



New Board Member Email Accounts

Briefing/Training
March 26, 2014

Overview

- **What is the purpose of having a LEOFF 2 email account?**
- **How do these accounts work?**
- **Getting started – Let's set-up!**
- **What happens now?**

Purpose

- **Improves administration of public records**
 - More efficient process
 - Automatic archiving
 - Staff managed

How the Accounts Work?

- **Staff managed**
- **Secure state server accessed through your iPads**
- **Emails are “vaulted”**

Let's Start

- **Click on the Safari App from your home screen**
- **Type in the website provided**
- **Follow instructions to login**
- **Change password**
 - 8+ characters
 - 1 capped letter; 1 number; 1 symbol

What To Do From Here

- **New business cards are available with your new email addresses**
- **Staff needs 3 minutes with your iPad at the end of this meeting**
 - Check updates and other settings
 - Create a shortcut to your email login screen
- **Troubleshooting**

Questions?

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