

# How to apply for a your-group@extinctionrebellion.uk email address

This page explains which groups are eligible for XR email addresses, and how to apply for one

## Is your group eligible?

The following types of group may be issued with email addresses :

- regional groups
- district groups
- local groups
- regional working groups
- district working groups
- local working groups only if they are demonstrably large, active and well organised - otherwise they should use a 'plus address' folder on their parent group address (see below)
- UK level working groups
- National working groups

Addresses cannot be issued to:

- individuals
- affinity groups
- local working groups (unless demonstrably large, active and well organised )
- any groups lacking a corresponding record on the Communications Hub (see below)

## Is your group on the 'Communications Hub'?

Addresses can only be issued to groups whose existence has been recorded on the [XR UK Communications Hub](#) since we\* use the hub to verify requests. If your group is not yet listed you should ask your 'Group Admin' or the 'Group Admin' of your parent circle\* to help with this.

## Are you personally on the 'Communications Hub'?

The applicant should be personally listed on the hub as holding a core role\* in the group requesting an email. If you're not yet listed you should ask your 'Group Admin' or the 'Group Admin' of your parent circle\* to help with this (more [here](#)).

## How to apply

If you're happy that you/your group meet the above criteria please make your request with a message to [this chat channel](#) (on XR's Mattermost).

If you need an address urgently but are unable to immediately fulfill all the above criteria, please ask for advice in the above channel anyway: We may be able to find a work-around

## Footnotes:

1. Who is 'we'? Your-group@extinctionrebellion.uk email addresses are administered by the [Digital Discussions Applications Team](#)
2. A 'core role' would be any of 'External Co-ordinator', 'Internal Co-ordinator' or 'Group Admin' etc
3. 'Parent circle': For local groups the 'parent circle' would be your regional group

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*This page has been contributed by the [Digital Discussions Applications Team](#). February 2023.*

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