



GILES CHEMICAL A DIVISION OF PREMIER CHEMICAL LLC INFORMATION TECHNOLOGY

Giles Chemical WebMail Access Instructions and Policy

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Instructions and Policy on Accessing Giles WebMail

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INSTRUCTIONS

1. Open any web browser such as: Internet Explorer, Netscape, or Mozilla and type in

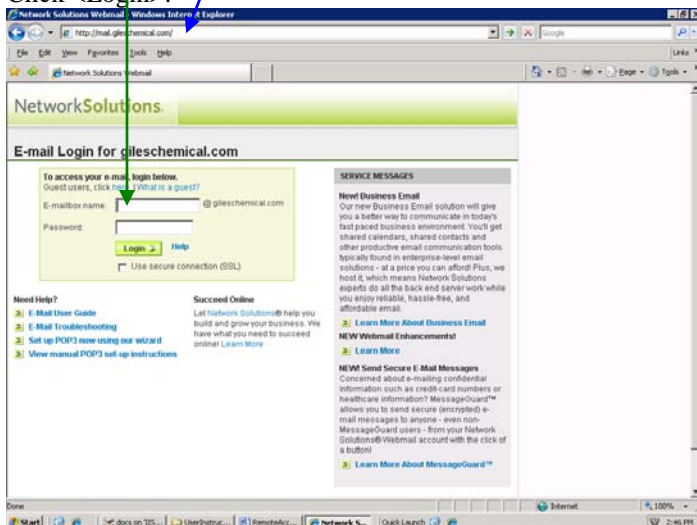
<http://mail.gileschemical.com>

2. Login

Your username is (no spaces) first initial last name@gileschemical.com but you only need to type **first initial last name** (do not include @gileschemical.com).

Your password is CAPITAL first initial LOWERCASE last name (no space) and some numbers (check with IT), please be sure that the first initial is capitalized.

Click <Login>.



Be sure to click Sign Out in the upper right hand corner when you are done.

POLICY

By access to and use of any of Giles network, systems and e-mail, the employee is expected to follow all policies and guidelines that have been set forth as a Giles employee. Giles cannot and will not be held responsible for computer related problems on any personal equipment used to access Giles network/systems. Technical support is limited to Giles equipment only, so use of personal equipment is at your own risk. Do not connect to Giles network/systems if you have any viruses or malware. Ideally, you should have your own protection, and it should be updated and actively running.

It is your responsibility to report any breaches, illegal, suspicious or misuse of Giles network/systems to management or Information Technology immediately or as soon as possible when one of these situations occurs. Giles files or data should never be downloaded on to or saved to any equipment that is not the exclusive property of Giles without prior approval from management and IT.

As a representative of Giles you are expected to use Giles network, systems and e-mail professionally and responsibly. If you are found to have misused Giles network, systems or e-mail, disciplinary action and possible termination could be a result. Please use good judgment, professional, legal and ethical behavior when using Giles network, systems and e-mail. Also, review Giles official E-mail Policy and Guidelines for further information and requirements. Document #IT-E-Mail Pol-2009. Giles also reserves the right access data and log files or anything else associated with its network/systems at anytime without notice.