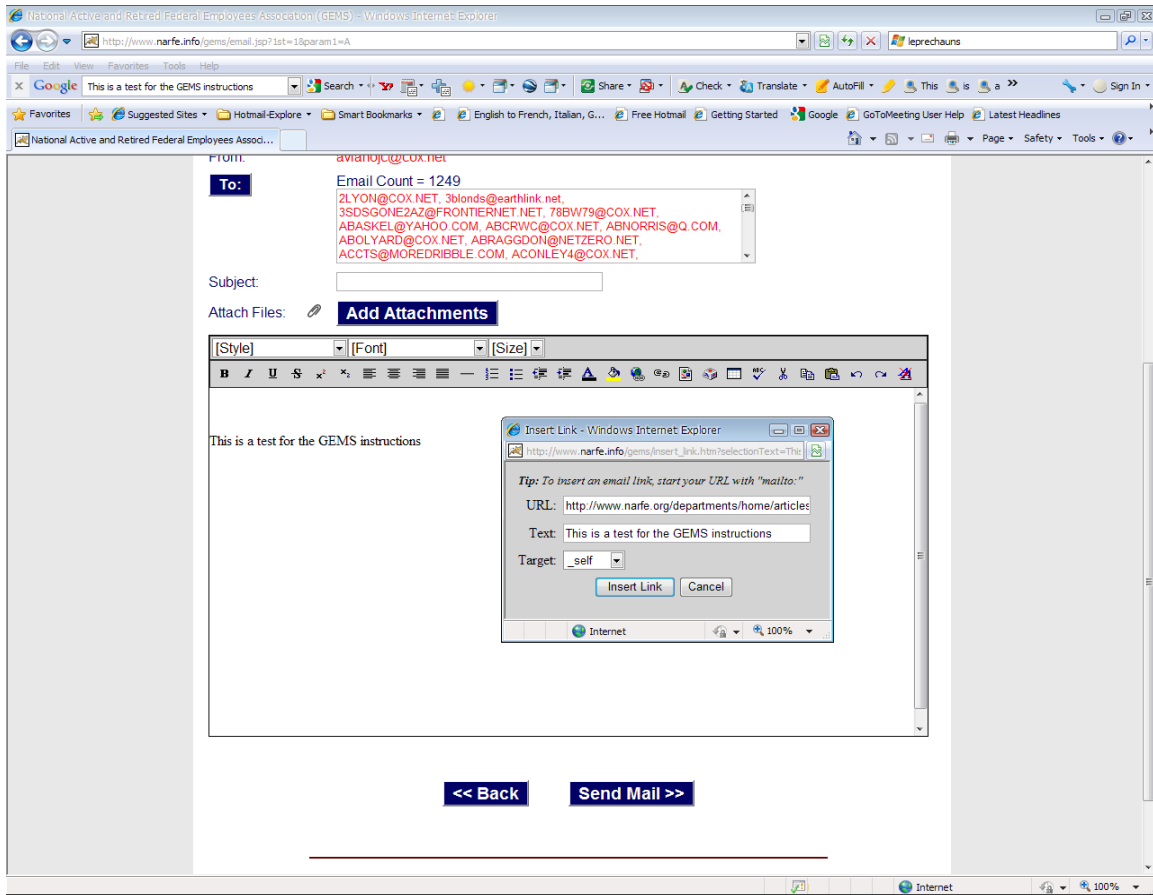
**NOTE:** If the message being sent is targeted to both categories always choose “Both” option.



- You may begin writing your GEMS message



- You may cut and paste a prewritten message from any word processing application
- You may attach a file by clicking the “Add Attachment” button then browse to the file, select, and attach
- **If you are inserting a website link in your GEMS message:**
  - Highlight the text you want as a link first .The same applies if the text is already a website url. (Hold your left mouse click and drag over the text to highlight.)
  - Click on the insert link icon (**globe icon**) on GEMS header. It will say **‘insert link’** if you hover over the icon.
  - When the smaller window pops up, enter the website address in the url section. **Make sure you put an http:// or https:// in front accordingly.** EX: <http://www.narfe.org/departments/home/articles.cfm?ID=2388>
  - Your highlighted text appears in the TEXT field
  - Leave Target field as \_Self
  - Click Insert Link
  - Link inserted correctly. The GEMS recipients will be able to click the link and view the web page.



- Click Send Mail once your GEMS message is complete