

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

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