

BEAT CRIME – set up an email alert address for the Neighbourhood Watch scheme in your road.

Dear Co-ordinator,

If you haven't already done this, the fastest way to let your neighbours know if there has been a crime or scam in your road and for them to inform you if they have been a victim is **by email**. It is really easy to set up an email address specifically for your own road's Neighbourhood Watch and saves a lot of door knocking and printing costs.



10 easy steps:

1. Enter <https://login.live.com> into your address bar
2. On the sign in page click on 'Don't have a Microsoft account? Sign up now'
3. Next page will ask whether you have an email account? Click on '**No** - sign me up for a free MNS Hotmail email address. Click to continue.
4. Enter the NHW email address that you would like to use e.g. foxroadnhw@hotmail.co.uk
5. Click on 'check availability'. If the name you choose is already in use just make up another variation i.e. foxrdnhw@hotmail.co.uk
6. Next create an easy to remember password i.e. crimestoppers
7. Set reset options
8. Enter personal contact details
9. Enter the verification code that is requested
10. Click on '**I accept**'

Once you have set up the email address your neighbours need to know about it and you need to collect their email addresses. These can either be collected by knocking and asking for them or by asking your neighbours to complete a registration form (see appendix) which is returned to you. You might like to include a paragraph in a newsletter if you produce them. Please stress to your neighbours that any data given to you will comply with Data Protection regulations and will not be shared with anyone other than the co-ordinator responsible for running the Neighbourhood Watch email address. Obviously not every neighbour will own a PC or be happy to pass on their email address to you.

Yours faithfully

Dana Wiffen - Chairman, Bexley Borough Neighbourhood Watch Association

BEAT CRIME – join the email alert messaging service for the Neighbourhood Watch scheme in your road.

Dear Neighbour,

Neighbourhood Watch needs to keep you informed with **up to date news of scams, bogus callers and incidents of crime in your road.** The fastest way to let you know is by email. Your Neighbourhood Watch Co-ordinator has set up an email address specifically for your road to help combat and prevent crime such as burglary and anti-social behaviour by warning you as soon as possible. **If you have been unfortunate to experience a burglary or bogus caller please inform your co-ordinator so that they may warn your neighbours.**

To join the scheme simply complete the tear off slip below and return it to your Neighbourhood Watch Co-ordinator

Any personal data will be kept private and confidential under Data Protection regulations and will not be shared with anyone other than the co-ordinator responsible for running the Neighbourhood Watch email address. Information will not be passed onto any other third party without your express permission.

Neighbourhood Watch Email Registration

I/We would like to receive up to date information from Neighbourhood Watch on matters effecting security in my/our road from the road's Neighbourhood Watch Co-ordinator.

Name.....

House name/number*.....

Telephone No.....

Mobile No.

Email address*.....

* Mandatory.

Please detach and return to your Neighbourhood Watch Co-ordinator at House Number

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