

Christian Congregation of Jehovah's Witnesses



The Ridgeway, London, NW7 1RN Telephone: 020 8906 2211

January 18, 2016

TO ALL BODIES OF ELDERS

Re: Correct Use of jw.org Inboxes

Dear Brothers:

In using this facility, it is important to verify that correspondence is sent to the correct recipient. We have noticed that an increasing number of letters are being sent to the wrong branch inbox. Apart from the considerable amount of extra work this causes, it is critical that confidential correspondence does not go to the wrong destination. The March 31, 2015, letter to all bodies of elders regarding guidelines for jw.org explained: "It is quite straightforward to send correspondence to the correct Bethel department. In most cases, you will select just one inbox." This letter provided a list of inboxes and their purposes.

There is a feature on jw.org that allows mail to be sent to all recipients on a person's contact list ("Select All"). In some circumstances this can be a helpful tool. However, please DO NOT use this feature when writing to the branch office.

In view of the above, we would appreciate it if you could carefully review the March 31, 2015, letter at your next elders' meeting to ensure that the correct procedures are being followed. When sending correspondence to the branch, please consult and be guided by the list of inboxes. This will help to ensure that all things "take place decently and by arrangement."—1 Cor. 14:40.

Thank you for your attention to this matter. Please be assured of our warm Christian love and best wishes.

Your brothers,

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