



# Memo

**Date:** November 18, 2019  
**To:** All  
**From:** Maureen Smith, Director, Office of Communications  
**Re:** Changes to Communiqué and internal Chancery memos

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We will soon move the Communiqué and internal Chancery memos to the MailChimp email delivery platform. This system will allow us to track errors and better manage our delivery of all communications.

You will need to add [Communications@archatl.com](mailto:Communications@archatl.com) to your contacts or these emails may end up in your spam or junk folders. You can just right click on the email address of this email and select “add to contacts” from the menu.

If you do not receive the Communiqué in the next couple of weeks, check your spam and junk mail inboxes. If you still don’t see it, contact the Office of Communications by email or phone at [Communications@archatl.com](mailto:Communications@archatl.com) or 404-920-7340.

Thank you.