



South Carolina Parks, Recreation and Tourism

IT Department

How to View the Park's Email Account - Instructional Guide

## Table of Contents:

### 1.0 Purpose

- 1.1 How to view parks email account

### 2.0 Support Details

- 2.1 Option 1 – Shared Folder
- 2.2 Option 2 – Second Tab
- 2.3 Must be granted access to park email

### 3.0 Instructions

- 3.1 Option 1 – Shared Folder
- 3.2 Option 2 – Second Tab
- 3.3 Changing who the email is from

## PURPOSE:

The purpose of this document is to demonstrate how to view the park's email account.

## SUPPORT DETAILS:

There are 2 ways to look at the park email account. One way is to add a shared folder within your inbox and the second is to open a new tab. Both ways are shown below. You must have been granted access to view the park email folder before it will open for you. Please use Google Chrome as your browser.

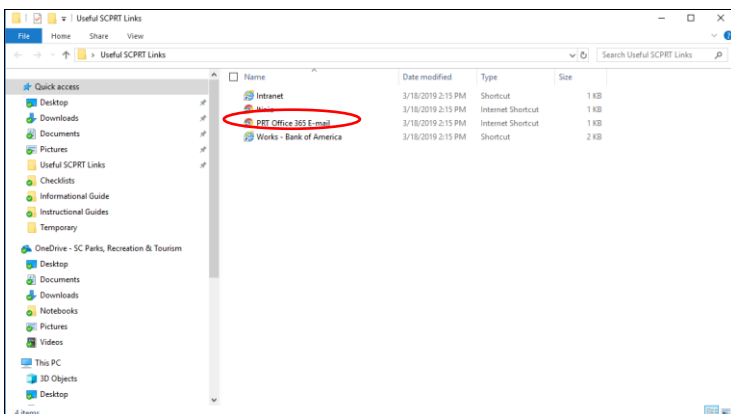
## INSTRUCTIONS:

### Option 1 – Add Shared Folder

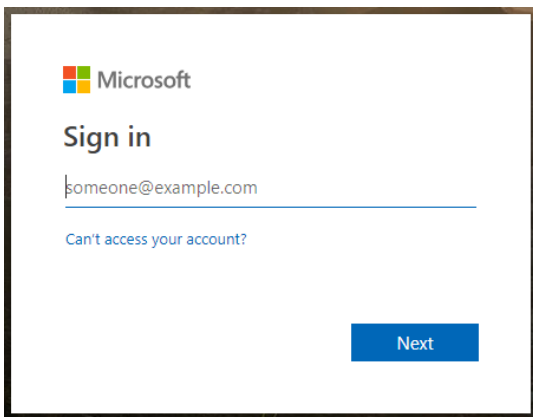
- On your desktop, click the Useful SCPR Links



- Click on PRT Office 365 E-Mail

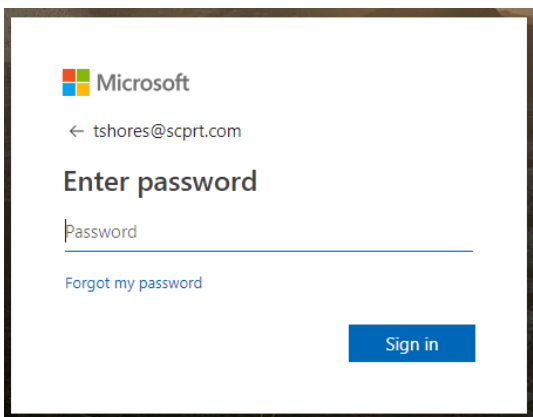


- Put in your email address
  - Note: not the park's email address that will come later.
- Click Next



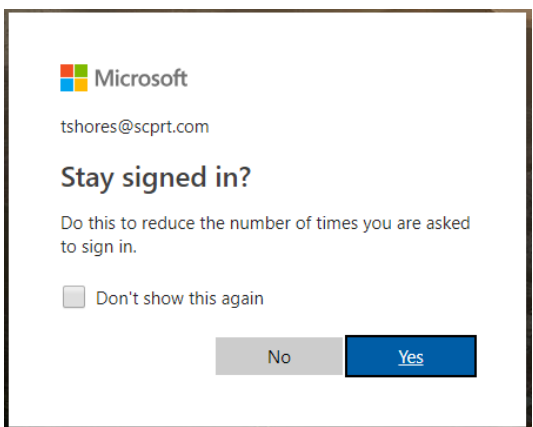
The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "someone@example.com". Below the input field is a link that says "Can't access your account?". At the bottom right is a blue button labeled "Next".

- Put in your Windows password
- Click Sign In



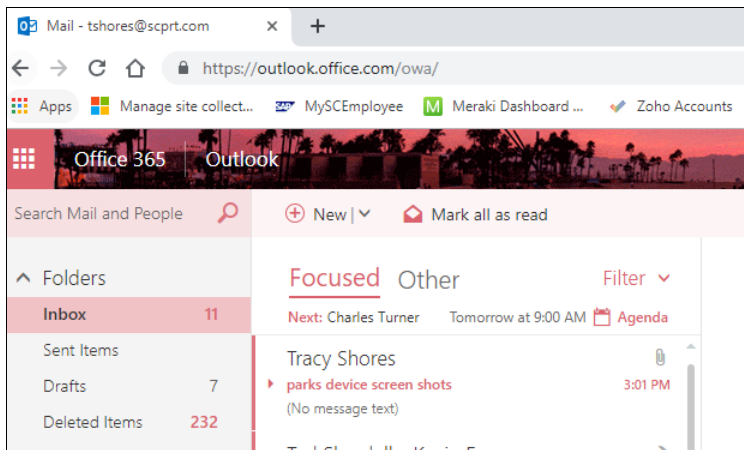
The screenshot shows the Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it, the email address "tshores@scprt.com" is displayed with a back arrow to its left. The text "Enter password" is shown above a password input field. Below the input field is a link that says "Forgot my password". At the bottom right is a blue button labeled "Sign in".

- Staying signed in is a preference, you may click either yes or no.

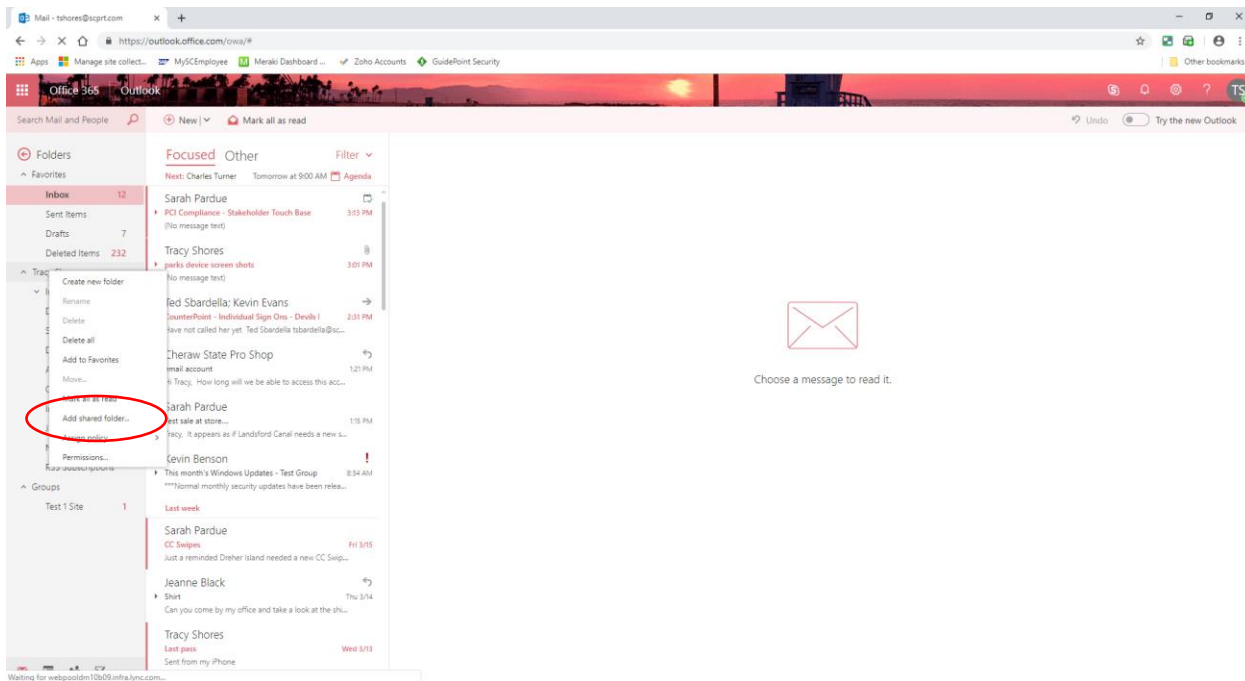


The screenshot shows the Microsoft "Stay signed in?" screen. At the top left is the Microsoft logo. Below it, the email address "tshores@scprt.com" is displayed. The text "Stay signed in?" is shown above a paragraph that reads: "Do this to reduce the number of times you are asked to sign in." Below this text is a checkbox with the label "Don't show this again". At the bottom are two buttons: a grey button labeled "No" and a blue button labeled "Yes".

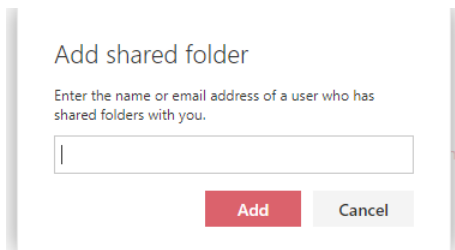
- Your email will open.



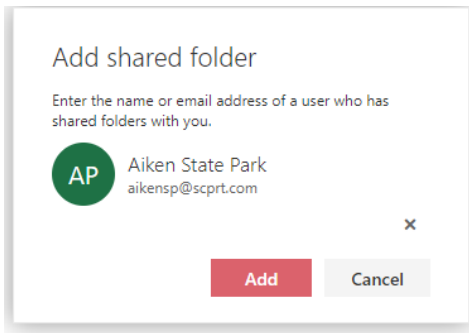
- Right click on your name
- Click Add Shared Folder



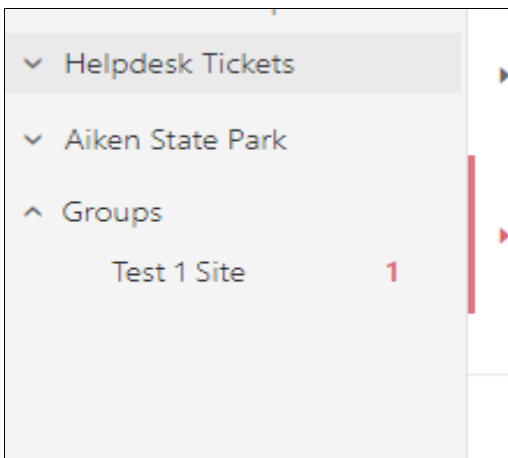
- Input the email address of the park



- Click Add

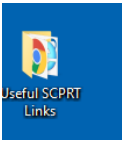


- On the left side of your screen under your inbox, the park email will display.
- Open and use as you normally would.

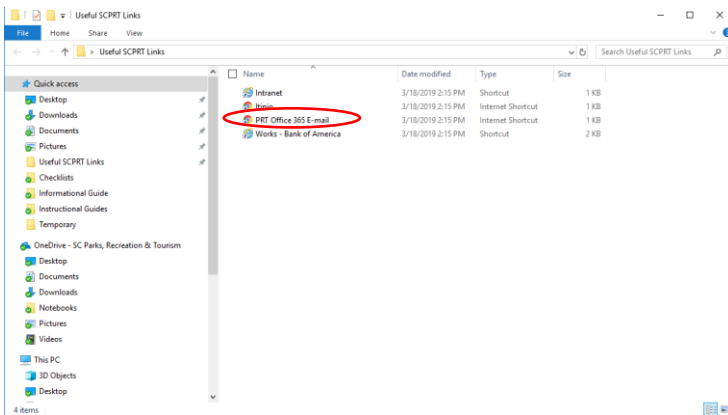


## Option 2 – Open In a New Tab

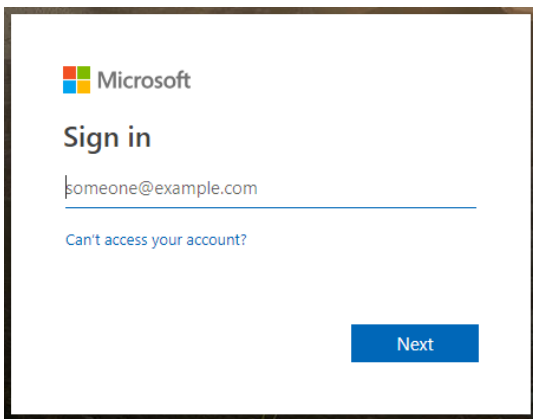
- On your desktop, click the Useful SCPR Links



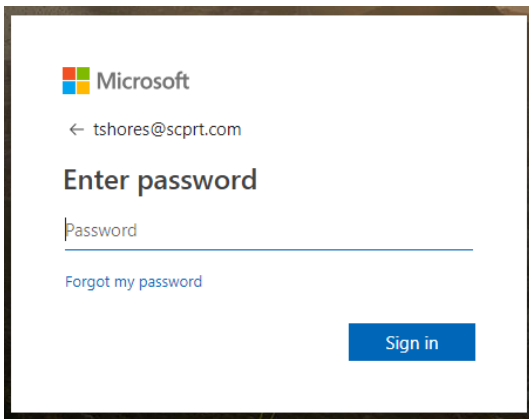
- Click on PRT Office 365 E-Mail



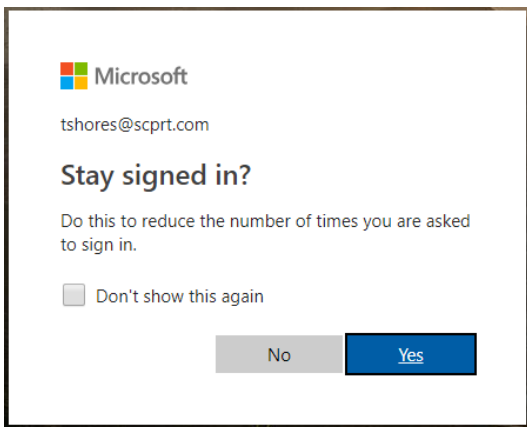
- Put in your email address
  - Note: not the park's email address that will come later.
- Click Next



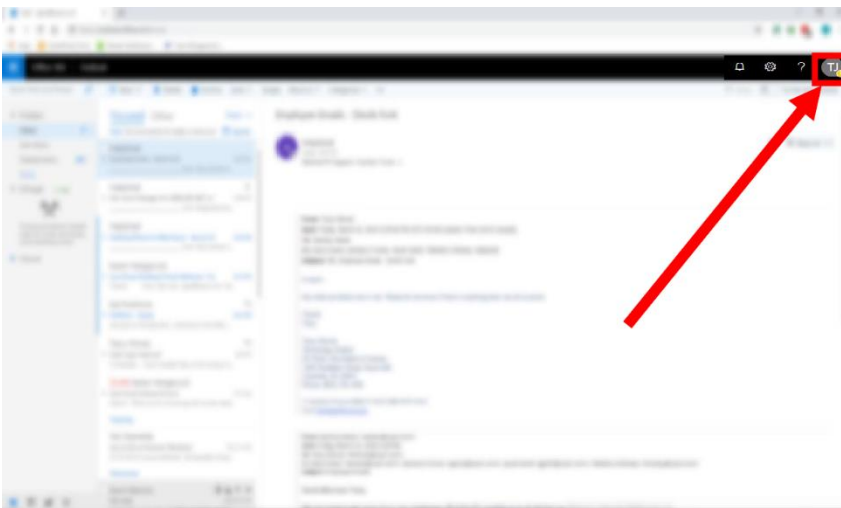
- Put in your Windows password
- Click Sign In



- Staying signed in is a preference, you may click either yes or no.

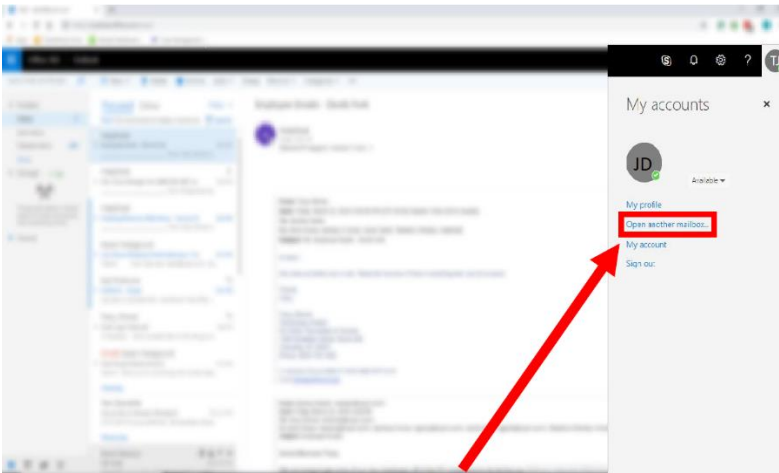


- Once your email loads, look in the top right corner and click on your profile button (has your initials on it).

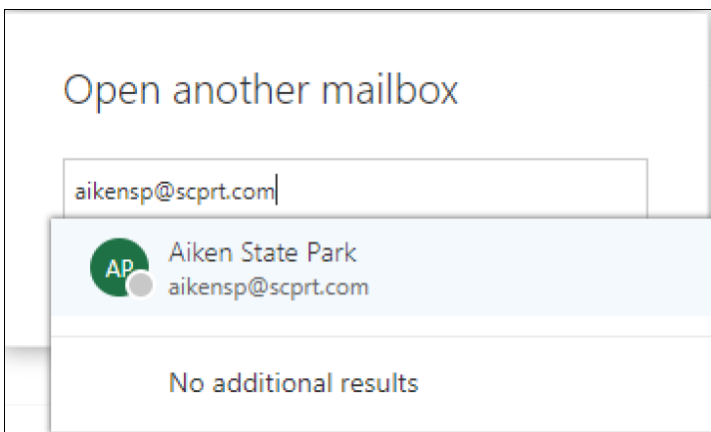




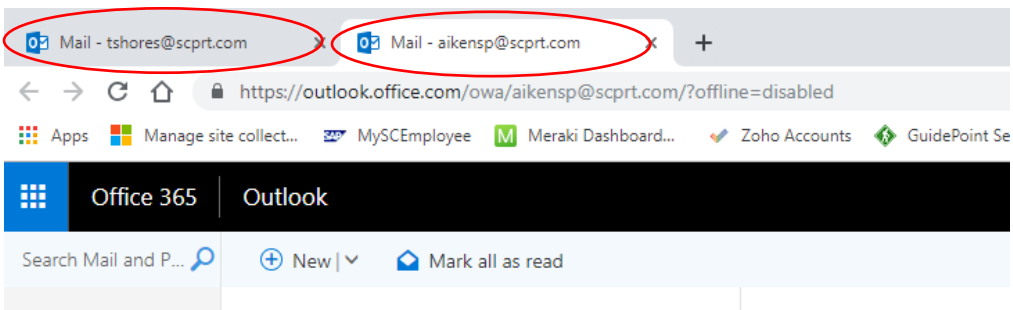
- Click Open Another Mailbox



- Type in the name of the email account you would like to add and click Open.
  - Example: aikensp@scprt.com

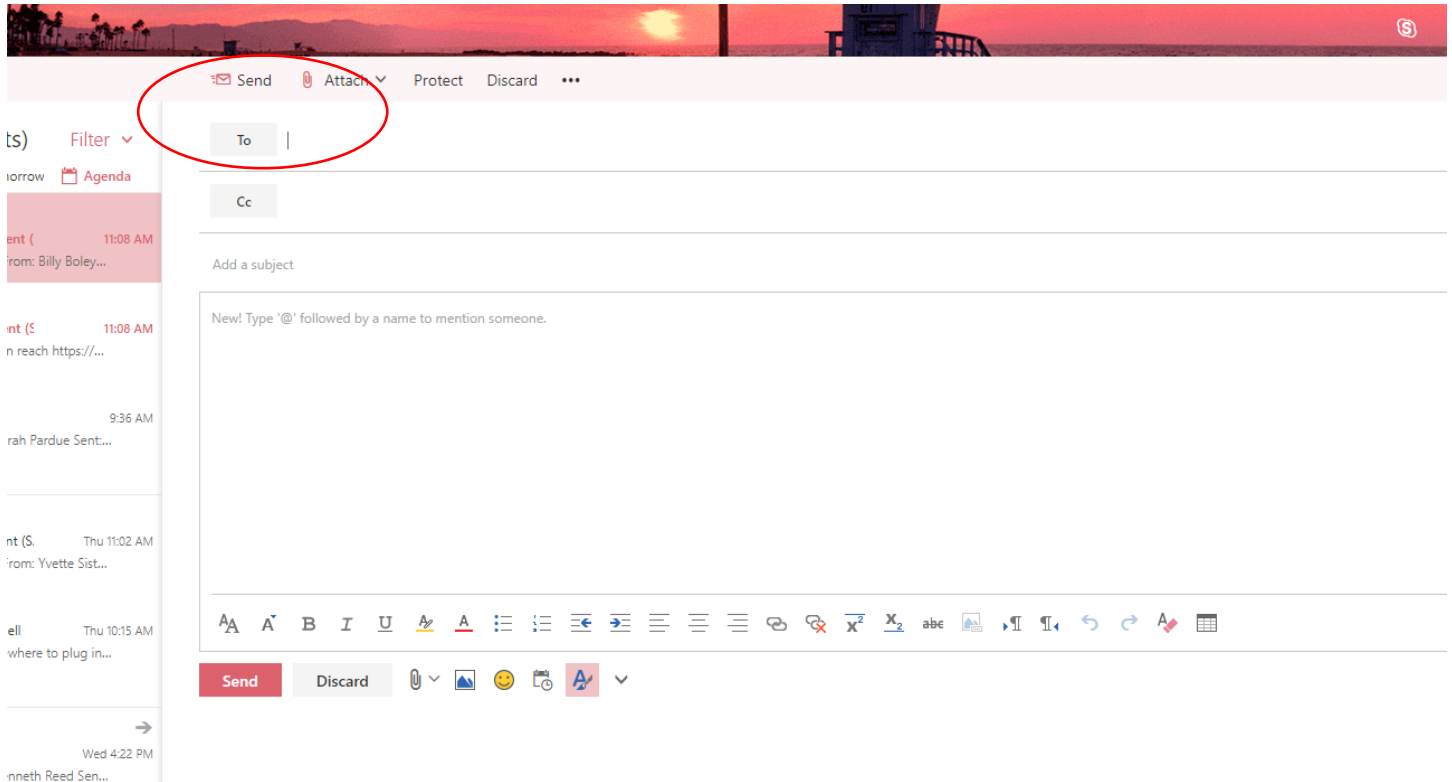


- A separate tab from your email will open.
- Use the email as you normally would.

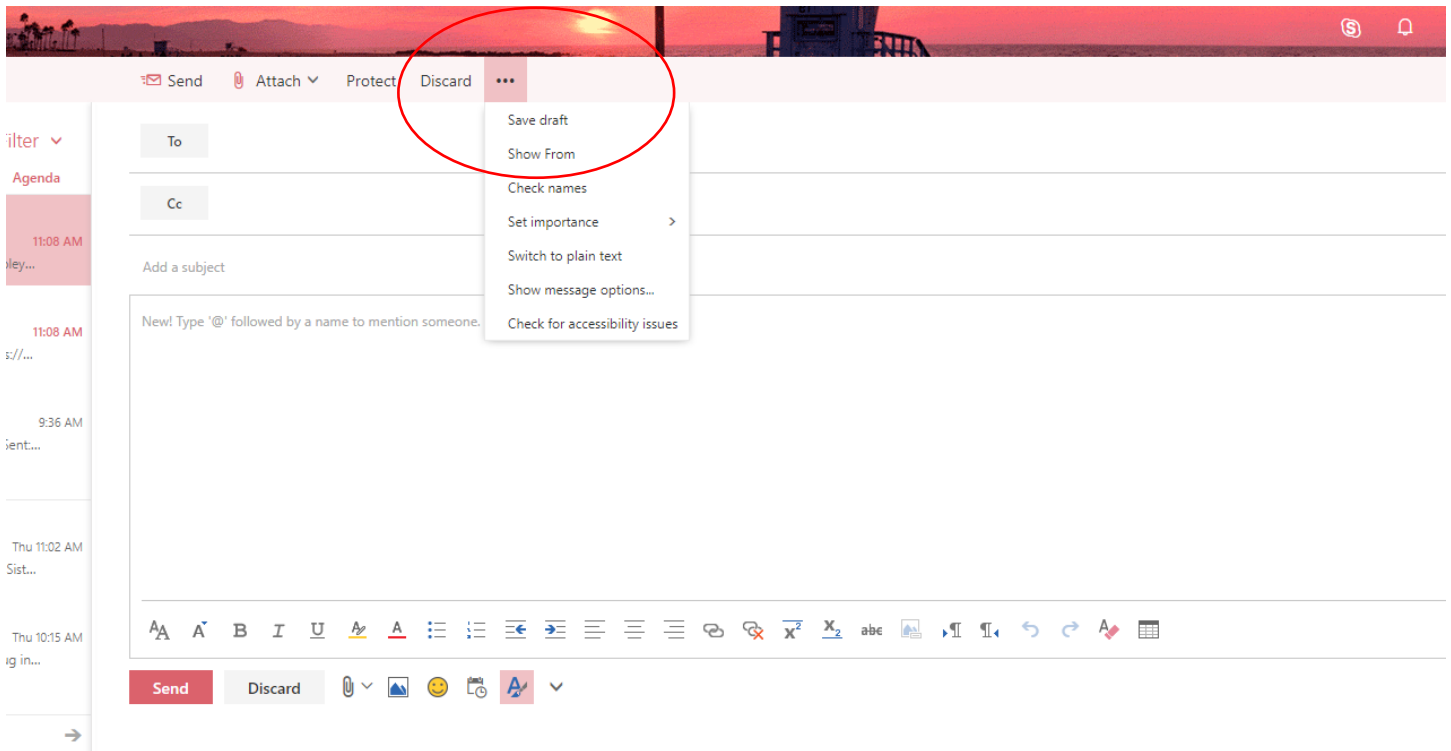


## Changing the “From” to the Park Email Instead of Your Email

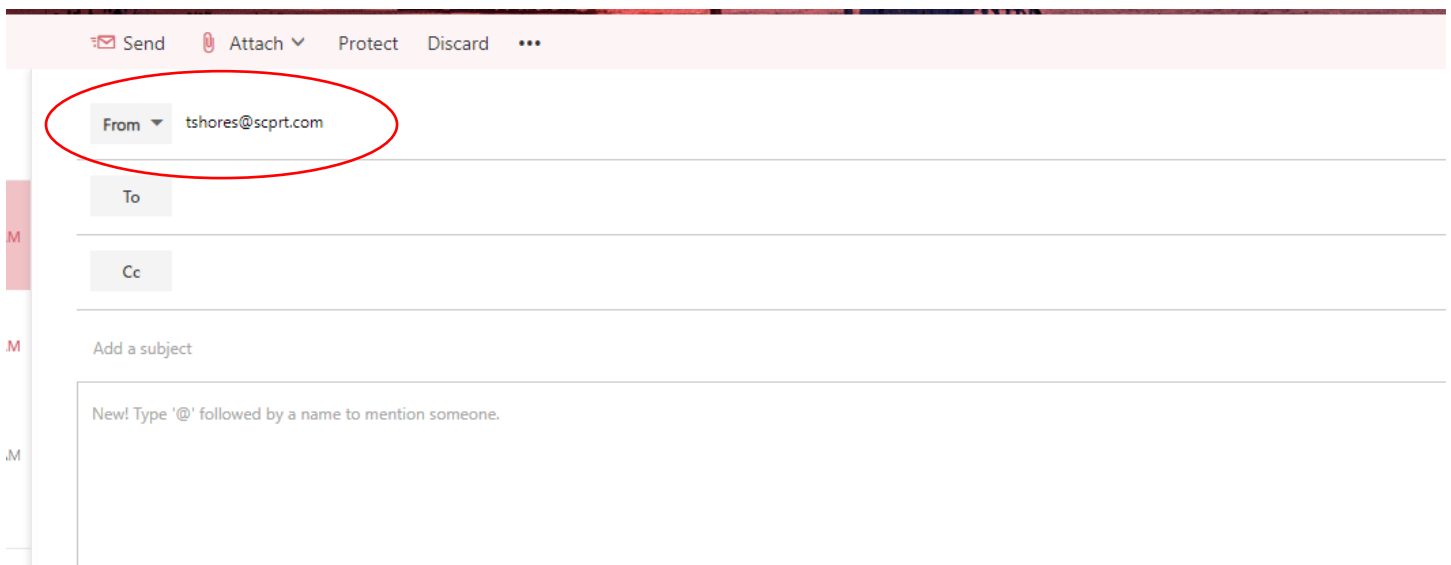
- Once you have the park email account viewable, you will want to ensure when you send an email from the park email account, it has the park as the “from” instead of your email.
- Open a new email
- Check to see if the “From” option is displaying.



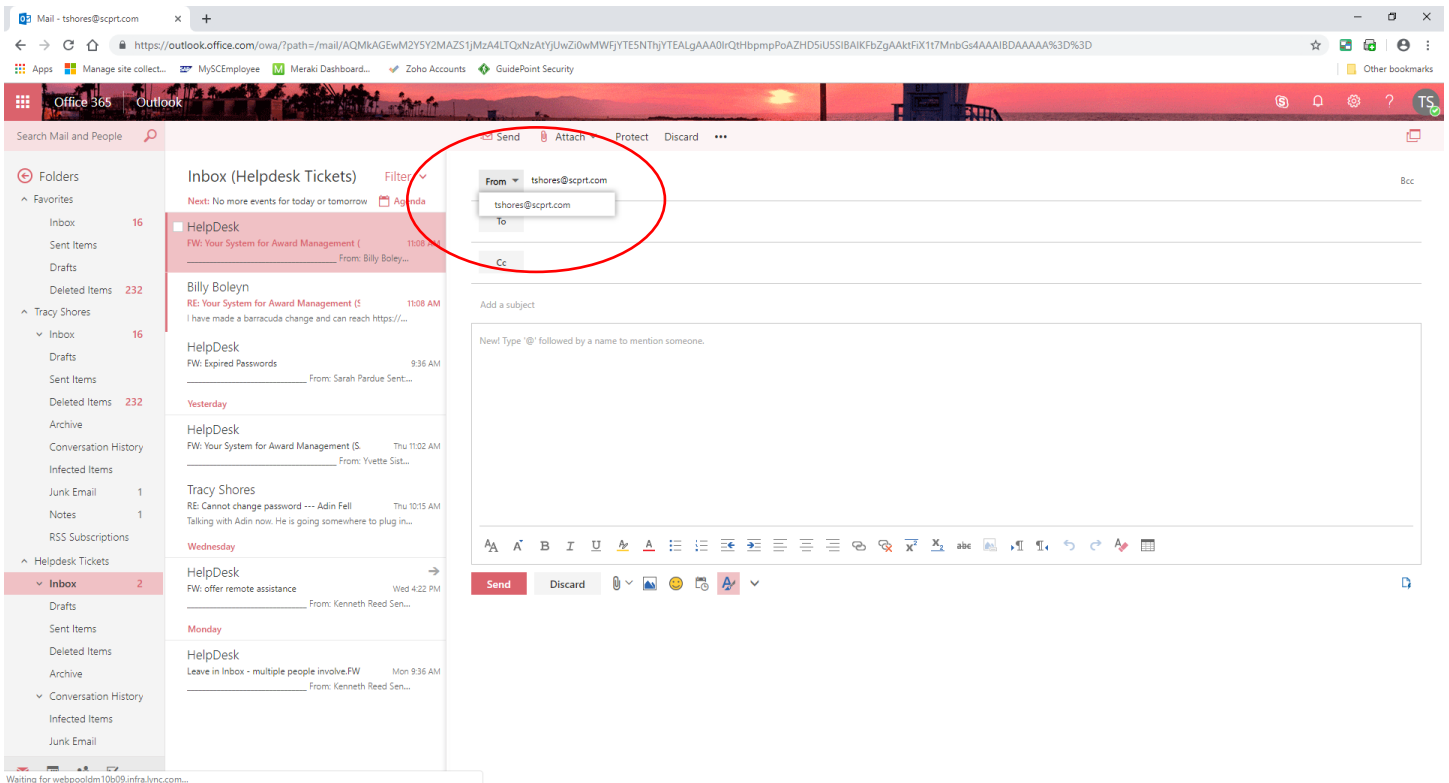
- Click on the 3 dots
- Click on Show From



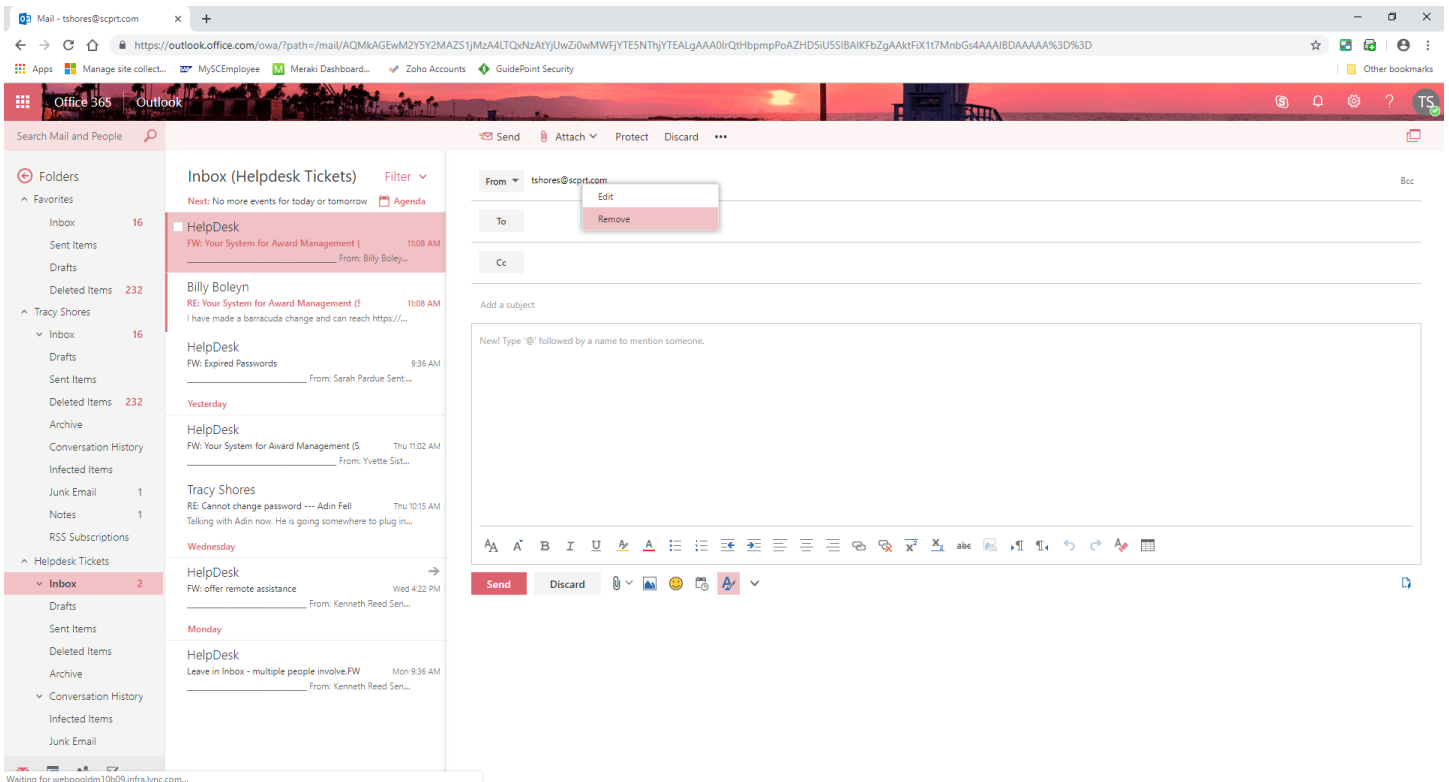
- Your email address will display.
- If you drop down the arrowhead to the left of your email, you will be able to see if any other “from” options are available to you.



- In this screen shot there are no other options, only my email displays when I drop the arrowhead down.



- Right click on your email address
- A second box will display, click remove.
  - If a box with your Outlook information displays, just click outside of it and try it again.



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Filter

morrow Agenda

ment (11:08 AM  
From: Billy Boley...

ent (S11:08 AM  
an reach https://...

Sarah Pardue Sent...  
9:36 AM

ent (SThu 11:02 AM  
From: Yvette Sist...

FellThu 10:15 AM  
ewhere to plug in...

Wed 4:22 PM  
enneth Reed Sen...

Send AttachProtectDiscard

FromToCcAdd subjectNew! Type '@' followed by a name to mention someone.

A A B I U A A : : < > = \_ & X x abc [ ] { } ~ ¢ £ € ¥ ¦ § ¨ © ª « ¬ ® ¯ ° ± ² ³ ´ µ ¶ · ¸ ¹ º » ¼ ½ ¾ ¿ À Á Â Ã Ä Å Æ Ç È É Ê Ë Ì Í Î Ï Ñ Ò Ó Ô Õ Ö × Ø Ù Ú Û Ü Ý Þ à á â ã ä å æ ç è é ê ë ì í î ï ð ñ ò ó ô õ ö ø ù ú û ü ý þ ÿ

Send Discard

- Filter

Agenda

11:08 AM  
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9:36 AM  
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Thu 10:15 AM  
plug in...

Wed 4:22 PM  
d Sen...

Send Attach Protect Discard

From helpdesktickets@scprt.com

To

Cc

Add a subject

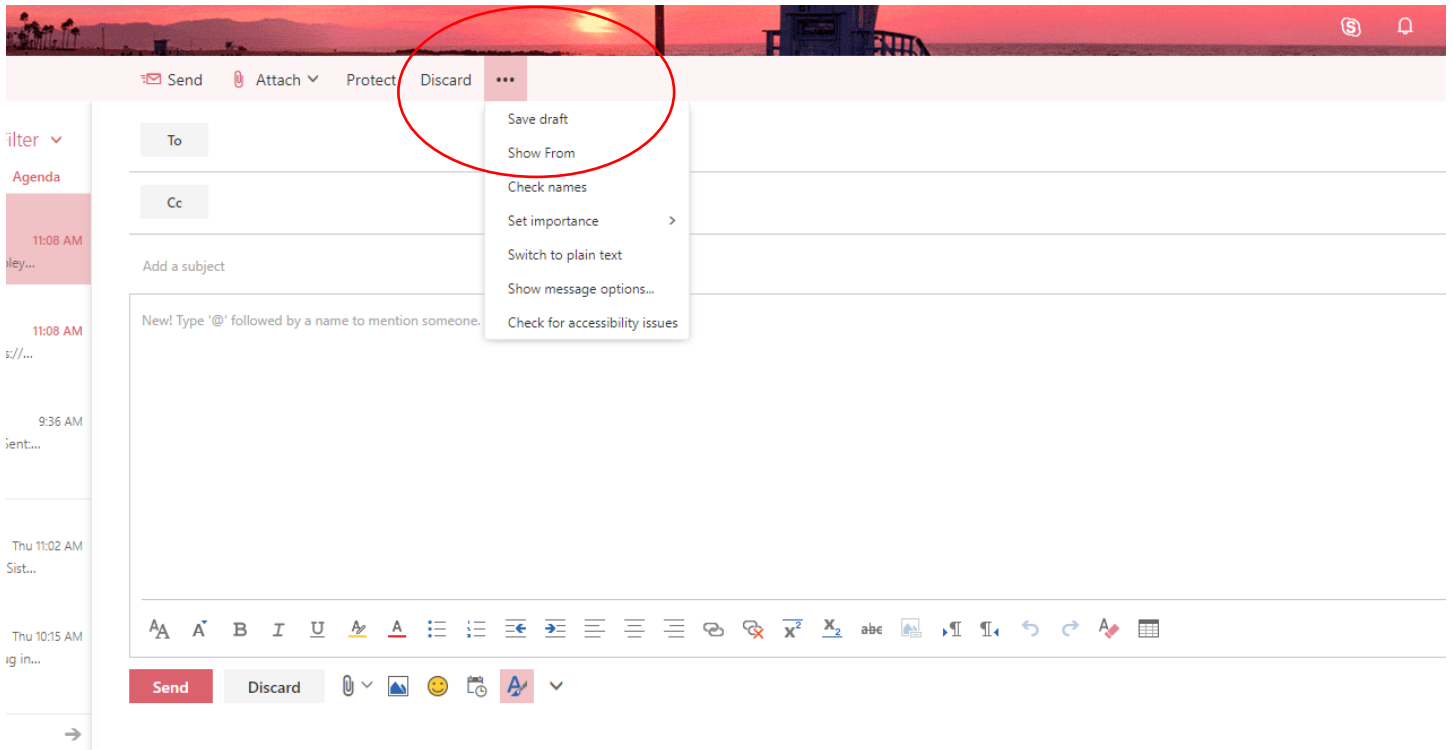
New! Type '@' followed by a name to mention someone.

AA A B I U A A : : < > = = = & & x<sup>2</sup> x<sub>2</sub> abc

Send Discard

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- The next time you come in and want to send an email from the park email account, the “From” may still not be there.
- Click on the 3 dots
- Click on Show From



- Your email address will display.

## VERSION:

Version Number	Author	Purpose / Change	Date
1.0	Tracy Shores / Tyler Jack	Creation	3/25/2019