

# Warum ein GWÖ-Account?

## What is an ECG Account?

An ECG Account is the principle account to access our online services such as:

ECG Account	Allows you to access our <a href="#">intranet portal and various online services</a>
Email Address	Use your own ECG email account, see <a href="#">Email - Zimbra and Sympa</a>

## How do I get an ECG Account?

Find out here how to [apply for your ECG account](#).

## Rules about using an ECG Account

The ECG account offers access to a lot of internal information. That is why it is important to deal with it responsibly, also with regard to data protection.

Therefore, under all circumstances:

**Never give away your password.**

No one may have access to our online services or data who has not signed the data protection declaration.

⚠️ If you do not use your ECG account every three months, it will be closed and then deleted if you don't use it within an additional month.

## About the ECG Email Address

<b>Purpose</b>	<ul style="list-style-type: none"><li>• can be used for all email communication for active members and staff</li><li>• Public image as an official functionary of the ECG movement</li><li>• clear separation between private/professional emails and ECG emails</li><li>• Increased identification with the ECG</li><li>• Making the correct contact persons visible (e.g. on the website)</li></ul>
<b>Format</b>	jill.johnson@ecogood.org
<b>Prerequisites</b>	see <a href="#">Creating an ECG Account</a>
<b>Use</b>	<ul style="list-style-type: none"><li>• should be used for external and internal communication to ensure a professional image to the outside world</li><li>• Regular reading and replying to new mails (at least once a week)<ul style="list-style-type: none"><li>• Please create an automatic out of office notification if you will be gone for a longer time</li></ul></li><li>• Regular archiving and deletion of read mails &gt; see <a href="#">storage space for all mailboxes</a></li><li>• do not click on links in unknown mails, delete spam mails</li><li>• Observance of the relevant parts of the Code of Conduct</li></ul> <p>⚠️ If the use requirements are no longer fulfilled, for example if you leave the ECG, please inform <a href="#">Account-Administration</a> so that the email address can be deleted.</p> <p>Upon termination of membership, the email address will be automatically deleted.</p>