From: Electronic Communications Advisory Committee (ECAC)

TMM E-Mail User
Instruction Sheet

   The South Hadley Selectboard has purchased an E-Mail service package from GODADDY for use by Town Meeting Members (TMMs). During the summer ECAC and the Information Technology (IT) department have set up and tested the system. Today, the system officially goes into use. In this package you will find information on how to access your E-Mail and where to find help in using it. Please bear with us as we initiate this system. We are starting off with the basics and will continue to make improvements as needed.

E-Mail system's current capabilities:

* An E-Mail box for each TMM to send and receive E-Mails (individual).

* A web form for individuals to E-Mail "All TMMs" or "All TMMs in a precinct" as a group.

* All TMMs will receive Town News and Announcements and the Selectboard Agenda. This will keep your E-Mail active, and help keep you informed.   You may want to visit it routinely for updates.

Restrictions on TMM E-Mail:

* The E-Mail system was designed specifically for town business and should only be used to carry out your duties as a TMM.

* Because this system is owned by the town, your TMM E-Mail is subject to the Town's E-Mail policies and procedures. It is not subject to the restrictions for privacy guaranteed for your personal E-Mail by your private E-Mail provider.

* Do not purchase any "GODADDY" application for your town E-Mail address.

* If you don't have a computer and are using a public computer such as the library's, remember to decline saving your password if asked.

If you encounter problems or otherwise need help setting up your E-Mail, ECAC has arranged for training at the following times:

Saturday, November 17th from 3pm to 5pm. (at the South Hadley Police station)

Monday, November 26th from 7pm to 9pm (at the South Hadley Police station)

If you are unable to make any training or need further help please send an E-Mail to ECAC@shadleyma.org or if you have no internet access send a letter to ECAC care of Town Hall.

ECAC – Electronic Communications Advisory Committee
TMM – Town Meeting Member
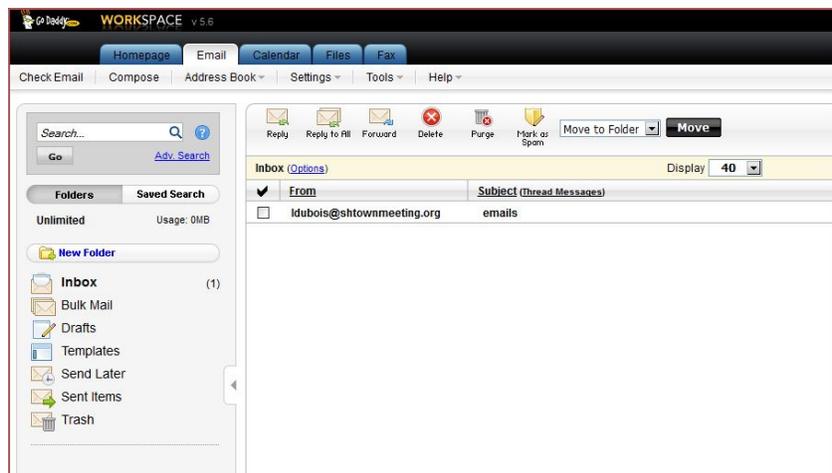IT – Information Technology
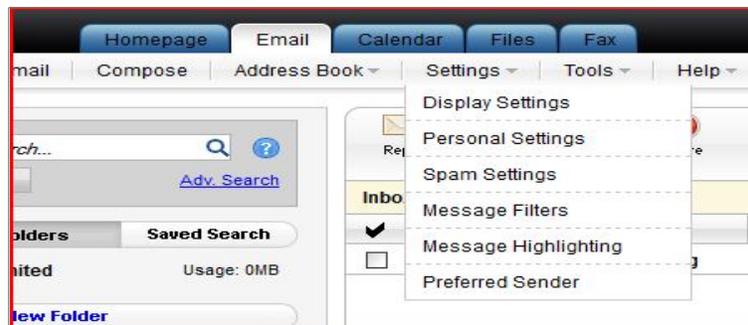
Checking Workspace Email

Web-Based Email provides access to your email account from any Web browser.

To Access Web-Based Email

1. Go to. email.shtownmeeting.org
2. Enter your full **Email Address** and **Password**, and then click **Log in**. this should bring you to the Go Daddy WORKSPACE page.

To change password, go to **settings,** then **Personal Settings**

1. Under the security tab **Enter your Current Password** and then a **New Password of your choice**.

   NOTE: Your new password must be between 5 and 32 characters long.

2. Click OK (A message in the lower right corner will indicate your password was changed successfully.)

Note: Record your new password on the information card and keep card for your records.

After changing your password you can return to reading your E-Mails by clicking on cancel

Reading Web Mail at Go Daddy's WORKSPACE
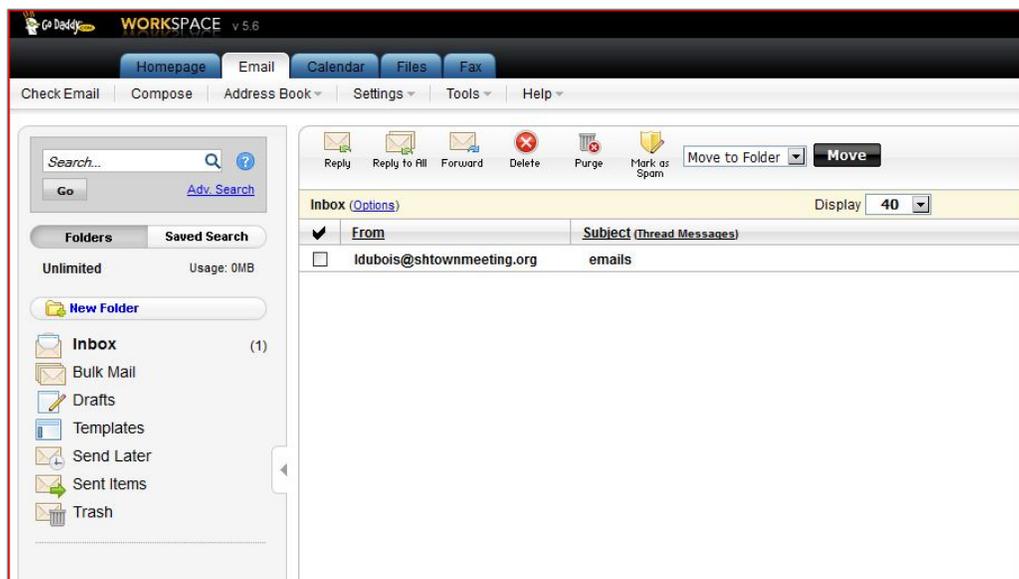
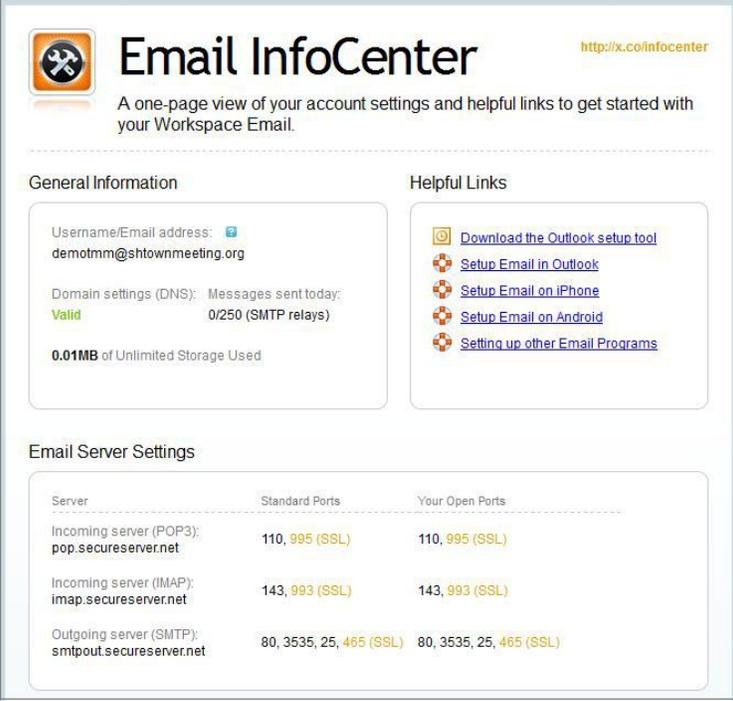1. On the WORKSPACE page ensure you'r on the Email tab. Remember we are not using the other tabs.

2. With the Email tab selected you only need to double click on the Email to open and read it.

3. The setup on the WORKSPACE site is similar to most E-Mail systems. Please note that the Compose feature is not a button but a selection in the line under the Email tab.

4. If you need help with how to use the Email at the WORKSPACE you can use Go Daddy's tutorials at http://support.godaddy.com/help/category/580/email-webbased-email-working-with-messages

For those of you that use Mobile devices you can access WORKSPACE by going to

mobilemail.shtownmeeting.org (Remember if you are having problems using your mobile device it is up to you to solve the problem **do not** contact IT or ECAC for assistance)

Go Daddy allows for you to set up POP and SMTP as well as IMAP to send and retrieve your E-Mail from another E-Mail program or service. (We have successfully tested using the POP and SMTP. You can use these but do not ask for help with setting them up or problems with using them)

You can find help from Go Daddy on setting up mail clients at
http://support.godaddy.com/help/category/167/email-email-clients

Resources to remember.

If you have questions or need help with the E-Mail system you can contact ECAC at ecac@shadleyma.org

If you lose your password send an E-Mail requesting your password be reset to IT@southhadleyma.gov. Be sure to include your Name and reset code.

As questions come in and more options become available, ECAC will provide answers and links on it's town web page at http://www.southhadley.org/Pages/SouthHadleyMA_ECAC/electroniccom or go to the town website and find it under Boards and Committees / A-H / Electronics Communications Advisory Committee.

A form for individuals to send E-Mails to All Town Meeting Members, and All Town Meeting Members in a given Precinct is available on the Town Meeting Contact page of the SouthHadley.org web site.
http://www.southhadley.org/Pages/SouthHadleyMA_Meeting/tmcontact