

3-Oct-16  
16-050

Sir or Ma'am,

Due to recent improvements made to the IMA Travel organizational inbox, some members attempting to submit documents via email may need to refresh the address stored in their email memory.

Please note that the IMA Travel email address has not changed.

.Mil/Microsoft Outlook users who receive a "cannot deliver message" response should follow the steps below to correct this issue.

- In a new email, begin typing [Dobbins.imatravel@us.af.mil](mailto:Dobbins.imatravel@us.af.mil) in the "To" field
- For members who have previously emailed IMA Travel, a dropdown should appear displaying the complete address and a large "X" to the right of it.
- Select the "X" to delete the address from your email memory (screenshot: [www.arpc.afrc.af.mil/Portals/4/GRIO/RIO-Delete-email.pdf](http://www.arpc.afrc.af.mil/Portals/4/GRIO/RIO-Delete-email.pdf))
- Search IMA Travel in the Global Address List or copy and paste the email address above into the "To" field.

Members who experience this issue while using a personal email account should follow their email provider's instructions for removing a contact.

Please contact your servicing detachment with questions or concerns. Contact information can be found at the HQ RIO website (<http://www.arpc.afrc.af.mil/HQRIO.aspx>) under "Detachments" or "HQ RIO Directory" link.

HQ Individual Reservist Readiness and Integration Organization

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