

ORC: _____
OAC: _____
COA: _____
CFSR: _____
Board: _____
Other: _____

Next Review Date: 3/2020

Last Reviewed: 3/2017

Review Responsibility: Director of Information Technology

FCCS PROCEDURE

NO.: 12C.5

SUBJECT: REMOTE E-MAIL ACCESS

Approved by: Executive Council

Effective Date: February 25, 2010

Date(s) of Revision: Jun 17, 2013; Mar 21, 2017

Responsible for Implementation: All Staff

Click here to access Web Mail (<https://webmail.fccs.us/owa>)

Remote E-mail Access

FCCS employees find it convenient to access their e-mail from home or other remote location.

Information Technology (IT) will provide an industry standard solution that works with an industry standard browser for accessing e-mail remotely. IT supports all software purchased with in the IT plan. Employees are encouraged to seek advice from IT to ensure compatibility with Microsoft/e-mail. If there are questions about a specific product please feel free to call the IT Service Desk.

For remote e-mail access, IT has selected the Microsoft solution OWA (Outlook Web Access). IT will provide guidance and support for all compatible software products upon request.

Security

Please be aware of all security policies below concerning confidentiality of agency data and take appropriate measures to protect and secure your e-mail session.

Employee Handbook, 1F Confidentiality In Research & Monitoring

Policies & Procedures, 12C.03 Responsible Use of Agency E-mail

Policies & Procedures, 12C.7 “Working Away From Office” Procedures – All Divisions Except Program & Placement Services

Policies & Procedures, 7C SACWIS or Webmail “Working Away From Office” Procedures Program & Placement Services

Board Policies, IV A Confidentiality