



## How to Find and Log In to Your AFA E-mail Account

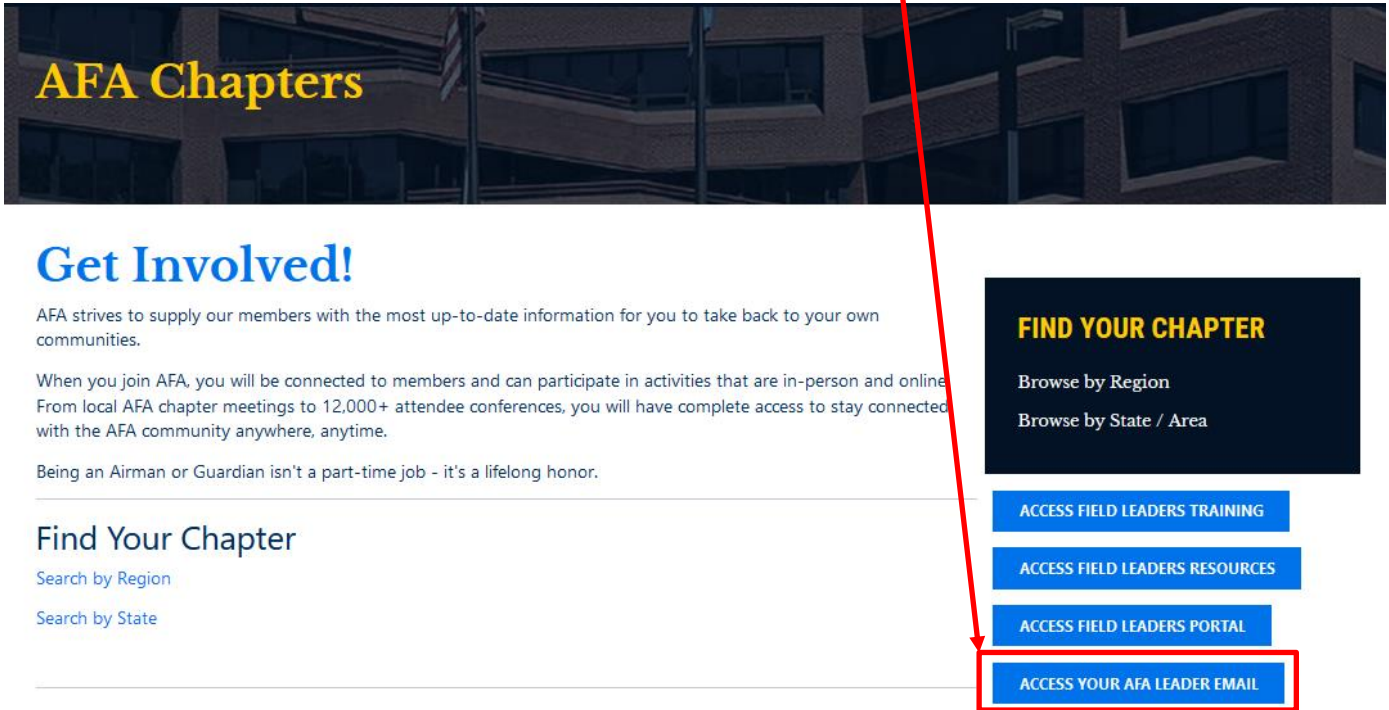
State and chapter presidents may request and change an AFA M365 account assigned to them and their EXCOM members from [ITHelp@AFA.org](mailto:ITHelp@AFA.org). The member who is getting an account for the first time will receive instructions on how to activate the account. The account will be activated only after completing the 2FA certification. Members who already have an account will not need to re-certify if changing positions or the email address. (Note: Annual re-certification may be required by the IT staff if deemed necessary. In addition, access to the Field Portal may require an AFA account sometime soon.)

1. Go to the AFA web site: [www.afa.org](http://www.afa.org).
2. At the top of the home page, click on **Membership**.

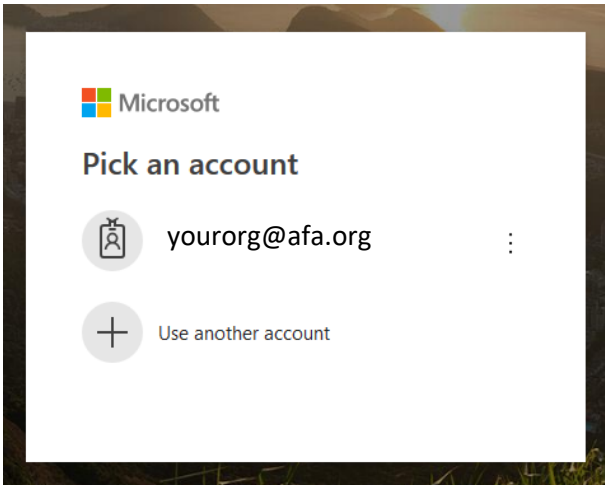


3. Then click on **AFA Chapters**.

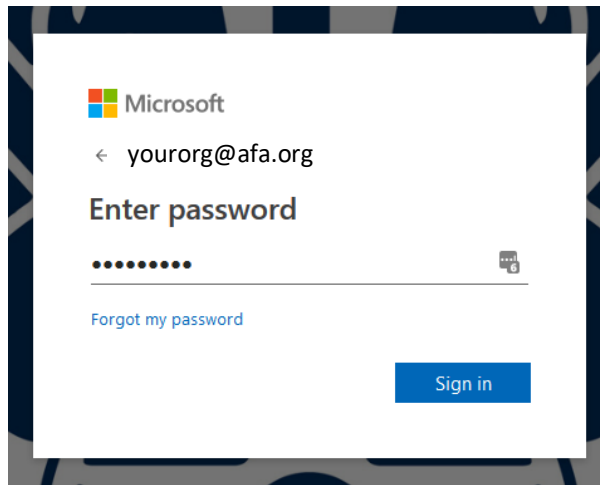
4. Near the top of the Chapters & Field page, you'll see four blue boxes on the right side. The fourth one is "ACCESS YOUR AFA LEADER EMAIL." Click it.



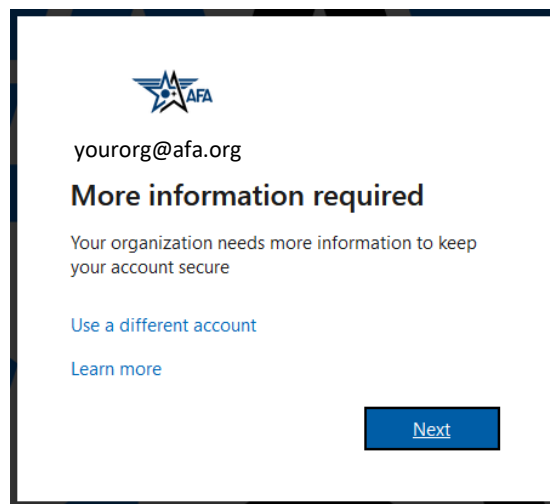
5. Sign in with your Region, State, or Chapter username by clicking on the one provided. If you're not sure what that is, [Table 1](#) at the end of this checklist lists the Region Presidents' usernames, [Table 2](#) lists the State Presidents' usernames, and [Table 3](#) lists the Chapter Presidents' usernames.



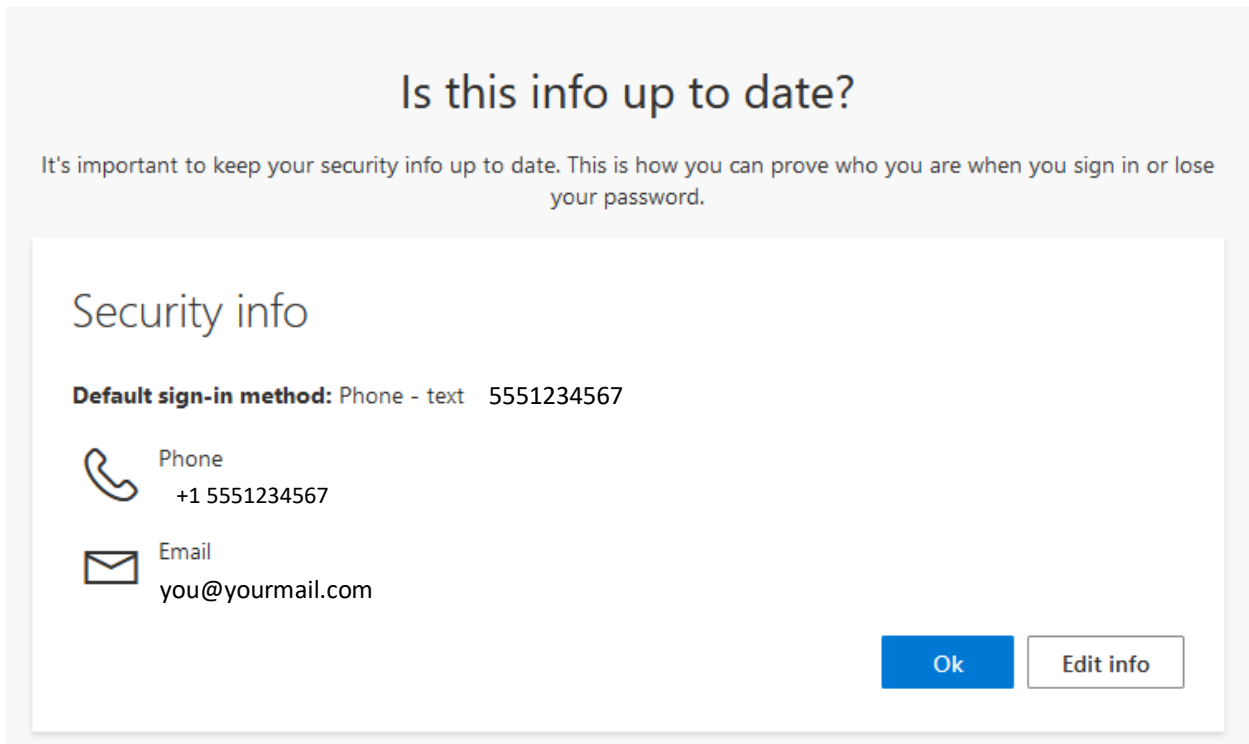
6. Enter your password. This is a DIFFERENT password than your Field Portal one. If you don't know your password, contact [ITHelp@afa.org](mailto:ITHelp@afa.org) for assistance. Click the Sign in button.



7. If you get this display below, click Next.

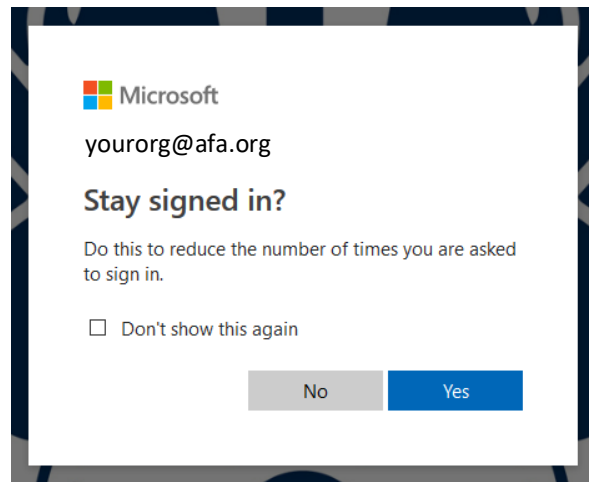


8. That will generate this screen.

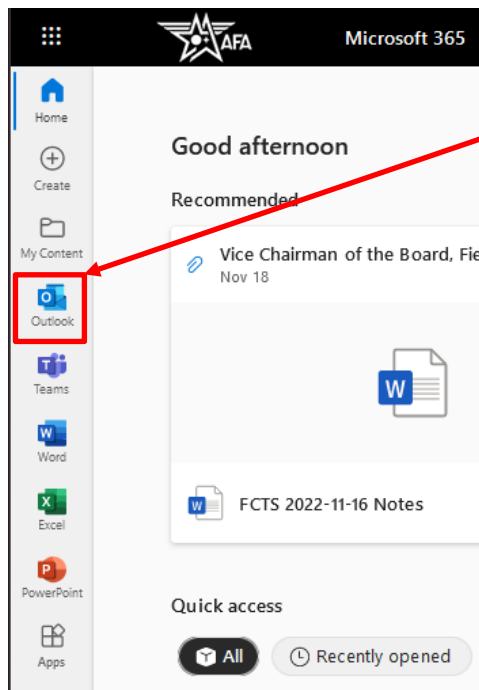


If the information shown is correct, click "Ok", otherwise click "Edit info" to enter your updates.

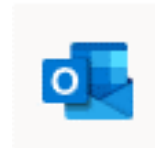
9. At the time this guide is being written, if you click Yes on the screen below, you will not keep other people from logging in.



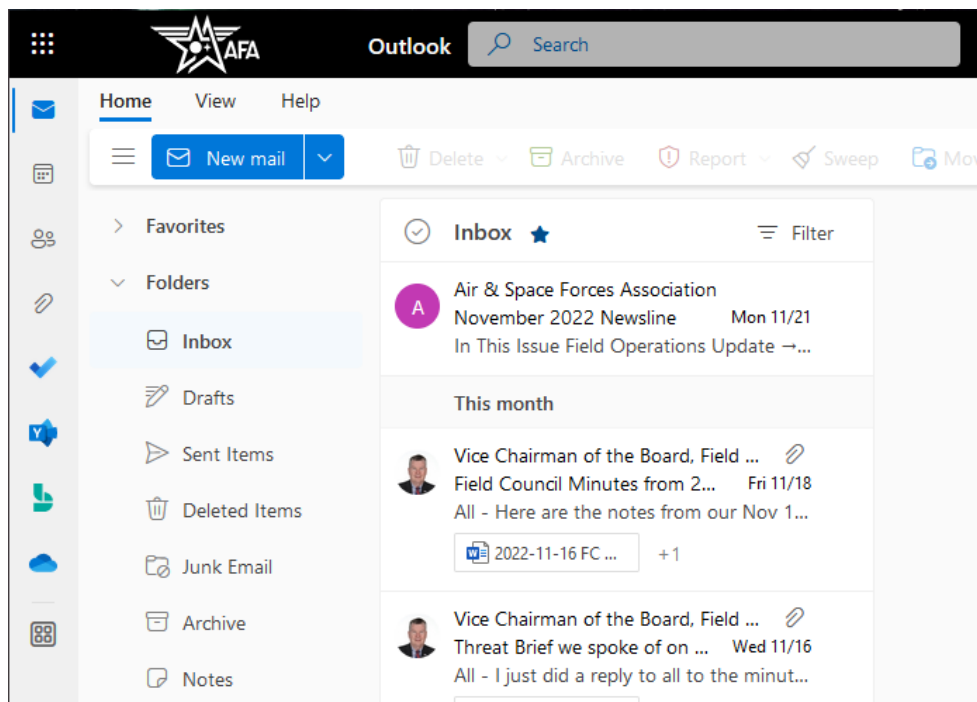
10. You are now on the Microsoft 365 page for your organization. A list of the Microsoft 365 “apps” (programs) available to you appear in the lefthand sidebar. Click on the Outlook icon.



11. You will get a display showing you that Outlook is loading.

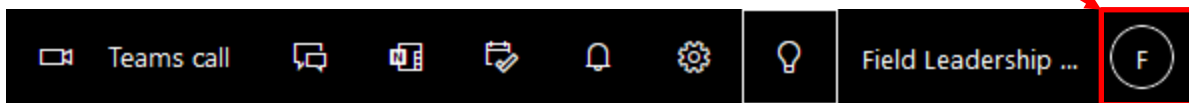


When it finishes, you will see your organization’s Outlook screen. The left side of the screen will look like this.

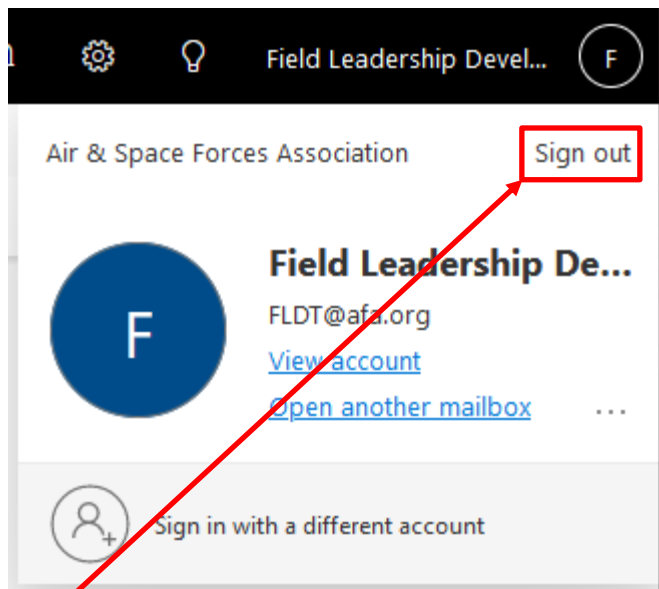


Click on any e-mail to read it.

12. When you're ready to sign out, click on the circle with one or two letters in it near the upper-right corner of the screen.



That will generate this pop-up window.



Click **Sign out.**

Finally, the Field Council Training Subcommittee would appreciate it if you'd take a minute to click or tap on the big red Survey button at the right or on [this link](#) to take our survey. We always appreciate your feedback on our videos and guides; they help is make our training better for you. Thanks!



Table 1: Region Presidents' Addresses

<b>Region</b>	<b>AFA Email</b>	<b>Display Name</b>
Central East	<b>CentralEast.President@afa.org</b>	Central East Region President
Europe	<b>EU.President@afa.org</b>	Europe Region President
Far West	<b>FarWest.President@afa.org</b>	Far West Region President
Florida	<b>Florida.President@afa.org</b>	Florida Region President
Great Lake	<b>GreatLake.President@afa.org</b>	Great Lakes Region President
Midwest	<b>MidWest.President@afa.org</b>	Midwest Region President
New England	<b>NewEngland.President@afa.org</b>	New England Region President
North Central	<b>NorthCentral.President@afa.org</b>	North Central Region President
North East	<b>NorthEast.President@afa.org</b>	Northeast Region President
North West	<b>NorthWest.President@afa.org</b>	Northwest Region President
Pacific	<b>Pacific.SA@afa.org</b>	Pacific Region
Rocky Mountain	<b>RockyMountain.President@afa.org</b>	Rocky Mountain Region President
South Central	<b>SouthCentral.President@afa.org</b>	South Central Region President
South East	<b>SouthEast.President@afa.org</b>	Southeast Region President
South West	<b>SouthWest.President@afa.org</b>	Southwest Region President
Texoma	<b>Texoma.President@afa.org</b>	TEXOMA Region President

Table 2: State Presidents' Addresses

<b>State</b>	<b>AFA Email</b>	<b>Display Name</b>
Alabama	<b>AL.President@afa.org</b>	Alabama State President
Alaska	<b>AK.President@afa.org</b>	Alaska State President
Arizona	<b>AZ.President@afa.org</b>	Arizona State President
Arkansas	<b>AR.President@afa.org</b>	Arkansas State President
California	<b>CA.President@afa.org</b>	California State President
Colorado	<b>CO.President@afa.org</b>	Colorado State President
Delaware	<b>DE.President@afa.org</b>	Delaware State President
Florida	<b>FL.President@afa.org</b>	Florida State President
Georgia	<b>GA.President@afa.org</b>	Georgia State President
Illinois	<b>IL.President@afa.org</b>	Illinois State President
Indiana	<b>IN.President@afa.org</b>	Indiana State President
Iowa	<b>IA.President@afa.org</b>	Iowa State President
Kansas	<b>KS.President@afa.org</b>	Kansas State President
Kentucky	<b>KY.President@afa.org</b>	Kentucky State President
Louisiana	<b>LA.President@afa.org</b>	Louisiana State President
Maryland	<b>MD.President@afa.org</b>	Maryland State President
Massachusetts	<b>MA.President@afa.org</b>	Massachusetts State President
Michigan	<b>MI.President@afa.org</b>	Michigan State President

State	AFA Email	Display Name
Minnesota	<b>MN.President@afa.org</b>	Minnesota State President
Mississippi	<b>MS.President@afa.org</b>	Mississippi State President
Missouri	<b>MO.President@afa.org</b>	Missouri State President
Nebraska	<b>NE.President@afa.org</b>	Nebraska State President
New Jersey	<b>NJ.President@afa.org</b>	New Jersey State President
New Mexico	<b>NM.President@afa.org</b>	New Mexico State President
New York	<b>NY.President@afa.org</b>	New York State President
North Carolina	<b>NC.President@afa.org</b>	North Carolina State President
North Dakota	<b>ND.President@afa.org</b>	North Dakota State President
Ohio	<b>OH.President@afa.org</b>	Ohio State President
Oklahoma	<b>OK.President@afa.org</b>	Oklahoma State President
Oregon	<b>OR.President@afa.org</b>	Oregon State President
Pennsylvania	<b>PA.President@afa.org</b>	Pennsylvania State President
Rhode Island	<b>RI.President@afa.org</b>	Rhode Island State President
South Carolina	<b>SC.President@afa.org</b>	South Carolina State President
South Dakota	<b>SD.President@afa.org</b>	South Dakota State President
Tennessee	<b>TN.President@afa.org</b>	Tennessee State President
Texas	<b>TX.President@afa.org</b>	Texas State President
Utah	<b>UT.President@afa.org</b>	Utah State President
Virginia	<b>VA.President@afa.org</b>	Virginia State President
Washington	<b>WA.President@afa.org</b>	Washington State President

Table 3: Chapter Presidents' Addresses

Chapter #	Chapter Name	Email Address	Email Display Name
101	South Alabama	<b>AL101.SouthAlabama.President@afa.org</b>	AL101 SouthAlabama
102	Montgomery	<b>AL102.Montgomery.President@afa.org</b>	AL102 Montgomery
335	Tennessee Valley	<b>AL335.TennesseeValley.President@afa.org</b>	AL335 Tennessee Valley
103	Edward J. Monaghan	<b>AK103.Monaghan.President@afa.org</b>	AK103 Edward J. Monaghan
362	Fairbanks Midnight Sun	<b>AK362.Fairbanks.President@afa.org</b>	AK362 Fairbanks Midnight Sun
105	Tucson	<b>AZ105.Tucson.President@afa.org</b>	AZ105 Tucson
107	Cochise	<b>AZ107.Cochise.President@afa.org</b>	AZ107 Cochise
151	Frank Luke	<b>AZ151.Luke.President@afa.org</b>	AZ151 Frank Luke
418	Prescott	<b>AZ418.Prescott.President@afa.org</b>	AZ418 Prescott
253	David D. Terry, Jr.	<b>AR253.TerryJr.President@afa.org</b>	AR253 David D. Terry, Jr.
270	Lewis E. Lyle	<b>AR270.Lyle.President@afa.org</b>	AR270 Lewis E. Lyle
110	Fresno	<b>CA110.Fresno.President@afa.org</b>	CA110 Fresno
112	Monterey Bay Area	<b>CA112.MontereyBay.President@afa.org</b>	CA112 Monterey Bay Area
113	General Robert F. Travis	<b>CA113.Travis.President@afa.org</b>	CA113 Gen Travis
114	Orange County/General Curtis E. LeMay	<b>CA114.LeMay.President@afa.org</b>	CA114 Gen LeMay Orange County
116	C. Farinha Gold Rush	<b>CA116.GoldRush.President@afa.org</b>	CA116 Farinha Gold Rush
118	San Diego	<b>CA118.SanDiego.President@afa.org</b>	CA118 San Diego
120	Golden Gate	<b>CA120.GoldenGate.President@afa.org</b>	CA120 Golden Gate
121	General Doolittle Los Angeles Area	<b>CA121.LA.President@afa.org</b>	CA121 Gen Doolittle LA Area
126	Charles Hudson	<b>CA126.Hudson.President@afa.org</b>	CA126 Charles Hudson
134	Palm Springs	<b>CA134.PalmSprings.President@afa.org</b>	CA134 Palm Springs
144	M/G Charles I. Bennett, Jr.	<b>CA144.Bennett.President@afa.org</b>	CA144 Charles Bennett, Jr.



Chapter #	Chapter Name	Email Address	Email Display Name
146	High Desert	<b>CA146.HighDesert.President@afa.org</b>	CA146 High Desert
147	General Bernard A. Schriever Los Angeles	<b>CA147.Schriever.President@afa.org</b>	CA147 Gen Schriever LA
257	Bob Hope	<b>CA257.BobHope.President@afa.org</b>	CA257 Bob Hope
266	Robert H. Goddard	<b>CA266.Goddard.President@afa.org</b>	CA266 Robert H. Goddard
294	William J. 'Pete' Knight	<b>CA294.Knight.President@afa.org</b>	CA294 William J. 'Pete' Knight
333	David J. Price/Beale	<b>CA333.Beale.President@afa.org</b>	CA333 David J. Price/Beale
361	Tennessee Ernie Ford	<b>CA361.Ford.President@afa.org</b>	CA361 Tennessee Ernie Ford
125	Lance P. Sijan	<b>CO125.Sijan.President@afa.org</b>	CO125 Lance Sijan
127	Mile High	<b>CO127.MileHigh.President@afa.org</b>	CO127 Mile High
128	Mel Harmon	<b>CO128.Harmon.President@afa.org</b>	CO128 Mel Harmon
408	General Robert E. Huyser	<b>CO408.Huyser.President@afa.org</b>	CO408 Gen Robert E. Huyser
312	Lindbergh/Sikorsky	<b>CT312.Lindbergh.President@afa.org</b>	CT312 Lindbergh/Sikorsky
423	Flying Yankees/Gen. Kenney	<b>CT423.Kenney.President@afa.org</b>	CT423 Flying Yankees
227	Delaware Galaxy	<b>DE227.DelawareGalaxy.President@afa.org</b>	DE227 Delaware Galaxy
282	BG Bill Spruance	<b>DE282.Spruance.President@afa.org</b>	DE282 BG Bill Spruance
130	Nation's Capital	<b>DC130.NationCapital.President@afa.org</b>	DC130 Nation's Capital
500	General Lauris Norstad	<b>EU500.Norstad.President@afa.org</b>	EU500 Gen Lauris Norstad
503	United Kingdom	<b>EU503.UK.President@afa.org</b>	EU503 United Kingdom
505	Charlemagne	<b>EU505.Charlemagne.President@afa.org</b>	EU505 Charlemagne Germany
507	Ramstein	<b>EU507.Ramstein.President@afa.org</b>	EU507 Ramstein
515	Dolomiti	<b>EU515.Dolomiti.President@afa.org</b>	EU515 Dolomiti
534	Spangdahlem	<b>EU534.Spangdahlem.President@afa.org</b>	EU534 Spangdahlem Germany
136	Red Tail Memorial	<b>FL136.RTMemorial.President@afa.org</b>	FL136 Red Tail Memorial
173	Florida Highlands	<b>FL173.FloridaHighlands.President@afa.org</b>	FL173 Florida Highlands
303	Martin Harris	<b>FL303.Harris.President@afa.org</b>	FL303 Martin Harris
309	Space Coast	<b>FL309.CapeCanaveral.President@afa.org</b>	FL309 Space Coast
316	Waterman - Twining	<b>FL316.Waterman.President@afa.org</b>	FL316 Waterman - Twining
317	Miami - Homestead	<b>FL317.Miami.President@afa.org</b>	FL317 Miami - Homestead
351	Gold Coast	<b>FL351.GoldCoast.President@afa.org</b>	FL351 Gold Coast
355	Tyndall	<b>FL355.Tyndall.President@afa.org</b>	FL355 Tyndall
365	Eglin	<b>FL365.Eglin.President@afa.org</b>	FL365 Eglin
397	General James R. McCarthy	<b>FL397.McCarthy.President@afa.org</b>	FL397 Gen James R. McCarthy
398	Hurlburt	<b>FL398.Hurlburt.President@afa.org</b>	FL398 Hurlburt
399	Falcon	<b>FL399.Falcon.President@afa.org</b>	FL399 Falcon
419	Colonel H. M. "Bud" West	<b>FL419.West.President@afa.org</b>	FL419 Colonel H. M. "Bud" West
429	Sarasota-Manatee	<b>FL429.Sarasota.President@afa.org</b>	FL429 Sarasota-Manatee
137	Savannah	<b>GA137.Savannah.President@afa.org</b>	GA137 Savannah
296	Carl Vinson Memorial	<b>GA296.Vinson.President@afa.org</b>	GA296 Carl Vinson Memorial
331	Dobbins	<b>GA331.Dobbins.President@afa.org</b>	GA331 Dobbins
381	South Georgia	<b>GA381.SouthGA.President@afa.org</b>	GA381 South Georgia
138	Hawaii	<b>HI138.Hawaii.President@afa.org</b>	HI138 Hawaii
119	Snake River Valley	<b>ID119.Valley.President@afa.org</b>	ID119 Snake River Valley
133	Land of Lincoln	<b>IL133.Lincoln.President@afa.org</b>	IL133 Land of Lincoln
142	Chicagoland-O'Hare	<b>IL142.Chicagoland.President@afa.org</b>	IL142 Chicagoland-O'Hare
168	Scott Memorial	<b>IL168.ScottMemorial.President@afa.org</b>	IL168 Scott Memorial
172	Heart of Illinois	<b>IL172.Illinois.President@afa.org</b>	IL172 Heart of Illinois
141	P-47 Memorial	<b>IN141.p47Memorial.President@afa.org</b>	IN141 P-47 Memorial
143	Fort Wayne	<b>IN143.FortWayne.President@afa.org</b>	IN143 Fort Wayne
150	Central Indiana	<b>IN150.CentrallIN.President@afa.org</b>	IN150 Central Indiana
152	Grissom Memorial	<b>IN152.Grissom.President@afa.org</b>	IN152 Grissom Memorial
288	Columbus-Bakalar	<b>IN288.Columbus.President@afa.org</b>	IN288 Columbus-Bakalar
348	Southern Indiana	<b>IN348.Southern.President@afa.org</b>	IN348 Southern Indiana
411	Lawrence D. Bell Museum	<b>IN411.Bell.President@afa.org</b>	IN411 Lawrence D. Bell Museum
264	Fort Dodge	<b>IA264.FortDodge.President@afa.org</b>	IA264 Fort Dodge
269	Richard D. Kisling	<b>IA269.Kisling.President@afa.org</b>	IA269 Richard D. Kisling
437	General Charles A. Horner	<b>IA437.Horner.President@afa.org</b>	IA437 Gen Charles A. Horner
439	Northeast Iowa	<b>IA439.Northeast.President@afa.org</b>	IA439 Northeast Iowa
154	LT Erwin R. Bleckley	<b>KS154.Bleckley.President@afa.org</b>	KS154 LT Erwin R. Bleckley

Chapter #	Chapter Name	Email Address	Email Display Name
161	M/G Edward R. Fry	<a href="mailto:KS161.Fry.President@afa.org">KS161.Fry.President@afa.org</a>	KS161 Edward R. Fry
405	Lexington	<a href="mailto:KY405.Lexington.President@afa.org">KY405.Lexington.President@afa.org</a>	KY405 Lexington
407	General Russell E. Dougherty	<a href="mailto:KY407.Dougherty.President@afa.org">KY407.Dougherty.President@afa.org</a>	KY407 Gen Russell E. Dougherty
156	MG Oris B. Johnson	<a href="mailto:LA156.Johnson.President@afa.org">LA156.Johnson.President@afa.org</a>	LA156 MG Oris B. Johnson
159	Ark-La-Tex	<a href="mailto:LA159.Ark-La-Tex.President@afa.org">LA159.Ark-La-Tex.President@afa.org</a>	LA159 Ark-La-Tex
145	Central Maryland	<a href="mailto:MD145.CentralMD.President@afa.org">MD145.CentralMD.President@afa.org</a>	MD145 Central Maryland
157	Thomas W. Anthony	<a href="mailto:MD157.Anthony.President@afa.org">MD157.Anthony.President@afa.org</a>	MD157 Thomas W. Anthony
160	Baltimore	<a href="mailto:MD160.Baltimore.President@afa.org">MD160.Baltimore.President@afa.org</a>	MD160 Baltimore
111	Pioneer Valley	<a href="mailto:MA111.PioneerValley.President@afa.org">MA111.PioneerValley.President@afa.org</a>	MA111 Pioneer Valley
166	Otis	<a href="mailto:MA166.Otis.President@afa.org">MA166.Otis.President@afa.org</a>	MA166 Otis
167	Minuteman	<a href="mailto:MA167.Minuteman.President@afa.org">MA167.Minuteman.President@afa.org</a>	MA167 Minuteman
178	Paul Revere	<a href="mailto:MA178.Revere.President@afa.org">MA178.Revere.President@afa.org</a>	MA178 Paul Revere
179	Mount Clemens	<a href="mailto:MI179.MountClemens.President@afa.org">MI179.MountClemens.President@afa.org</a>	MI179 Mount Clemens
238	Lake Superior Northland	<a href="mailto:MI238.Superior.President@afa.org">MI238.Superior.President@afa.org</a>	MI238 Lake Superior Northland
314	Lloyd R. Leavitt, Jr.	<a href="mailto:MI314.Leavitt.President@afa.org">MI314.Leavitt.President@afa.org</a>	MI314 Lloyd R. Leavitt, Jr.
356	Battle Creek	<a href="mailto:MI356.BattleCreek.President@afa.org">MI356.BattleCreek.President@afa.org</a>	MI356 Battle Creek
213	General E. W. Rawlings	<a href="mailto:MN213.Rawlings.President@afa.org">MN213.Rawlings.President@afa.org</a>	MN213 General E. W. Rawlings
226	Richard I. Bong	<a href="mailto:MN226.Bong.President@afa.org">MN226.Bong.President@afa.org</a>	MN226 Richard I. Bong
163	Golden Triangle	<a href="mailto:MS163.GoldenTriangle.President@afa.org">MS163.GoldenTriangle.President@afa.org</a>	MS163 Golden Triangle
332	John C. Stennis	<a href="mailto:MS332.Stennis.President@afa.org">MS332.Stennis.President@afa.org</a>	MS332 John C. Stennis
376	Meridian	<a href="mailto:MS376.Meridian.President@afa.org">MS376.Meridian.President@afa.org</a>	MS376 Meridian
185	Harry S. Truman	<a href="mailto:MO185.Truman.President@afa.org">MO185.Truman.President@afa.org</a>	MO185 Harry S. Truman
186	Spirit of St. Louis	<a href="mailto:MO186.StLouis.President@afa.org">MO186.StLouis.President@afa.org</a>	MO186 Spirit of St. Louis
299	Whiteman	<a href="mailto:MO299.Whiteman.President@afa.org">MO299.Whiteman.President@afa.org</a>	MO299 Whiteman AFB
108	Big Sky	<a href="mailto:MT108.BigSky.President@afa.org">MT108.BigSky.President@afa.org</a>	MT108 Big Sky
109	Bozeman	<a href="mailto:MT109.Bozeman.President@afa.org">MT109.Bozeman.President@afa.org</a>	MT109 Bozeman
187	Lincoln	<a href="mailto:NE187.Lincoln.President@afa.org">NE187.Lincoln.President@afa.org</a>	NE187 Lincoln
188	Ak-Sar-Ben	<a href="mailto:NE188.Ak-Sar-Ben.President@afa.org">NE188.Ak-Sar-Ben.President@afa.org</a>	NE188 Ak-Sar-Ben
189	Thunderbird	<a href="mailto:NV189.Thunderbird.President@afa.org">NV189.Thunderbird.President@afa.org</a>	NV189 Thunderbird
249	B/G Harrison R. Thyng	<a href="mailto:NH249.Thyng.President@afa.org">NH249.Thyng.President@afa.org</a>	NH249 B/G Harrison R. Thyng
190	Sal Capriglione	<a href="mailto:NJ190.SalCapriglione.President@afa.org">NJ190.SalCapriglione.President@afa.org</a>	NJ190 Sal Capriglione
192	Hangar One	<a href="mailto:NJ192.HangarOne.President@afa.org">NJ192.HangarOne.President@afa.org</a>	NJ192 Hangar One
195	Shooting Star	<a href="mailto:NJ195.ShootingStar.President@afa.org">NJ195.ShootingStar.President@afa.org</a>	NJ195 Shooting Star
293	Mercer County	<a href="mailto:NJ293.Mercer.President@afa.org">NJ293.Mercer.President@afa.org</a>	NJ293 Mercer County
310	Brig. Gen. Frederick W. Castle	<a href="mailto:NJ310.Castle.President@afa.org">NJ310.Castle.President@afa.org</a>	NJ310 Brig. Gen. Frederick W. Castle
360	Thomas B. McGuire, Jr.	<a href="mailto:NJ360.McGuireJr.President@afa.org">NJ360.McGuireJr.President@afa.org</a>	NJ360 Thomas B. McGuire, Jr.
374	Highpoint	<a href="mailto:NJ374.Highpoint.President@afa.org">NJ374.Highpoint.President@afa.org</a>	NJ374 Highpoint
196	White Sands	<a href="mailto:NM196.WhiteSands.President@afa.org">NM196.WhiteSands.President@afa.org</a>	NM196 White Sands
256	Llano Estacado	<a href="mailto:NM256.Estacado.President@afa.org">NM256.Estacado.President@afa.org</a>	NM256 Llano Estacado
258	Albuquerque	<a href="mailto:NM258.Albuquerque.President@afa.org">NM258.Albuquerque.President@afa.org</a>	NM258 Albuquerque
197	Albany - Hudson Valley	<a href="mailto:NY197.Hudson.President@afa.org">NY197.Hudson.President@afa.org</a>	NY197 Albany - Hudson Valley
202	Long Island	<a href="mailto:NY202.LongIsland.President@afa.org">NY202.LongIsland.President@afa.org</a>	NY202 Long Island
204	L. D. Bell Niagara Frontier	<a href="mailto:NY204.Niagara.President@afa.org">NY204.Niagara.President@afa.org</a>	NY204 L. D. Bell Niagara Frontier
251	General Carl A. "Tooey" Spaatz	<a href="mailto:NY251.Spaatz.President@afa.org">NY251.Spaatz.President@afa.org</a>	NY251 General Carl A. "Tooey" Spaatz
275	Iron Gate	<a href="mailto:NY275.IronGate.President@afa.org">NY275.IronGate.President@afa.org</a>	NY275 Iron Gate
308	Genesee Valley	<a href="mailto:NY308.Genesee.President@afa.org">NY308.Genesee.President@afa.org</a>	NY308 Genesee Valley
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