



South Carolina Parks, Recreation and Tourism

IT Department

How to View the Welcome Center's Email Account - Instructional Guide

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## PURPOSE:

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

## SUPPORT DETAILS:

There are 2 ways to look at the WC 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 WC email folder before it will open for you. Please use Google Chrome as your browser.

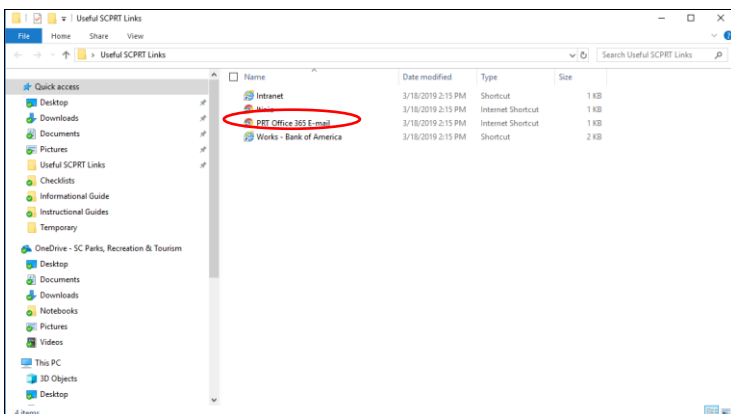
## INSTRUCTIONS:

### Option 1 – Add Shared Folder

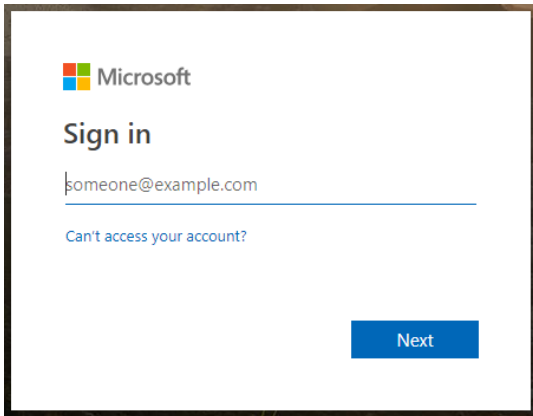
- On your desktop, click the Useful SCPT Links



- Click on PRT Office 365 E-Mail

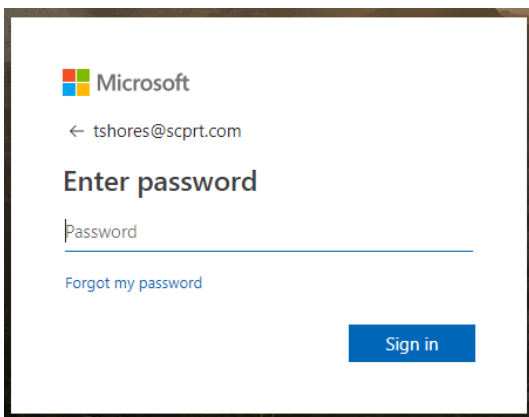


- Put in your email address
  - Note: not the Welcome Center's email address that will come later.
- Click Next



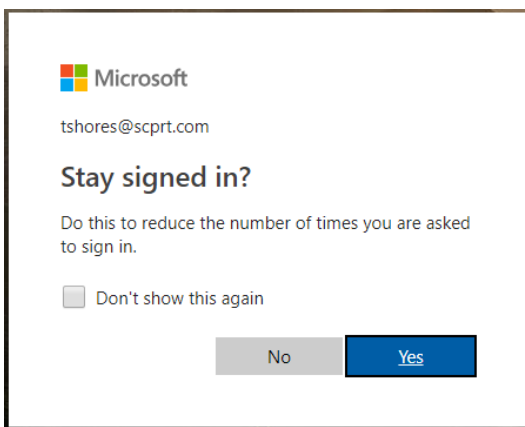
The image shows the Microsoft sign-in screen. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath is a text input field containing the email address "someone@example.com". Below the input field is a link that says "Can't access your account?". At the bottom right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

- Put in your Windows password
- Click Sign In



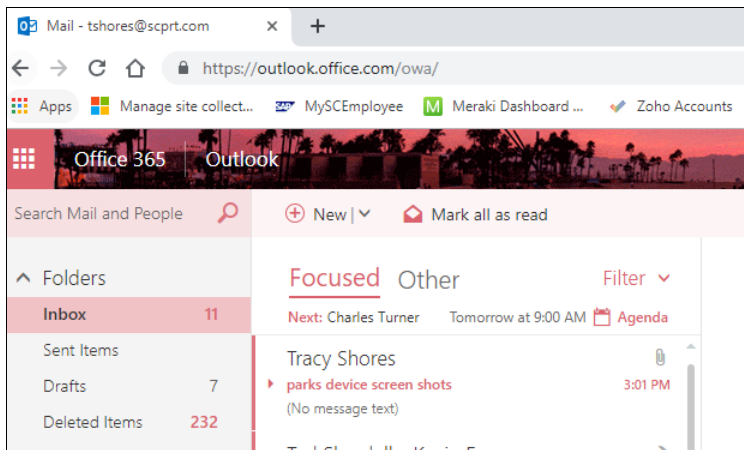
The image shows the Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it, the email address "tshores@scprt.com" is displayed with a back arrow to its left. Underneath is the text "Enter password". Below that is a text input field containing the word "Password". Below the 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.

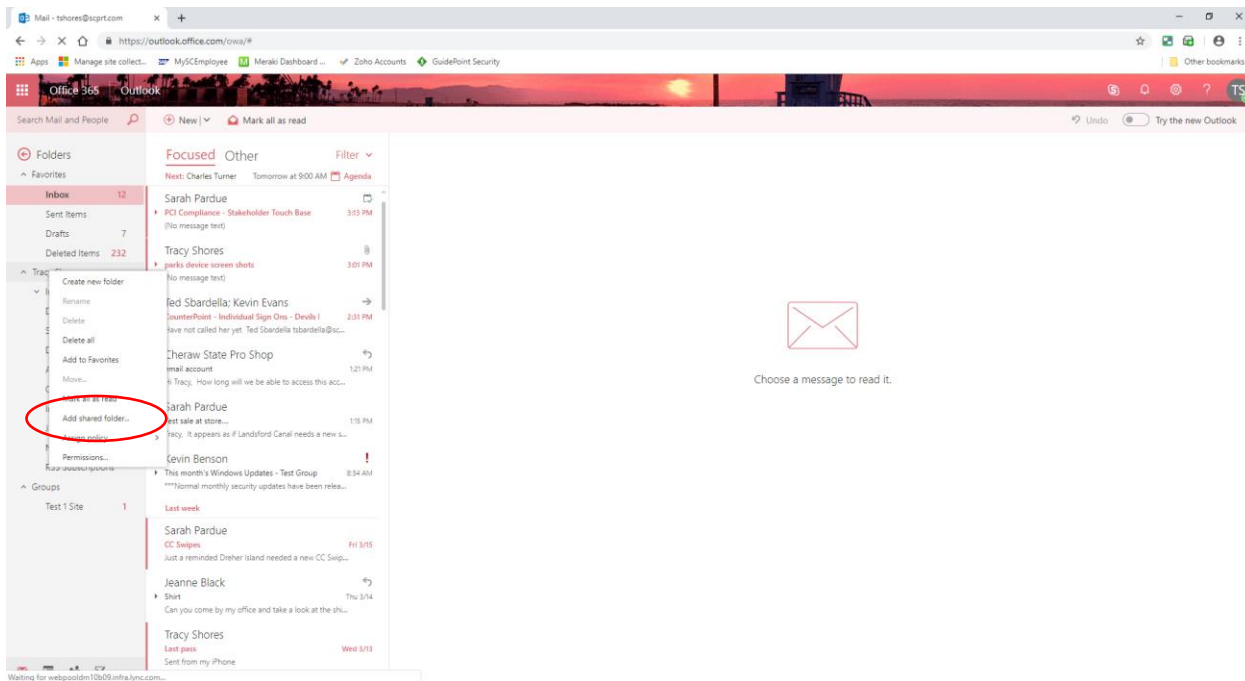


The image shows the Microsoft "Stay signed in?" screen. At the top left is the Microsoft logo. Below it, the email address "tshores@scprt.com" is displayed. Underneath is the text "Stay signed in?". Below that is a paragraph: "Do this to reduce the number of times you are asked to sign in." Below the paragraph 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".

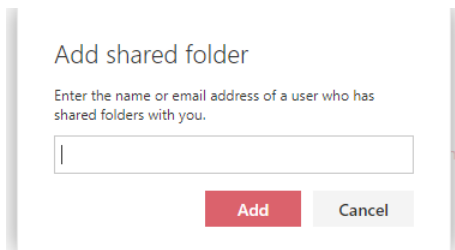
- Your email will open.



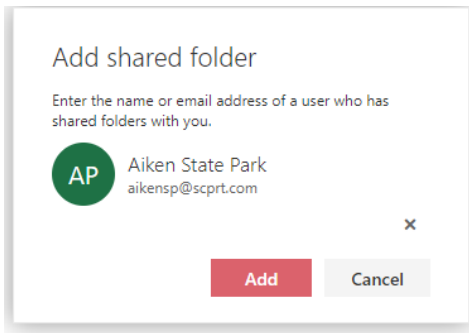
- Right click on your name
- Click Add Shared Folder



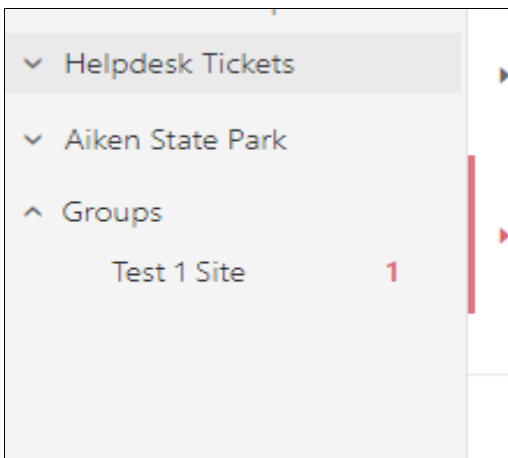
- Input the email address of the Welcome Center (ie blacksburgwc@scprt.com)



- Click Add

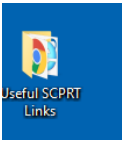


- On the left side of your screen under your inbox, the park email will display.
- Open and use as you normally would.

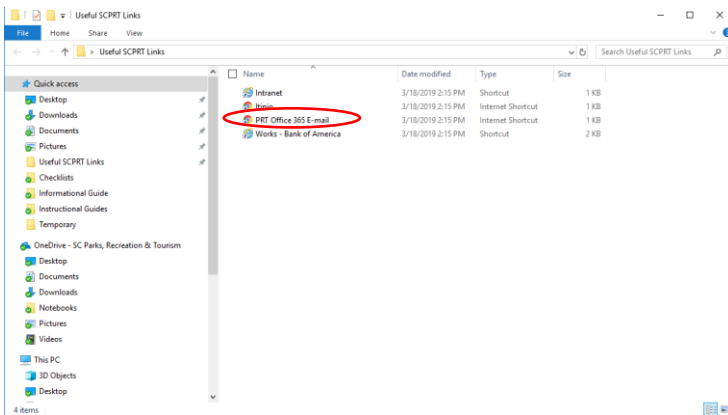


## Option 2 – Open In a New Tab

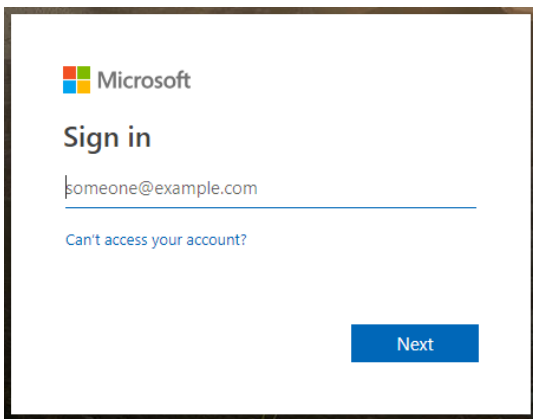
- On your desktop, click the Useful SCPR Links



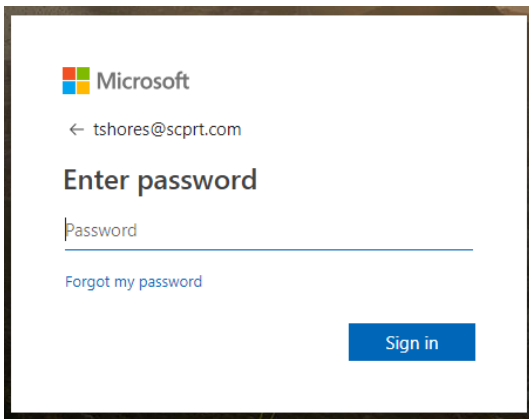
- Click on PRT Office 365 E-Mail



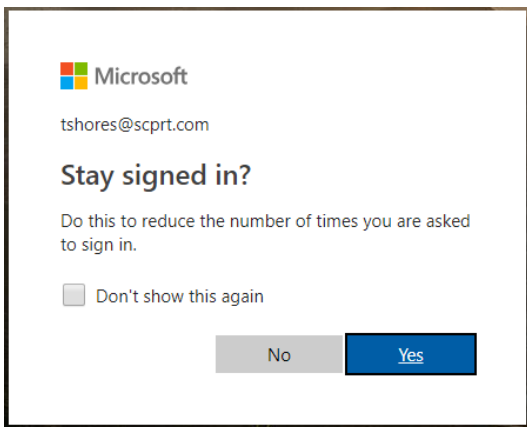
- Put in your email address
  - Note: not the park's email address that will come later.
- Click Next



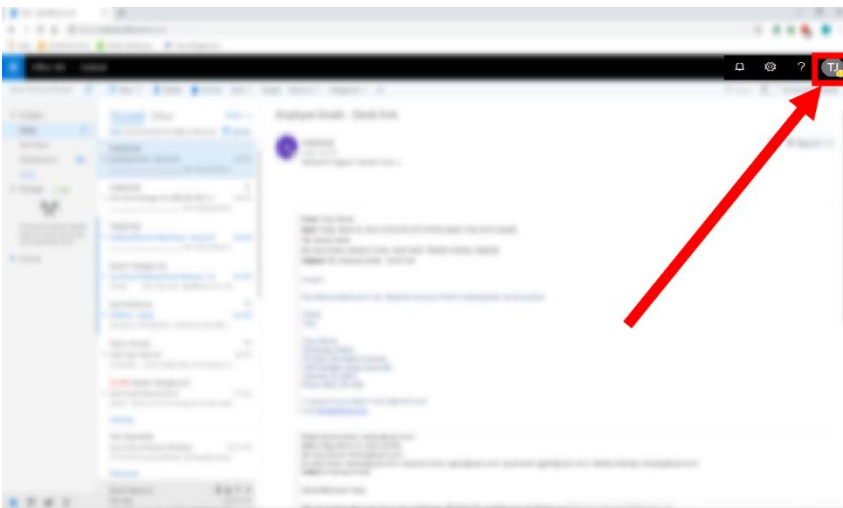
- Put in your Windows password
- Click Sign In



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

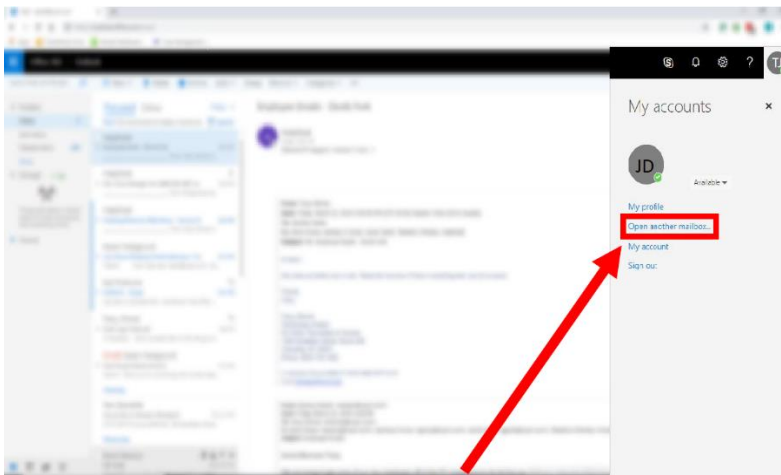


- Once your email loads, look in the top right corner and click on your profile button (has your initials on it).

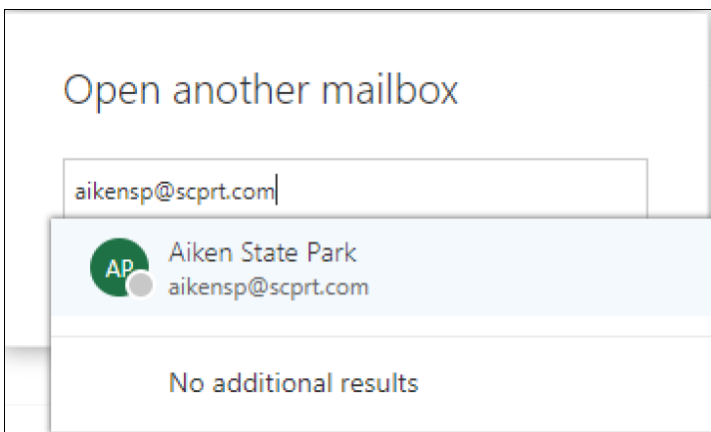




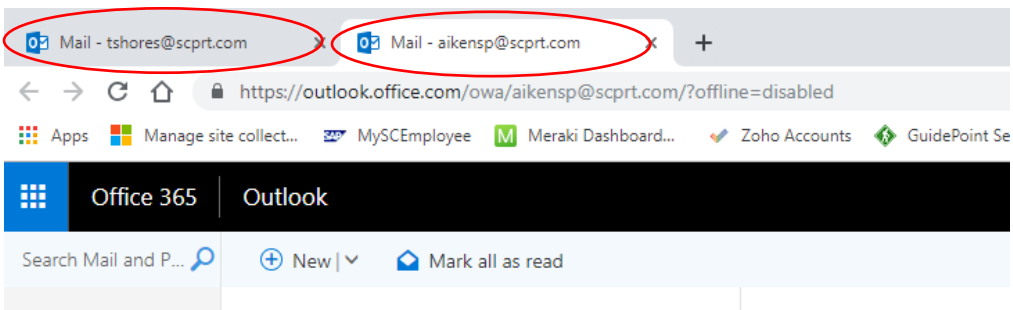
- Click Open Another Mailbox



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



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



## VERSION:

Version Number	Author	Purpose / Change	Date
1.0	Tracy Shores / Tyler Jack	Creation	3/28/2019