HEARD COUNTY GOVERNMENT

Employee Email Account
User Guide

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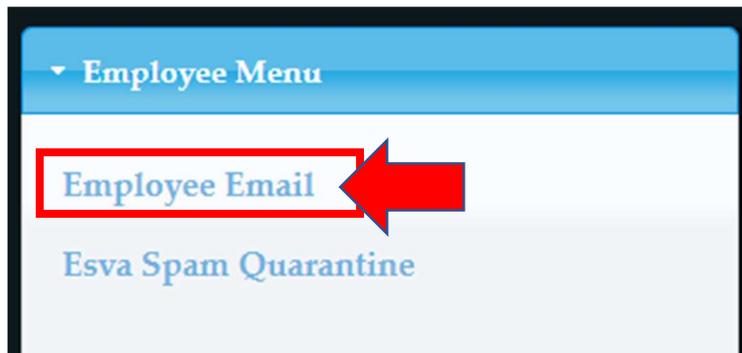
HOW TO LOGIN TO YOUR EMAIL ACCOUNT:

1. Go to the Heard County Government's Home Page by typing **www.heardcountyga.com** into your Internet Browser's address bar.
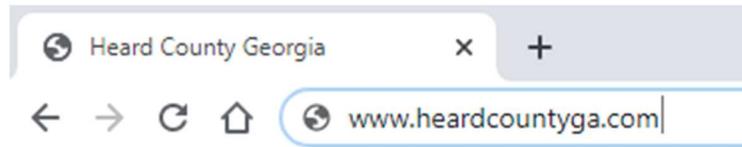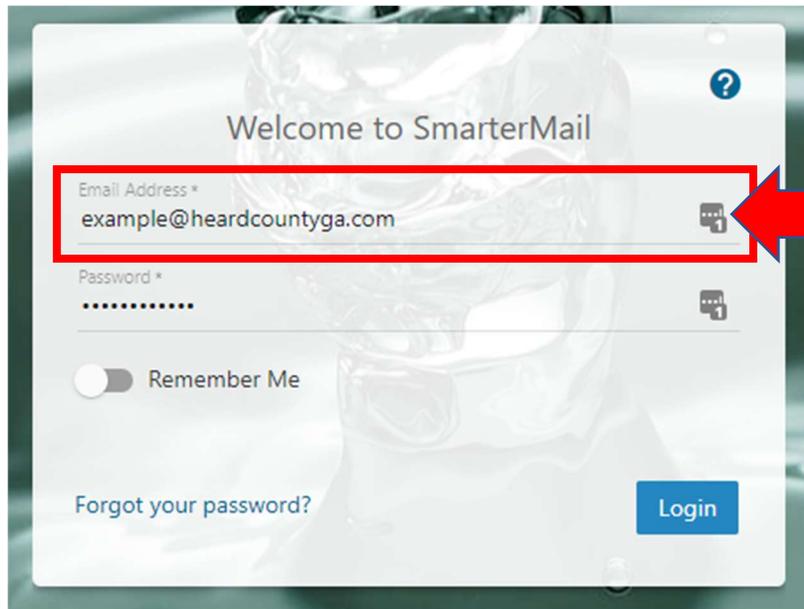
2. Scroll to the bottom of the Home Page and click on the text to the far right, labeled **"EMPLOYEES"**.

3. Click on the text labeled **"Employee Email"** in the Employee Menu pane on the left.
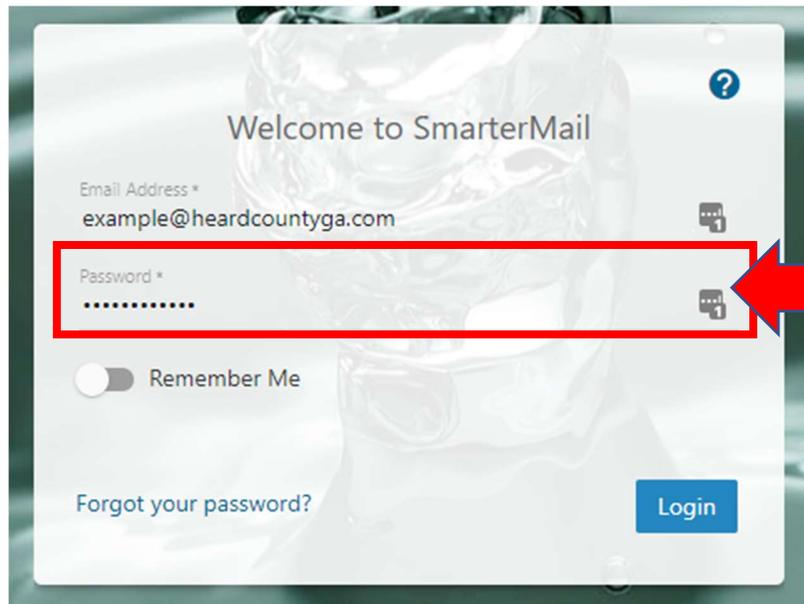
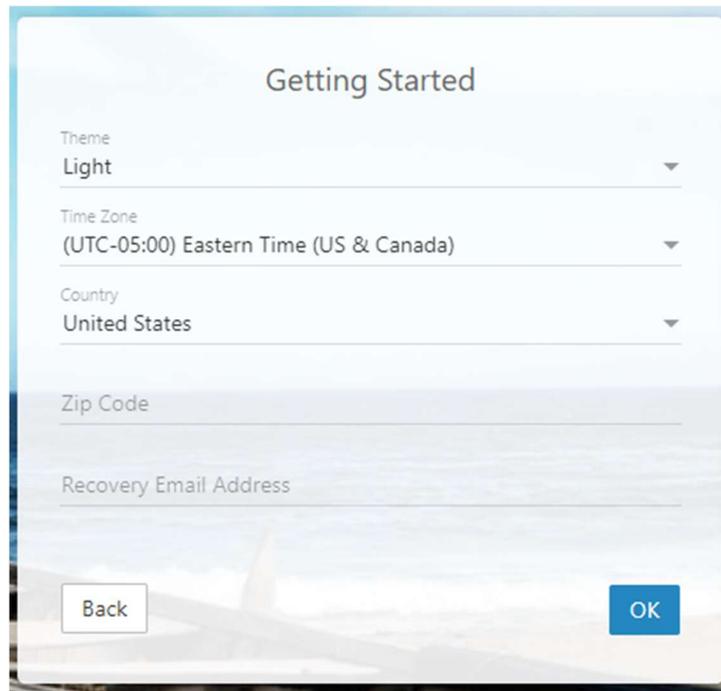4. Enter in your assigned email address. The **"@heardcountyga.com"** is required.

5. Enter in your password. First time users will have an assigned password. Contact the IT Department for your assigned email password.
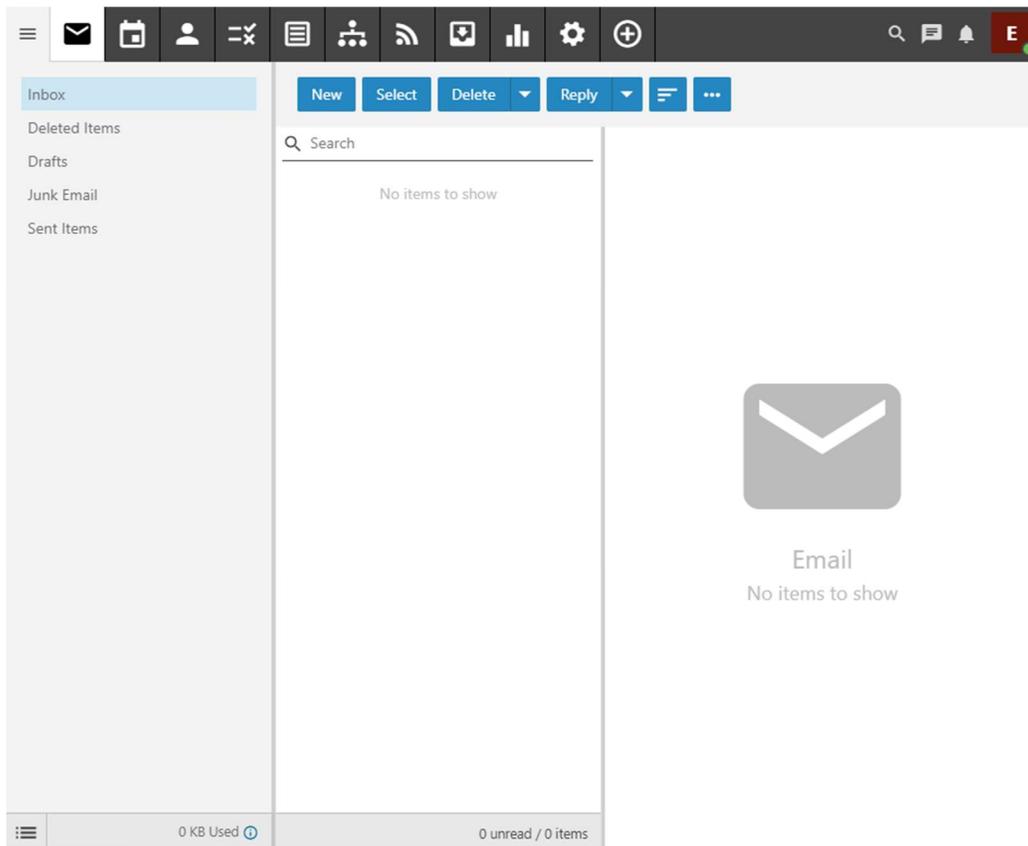

6. Click the **Login** button.

7. Confirm the settings below are correct on the **"Getting Started"** menu.
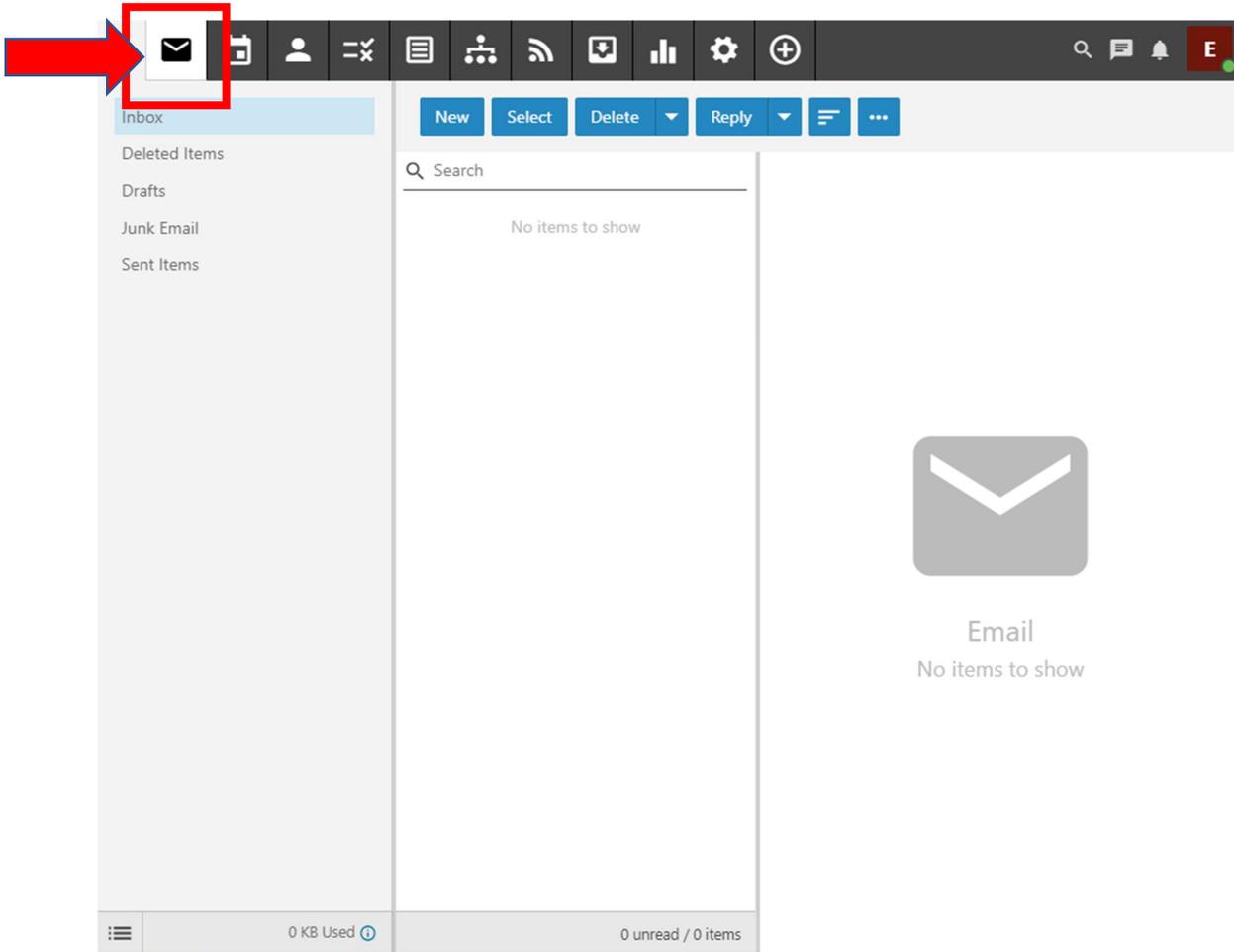

8. Confirm you are at the following screen:
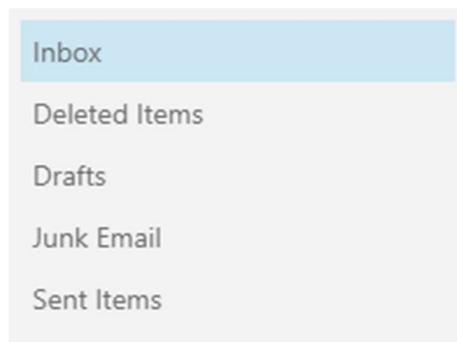
HOW TO ACCESS YOUR INBOX:

1. *Complete Steps #1-8 of "How to Login to Your Email Account."*
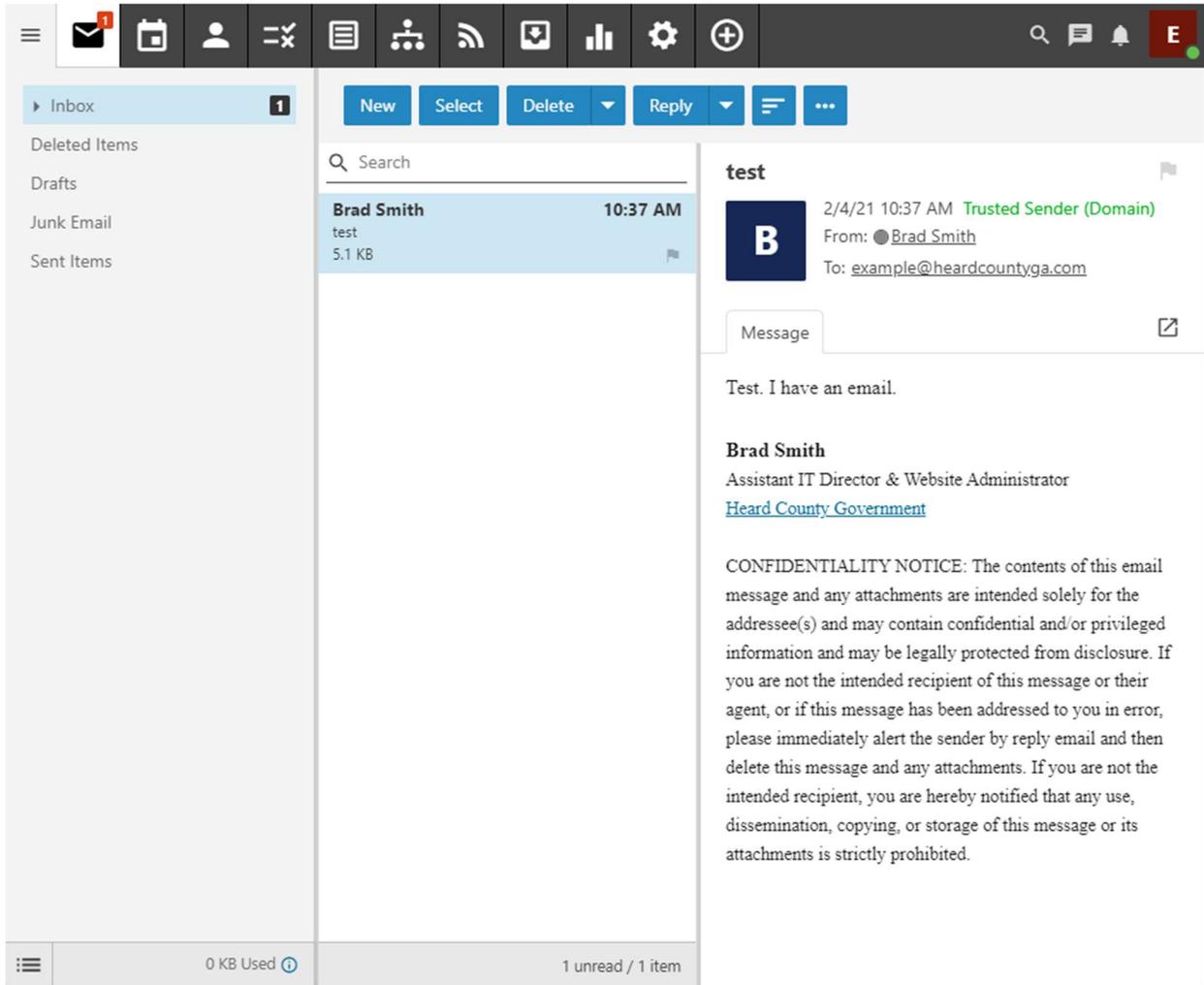
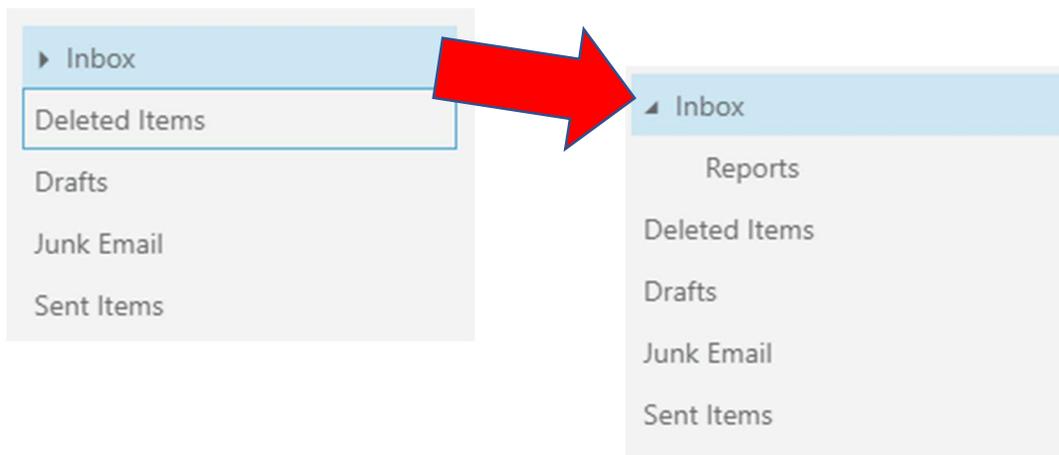2. Click on the mail icon in the listing on the left side of the browser window.

3. Click on **"Inbox"** in the Email windowpane.
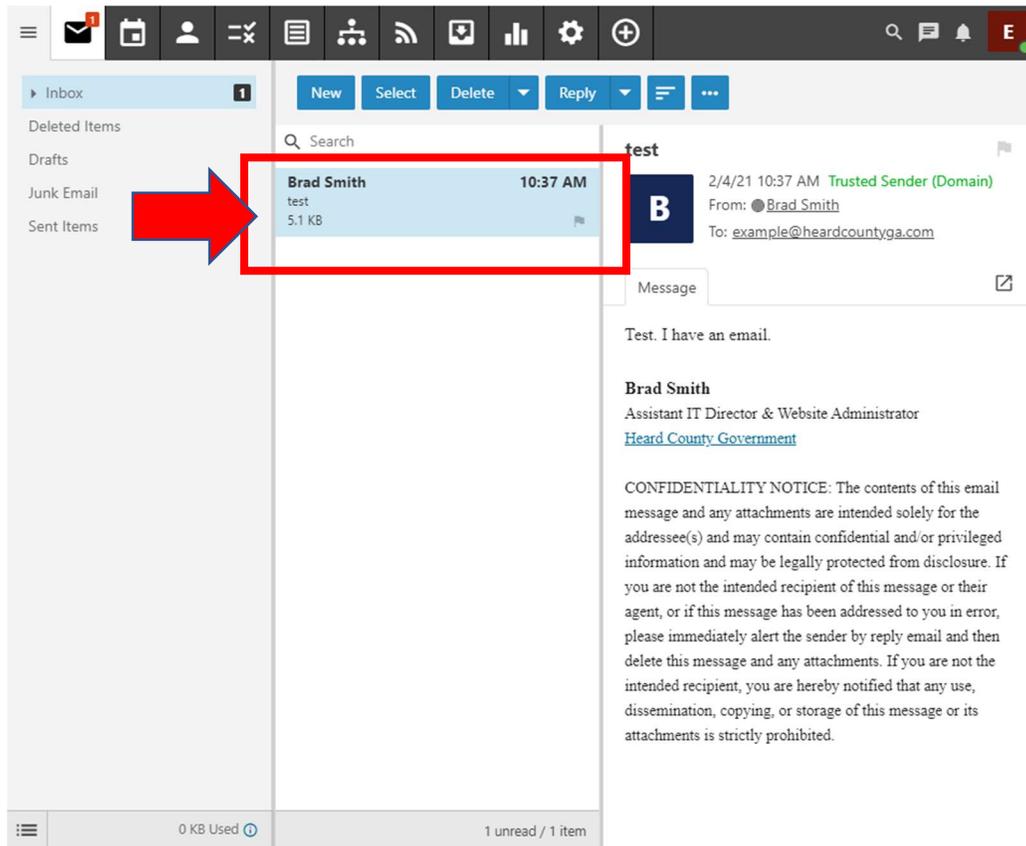
4. Confirm you are at the following screen:

5. To see additional folders under your inbox, you can click the plus icon ▶ next to **"Inbox"**.
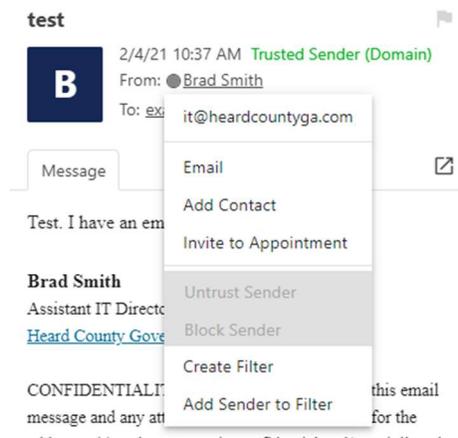
HOW TO VIEW AN EMAIL:

1. *Complete Steps #1-5 of "How to Access Your Inbox."*

2. Click on the message you want to read. This will open the email to the right of your selection. See the following:

3. To view the full email address of the sender emailing you, click on the email address in the **"From:"** field.

NOTE: It is extremely important that you are wary of any email you receive. Always know the sender and intent of any email message you receive. Never interact with anything in the body of an email or any attachments of an email if you are unsure of its sender. Report suspicious activity to the IT Department.

4. To view any attachments in your message, click on the tab labeled **"Attachments"**.
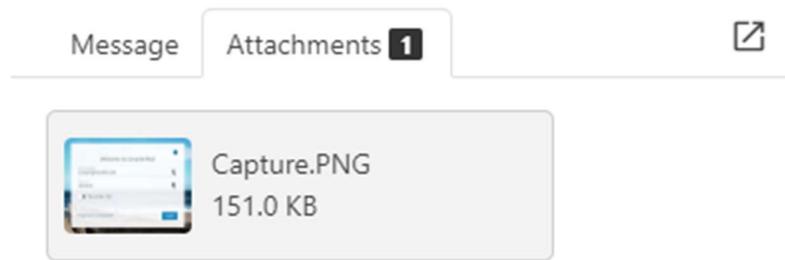

NOTE: Be wary of attachments you receive in an email. If you are unsure of the sender and reason for the email you received, do not open any attachments from that from email. If in doubt, report it to the IT Department and let them approve it.

HOW TO SEND AN EMAIL:

1. *Complete Steps #1-5 of "How to Access Your Inbox."*

2. Click on the [New] button in the upper left corner of your inbox. This will open a new window. See the following:
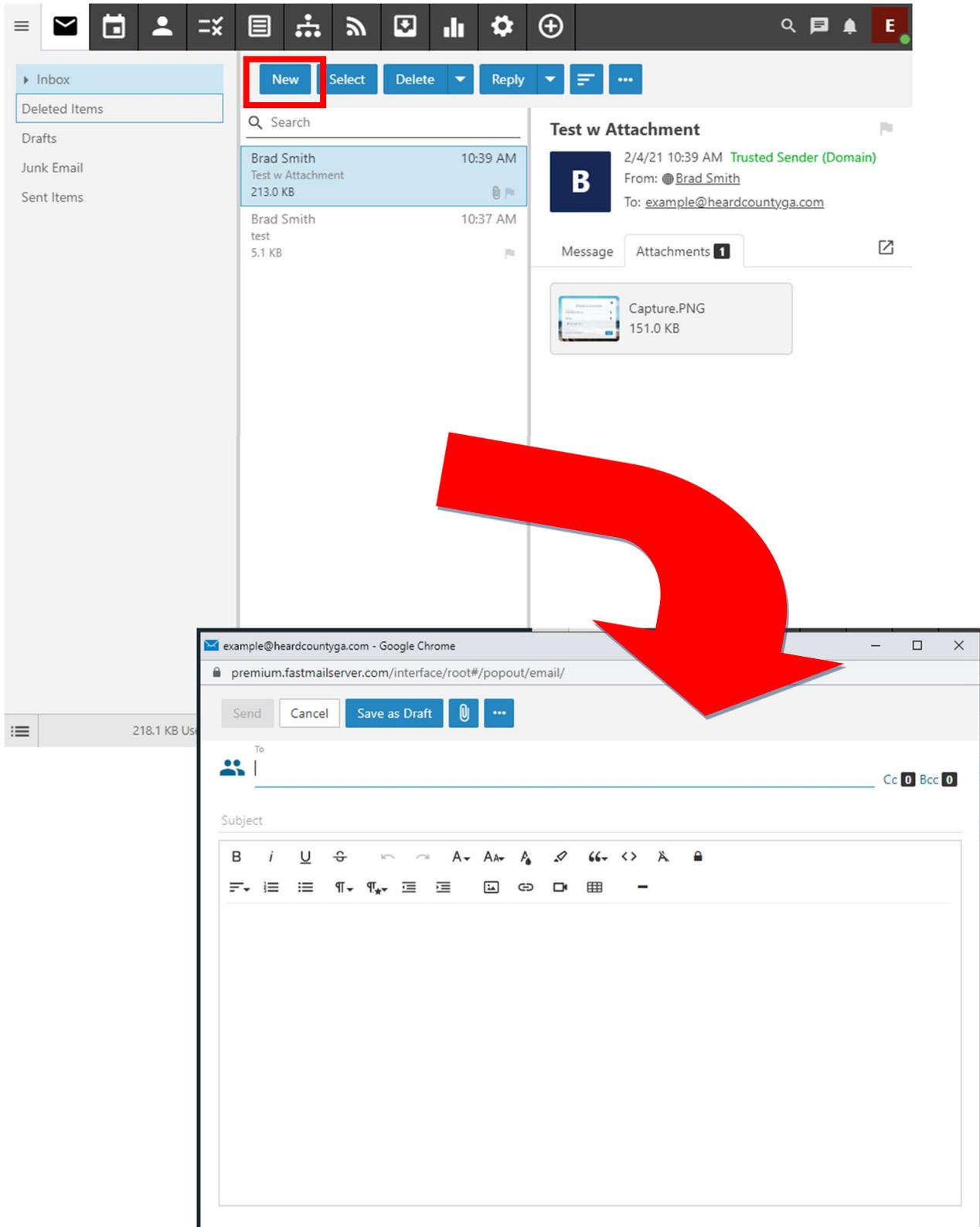
3. Enter in the email address of who you are sending the email to in the **"To"** text box.

To

it@heardcountyga.com ✕ |

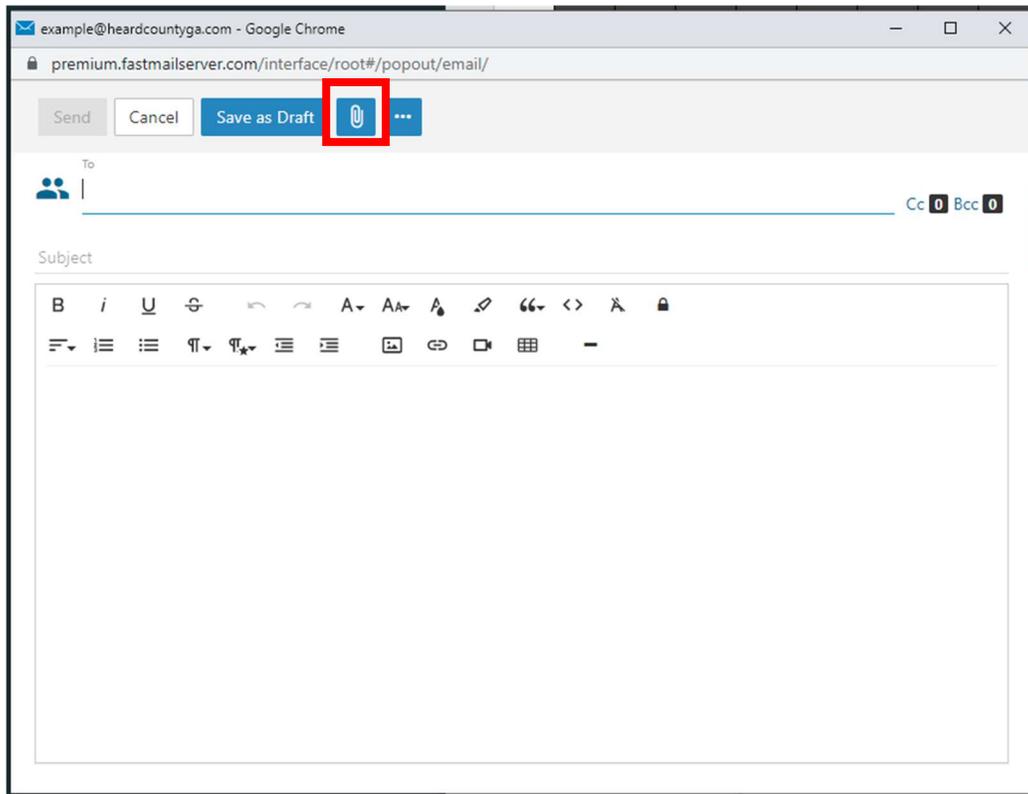4. Enter in a subject in the **"Subject"** text box.

Subject
Email Tutorial Test Subject

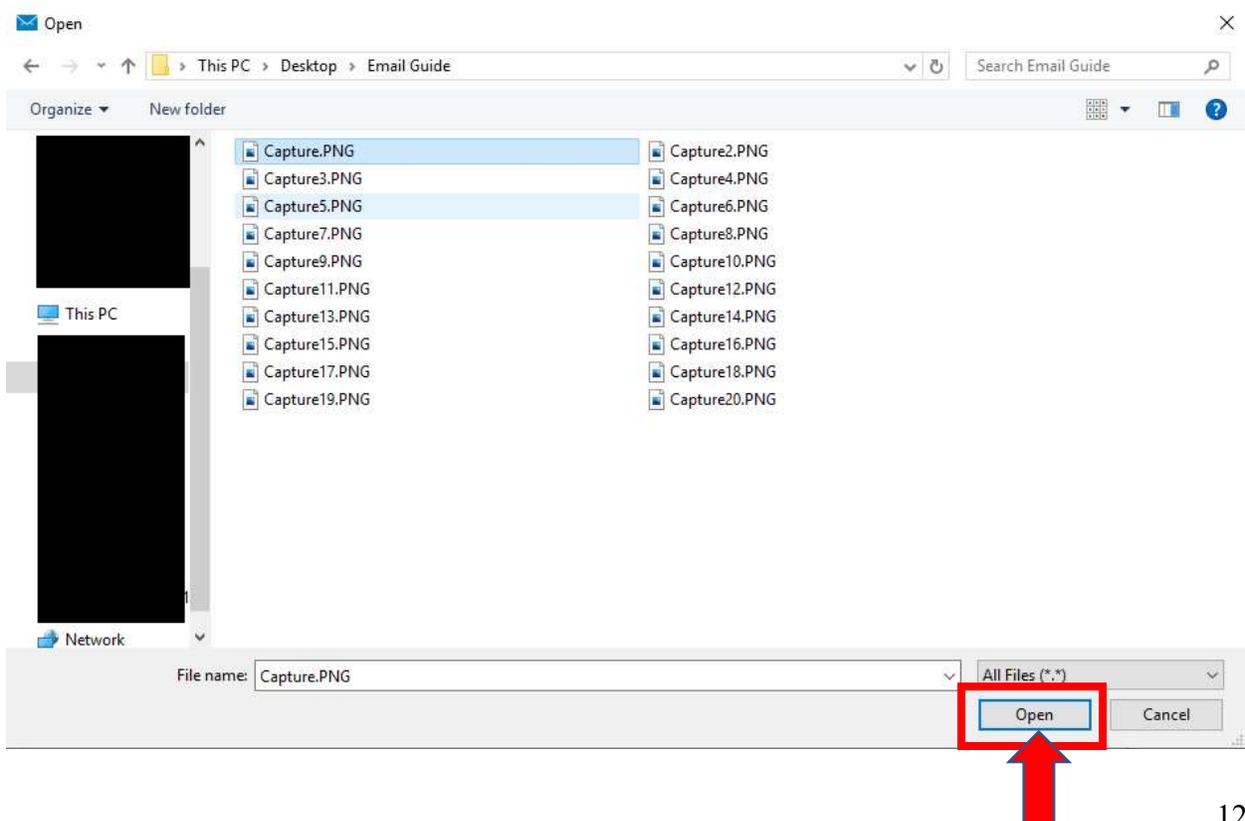5. Type the contents of your email into the large white message text box.
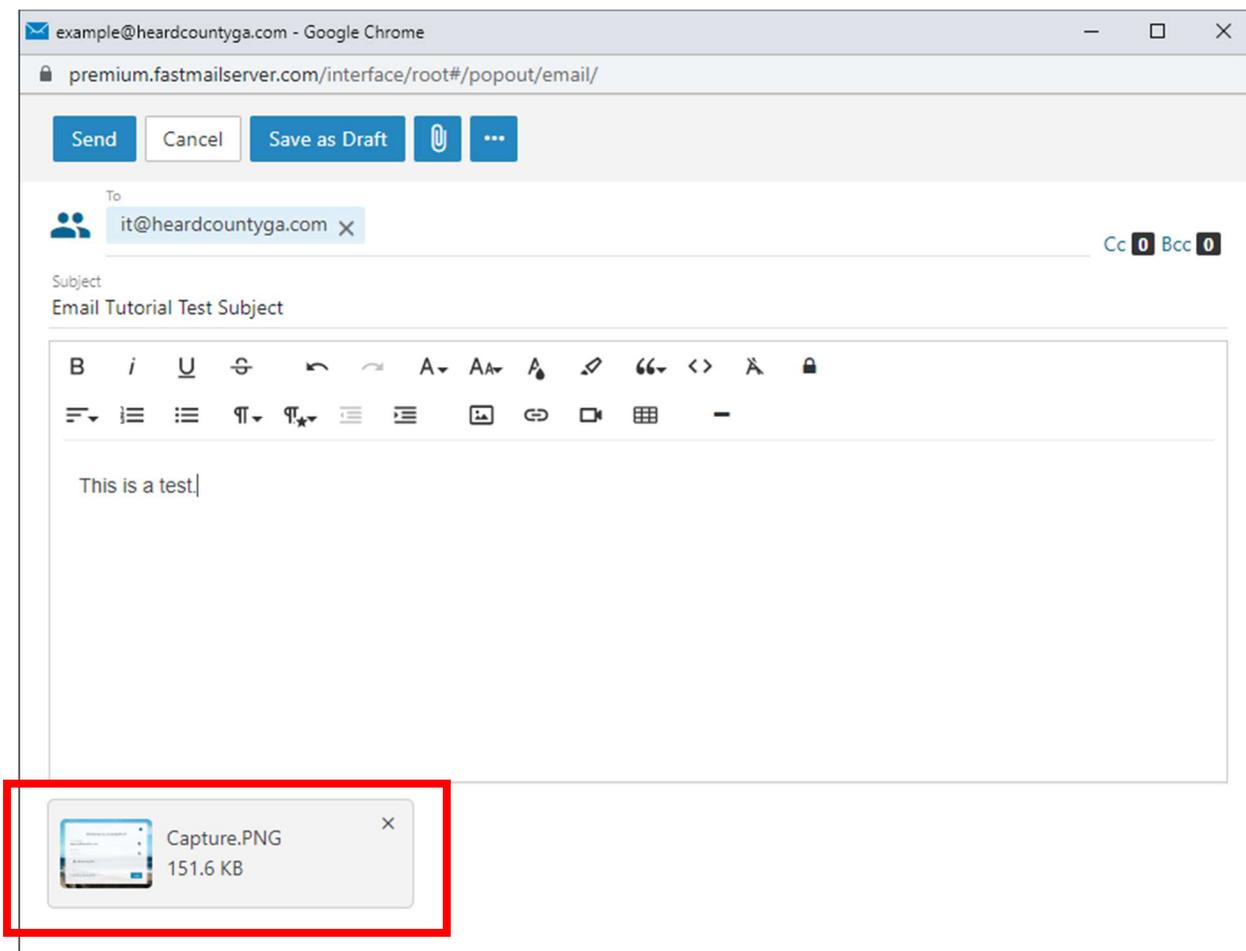
This is a test.

6. If you need to attach a file to your email such as a word document or PDF, click on the **"Attachment"** 📎 button.
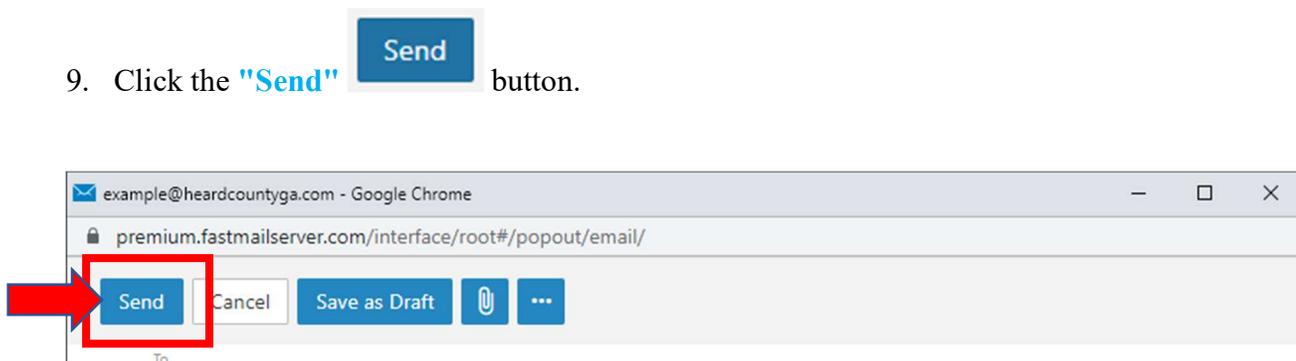

7. Select the file you wish to attach and click the **"Open"** button.

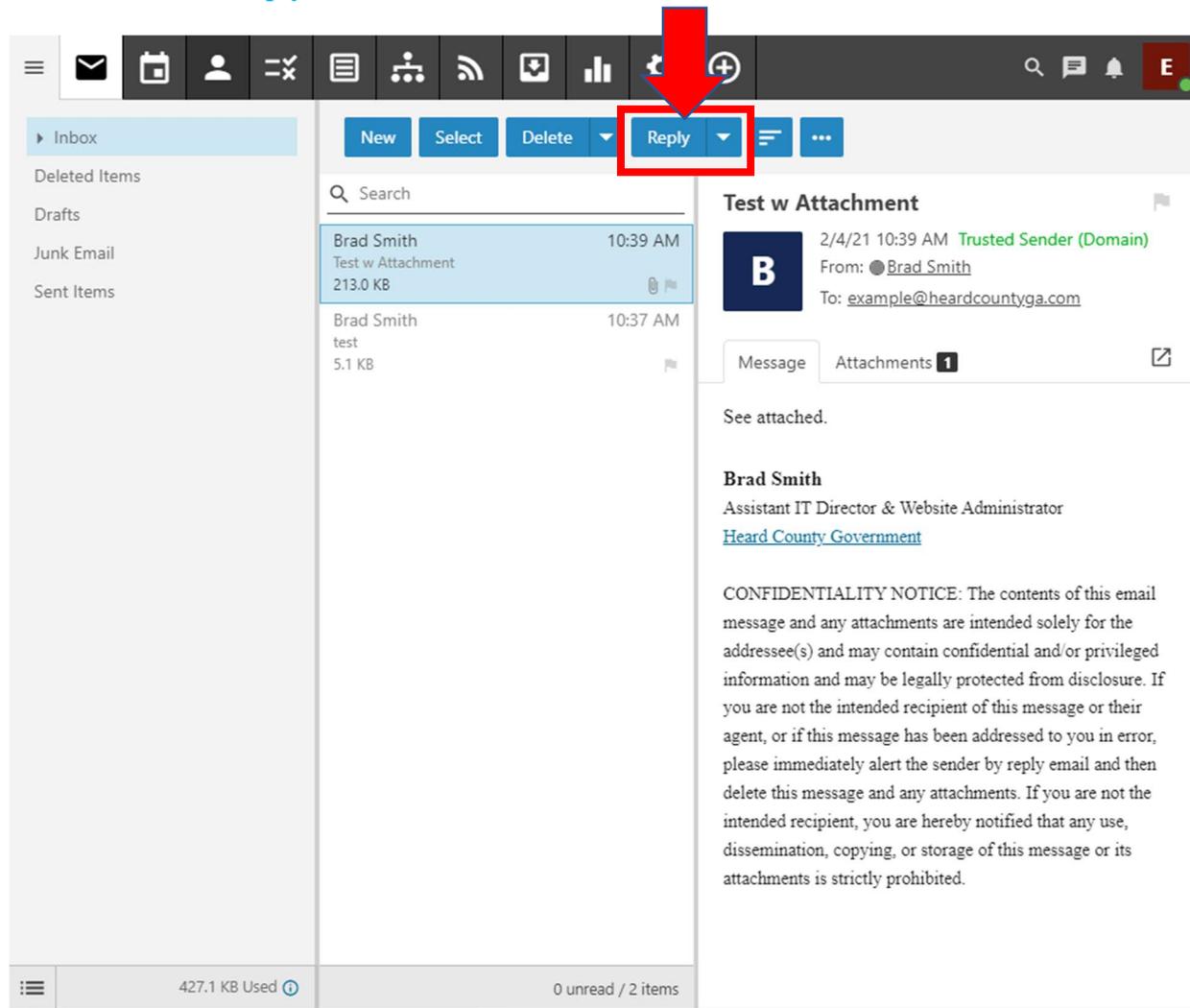8. Verify your file attached by viewing the bottom of the new message window.

9. Click the **"Send"** ![Send] button.

HOW TO REPLY TO AN EMAIL:

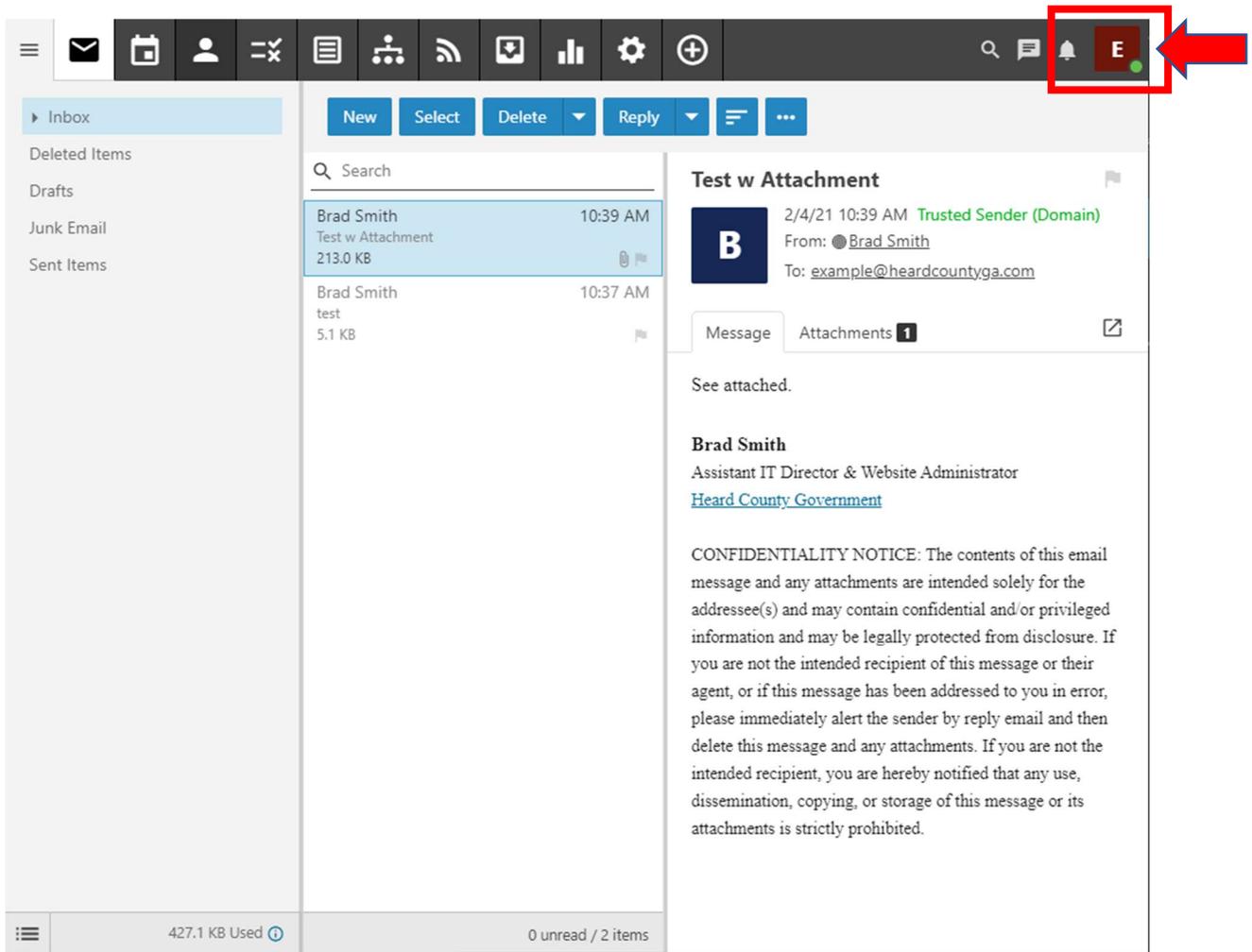1. *Complete Steps #1-4 of "How to View an Email."*
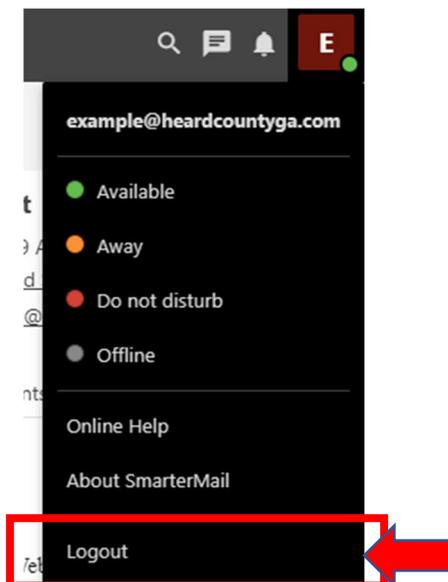
2. Click on the **"Reply"** button.

3. *Follow Steps #4-9 of "How to Send an Email."*

HOW TO LOGOUT OF YOUR EMAIL ACCOUNT:

1. *Complete Steps #1-8 of "How to Login to Your Email Account."*

2. Click on the icon (this is usually the first letter of your email address) in the top right corner.
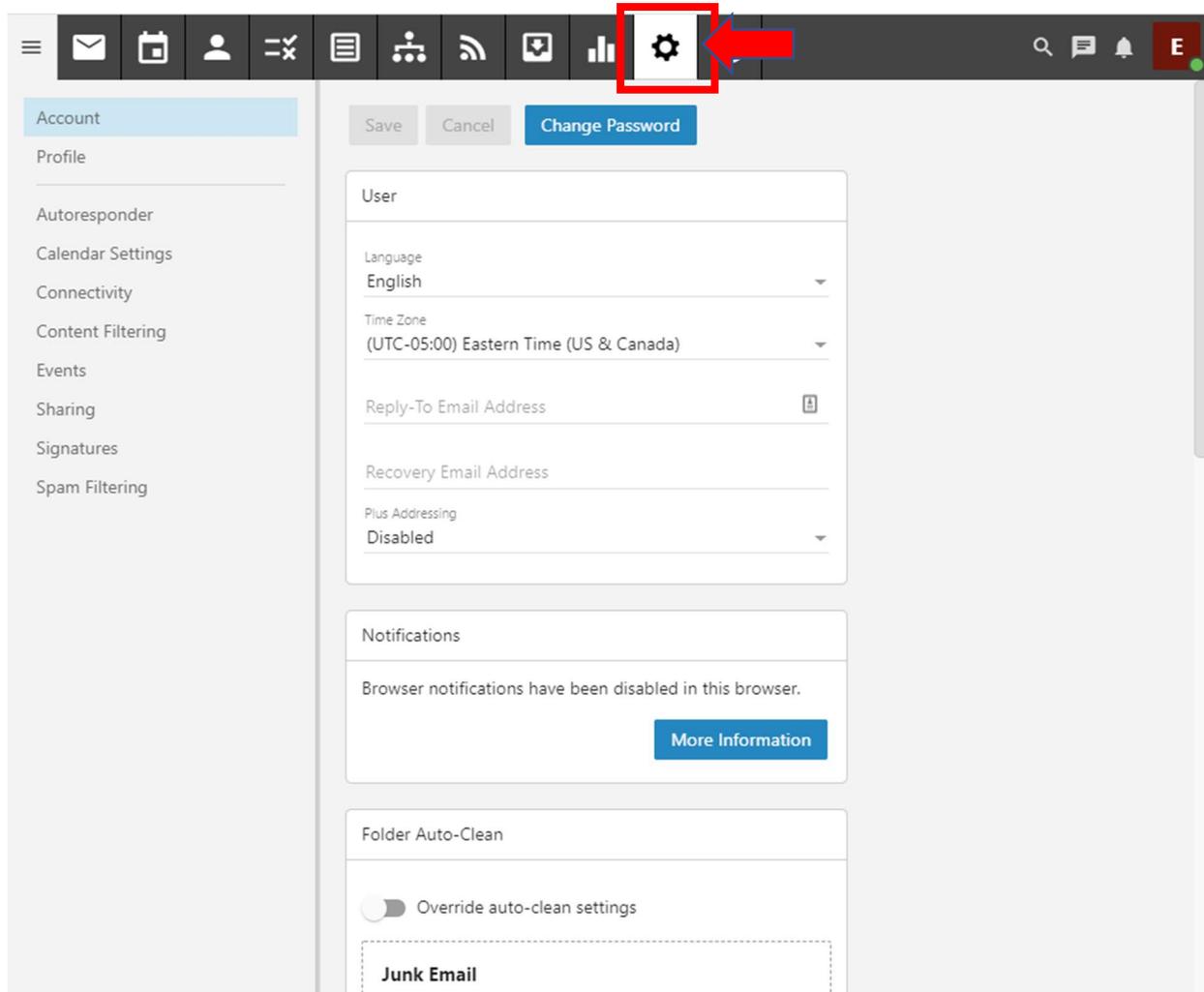

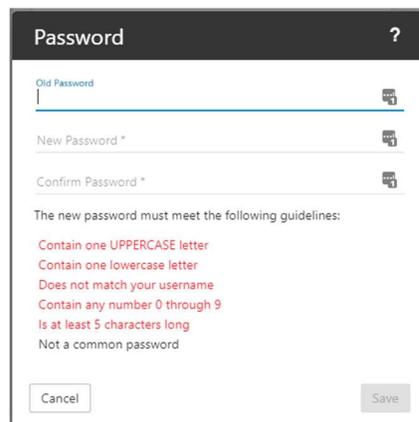3. Click the **"Log Out"** button in the menu that drops down.

HOW TO CHANGE YOUR EMAIL ACCOUNT PASSWORD:

1. *Complete Steps #1-8 of "How to Login to Your Email Account."*

2. Click on the settings icon ⚙ in the listing on the left side of the browser window.

3. Click on **"Change Password"** [Change Password] button in the Settings windowpane.

4. Type your old password into the **"Old Password"** text field.

5. Type your new password into the **"New Password"** text field.

6. Type the same new password into the **"Confirm Password"** text field.

7. Click on the **"Save"** button.

8. Confirm you receive a green **"Action Succeeded"** notification in the bottom right of your browser window.