South Carolina Parks, Recreation and Tourism

IT Department

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

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How to View the
TOPIC: Parks Email Account

South Carolina
Just right.

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 shows 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.
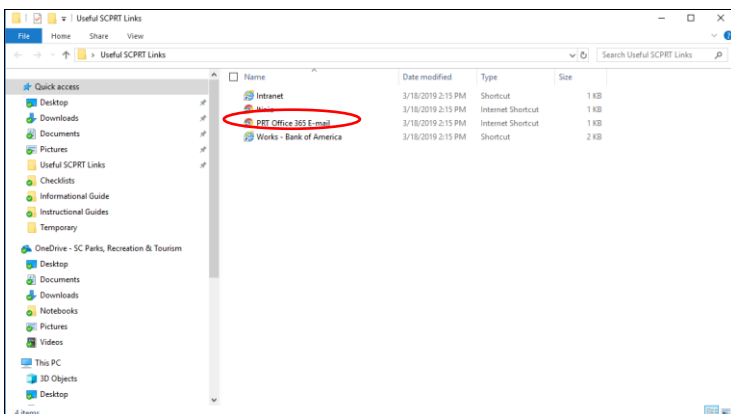
INSTRUCTIONS:

Option 1 – Add Shared Folder

- On your desktop, click the Useful SCPRT Links
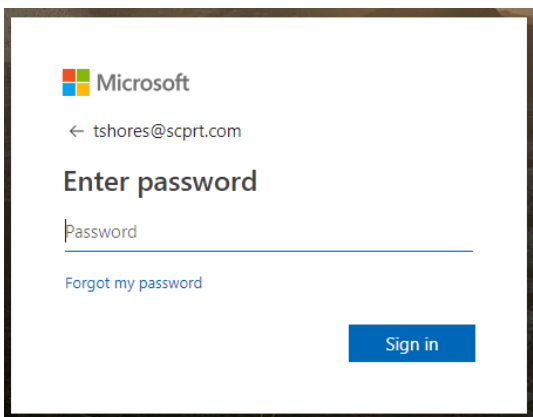

- Click on PRT Office 365 E-Mail

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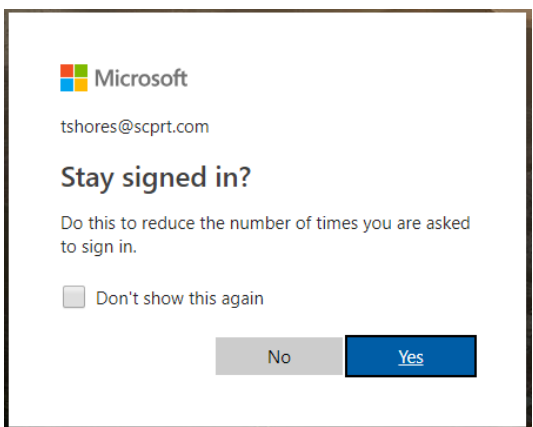- Click Next

- Put in your Windows password
- Click Sign In

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

- Your email will open.

- Right click on your name
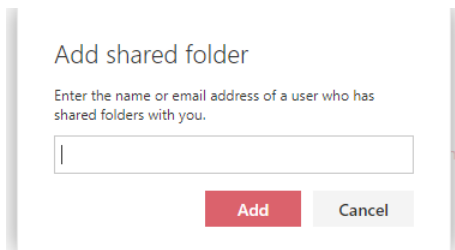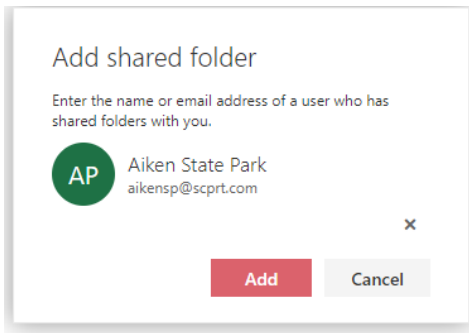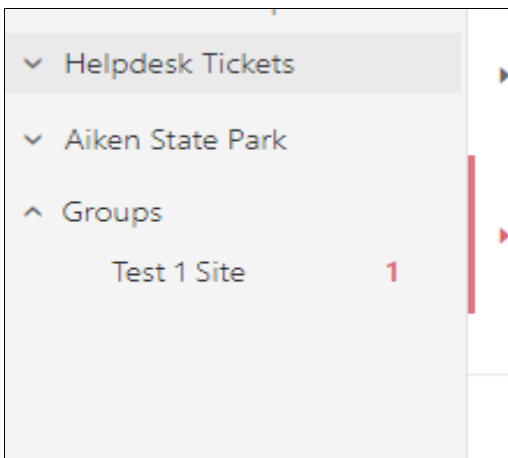- Click Add Shared Folder
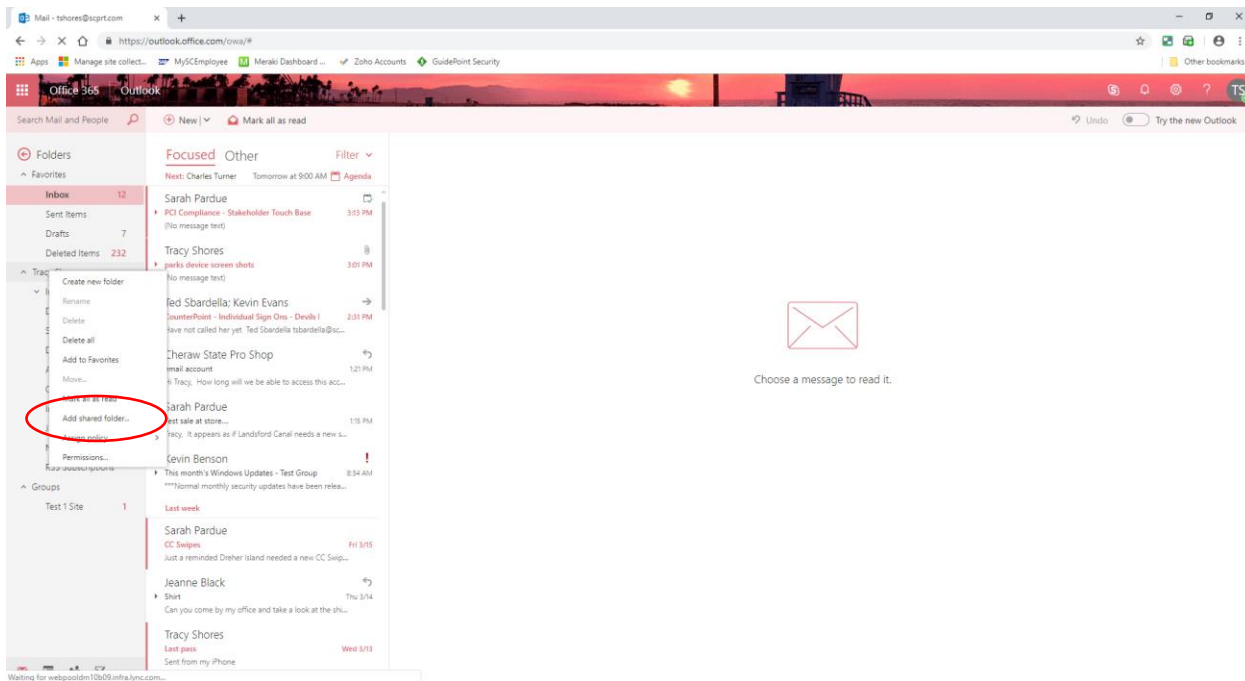
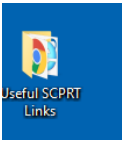- Input the email address of the park

- Click Add

- On the left side of your screen under your inbox, the park email will display.
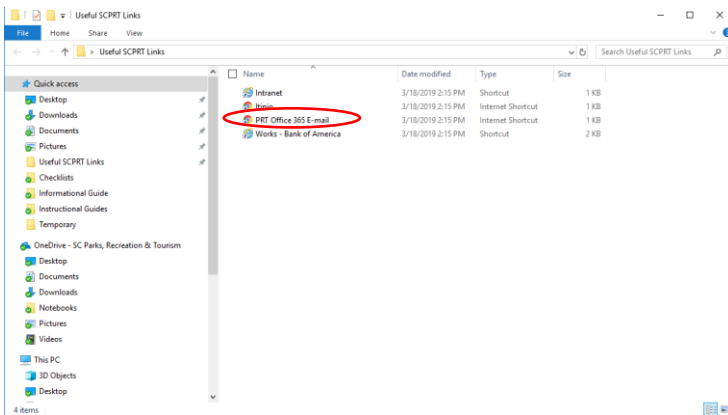- Open and use as you normally would.
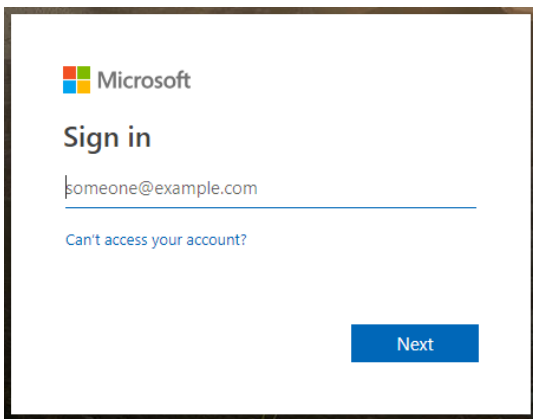
Option 2 – Open In a New Tab

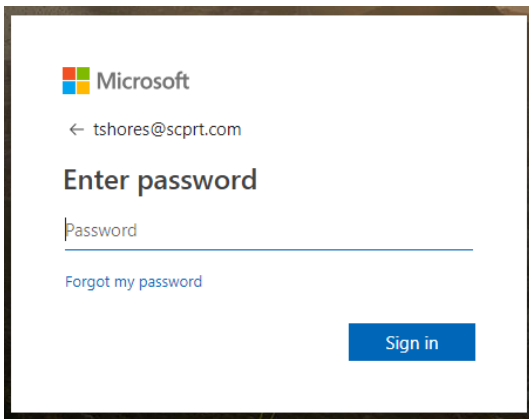- On your desktop, click the Useful SCPRT Links

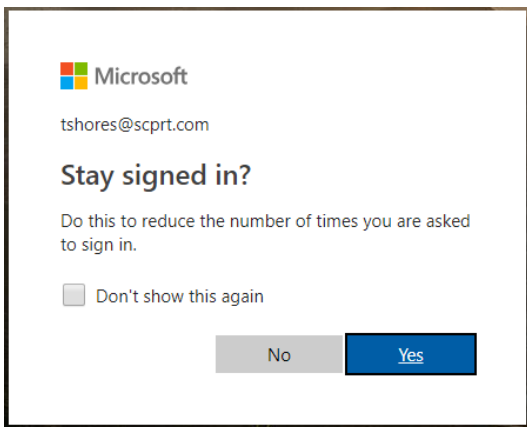- Click on PRT Office 365 E-Mail

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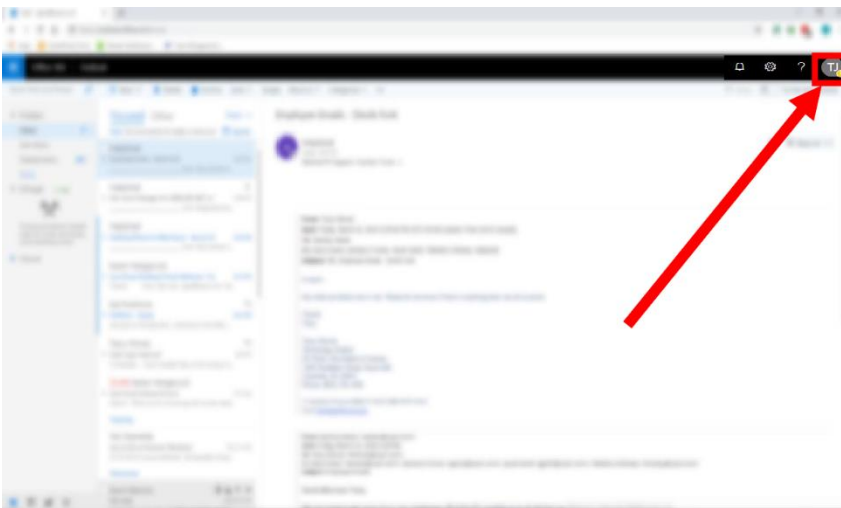- Click Next

- Put in your Windows password
- Click Sign In

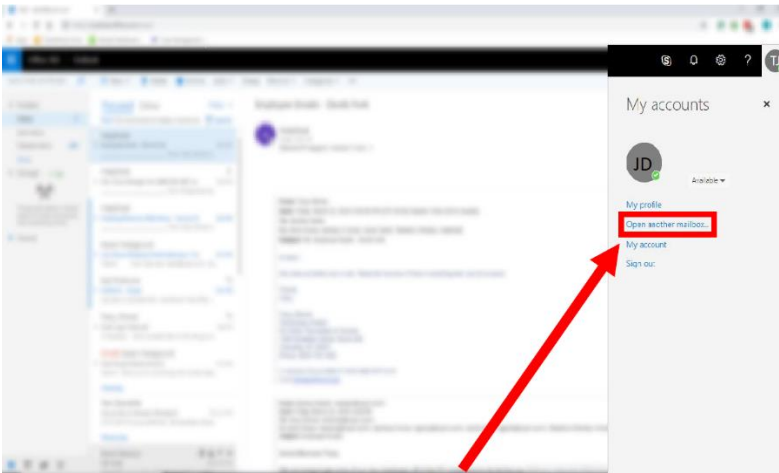- Staying signed in is a preference, you may click either yes or no.

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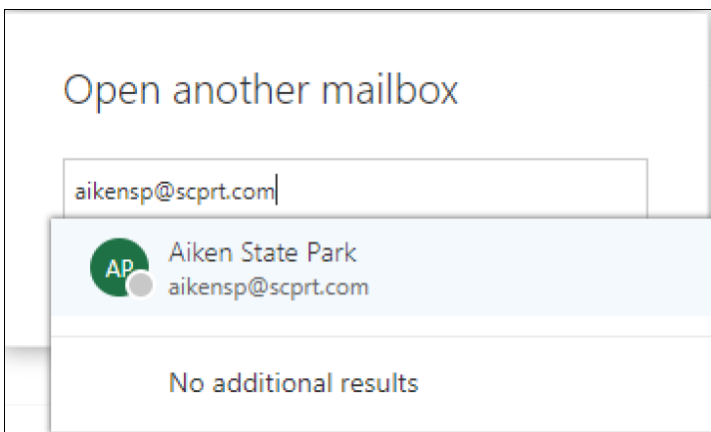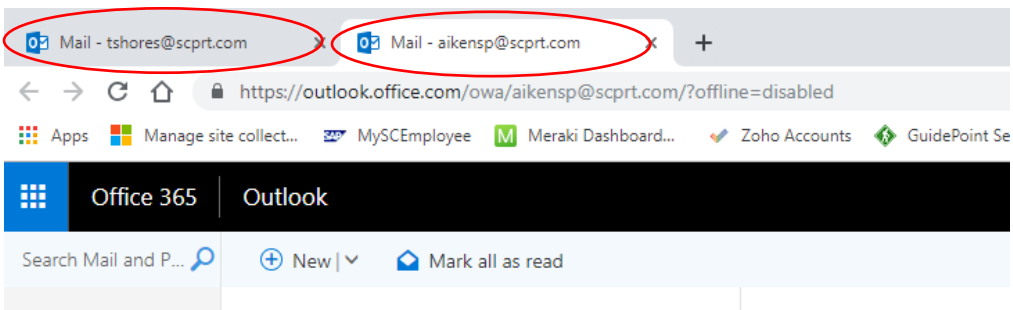
- Click Open Another Mailbox

- 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.
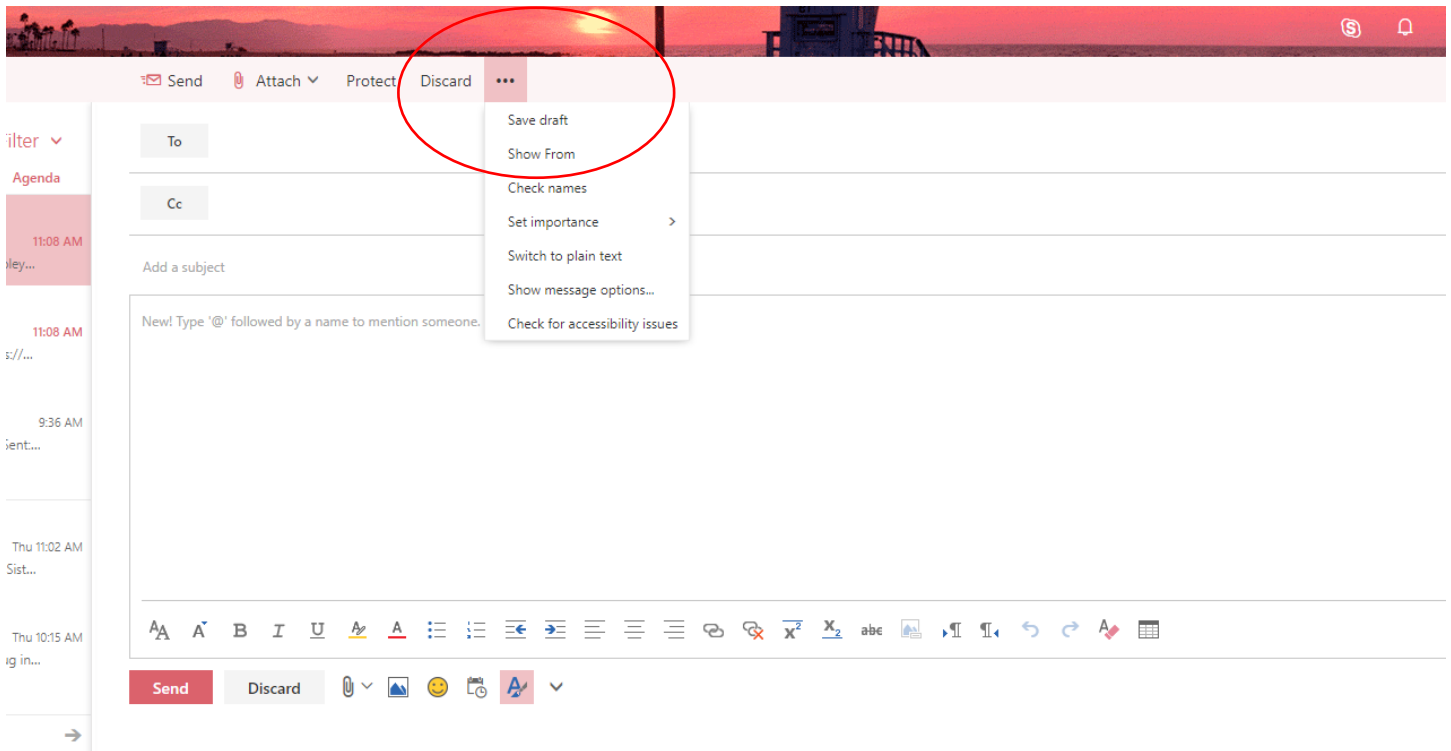- Use the email as you normally would.

## 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
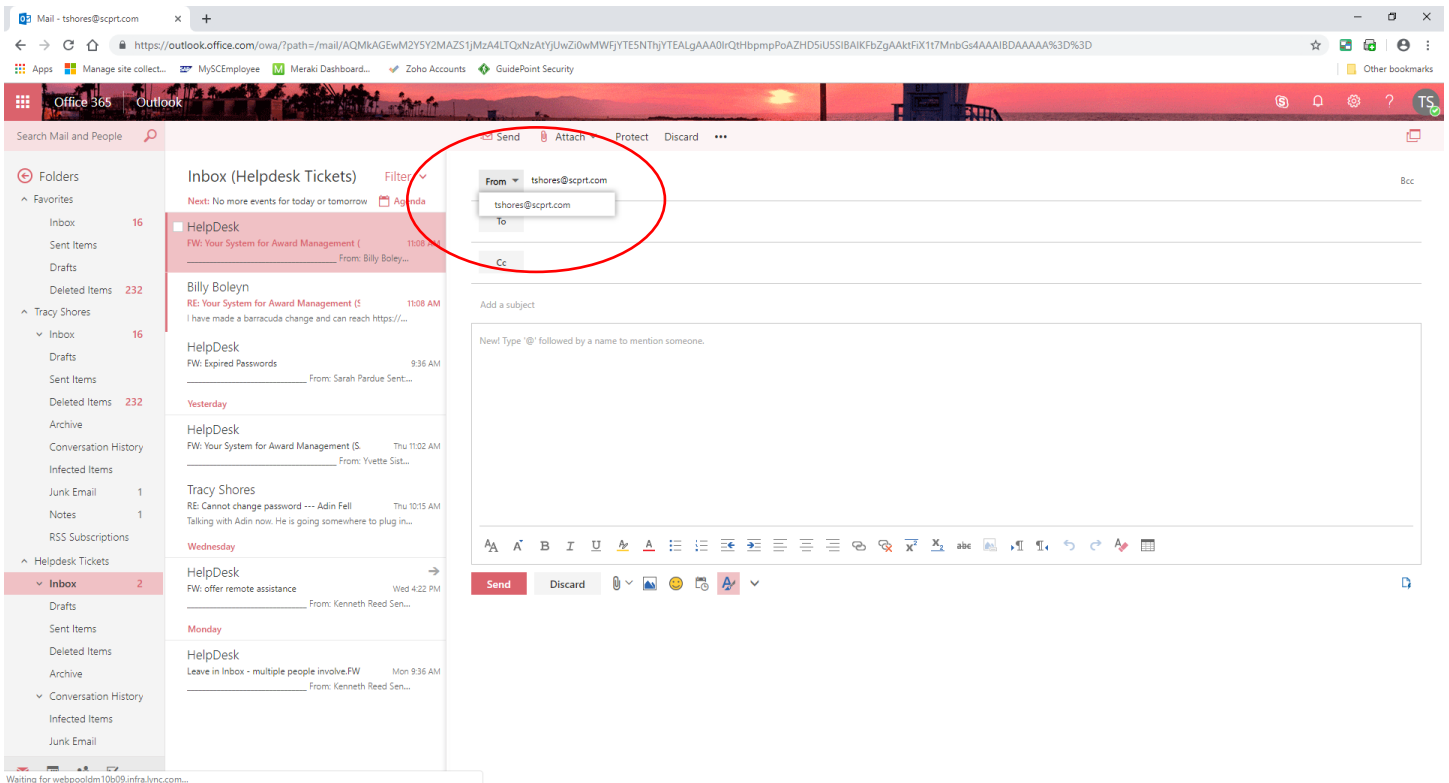- Check to see if the "From" option is displaying.
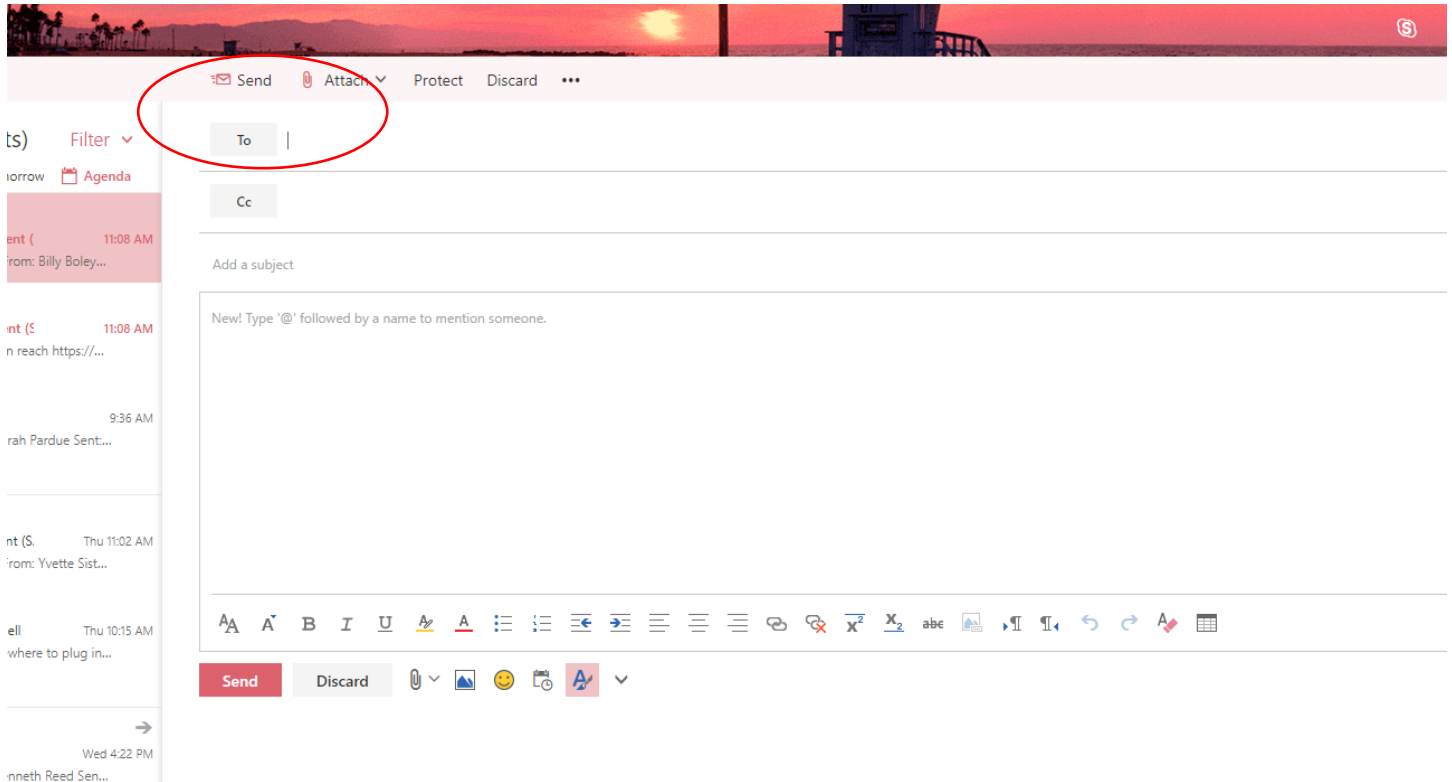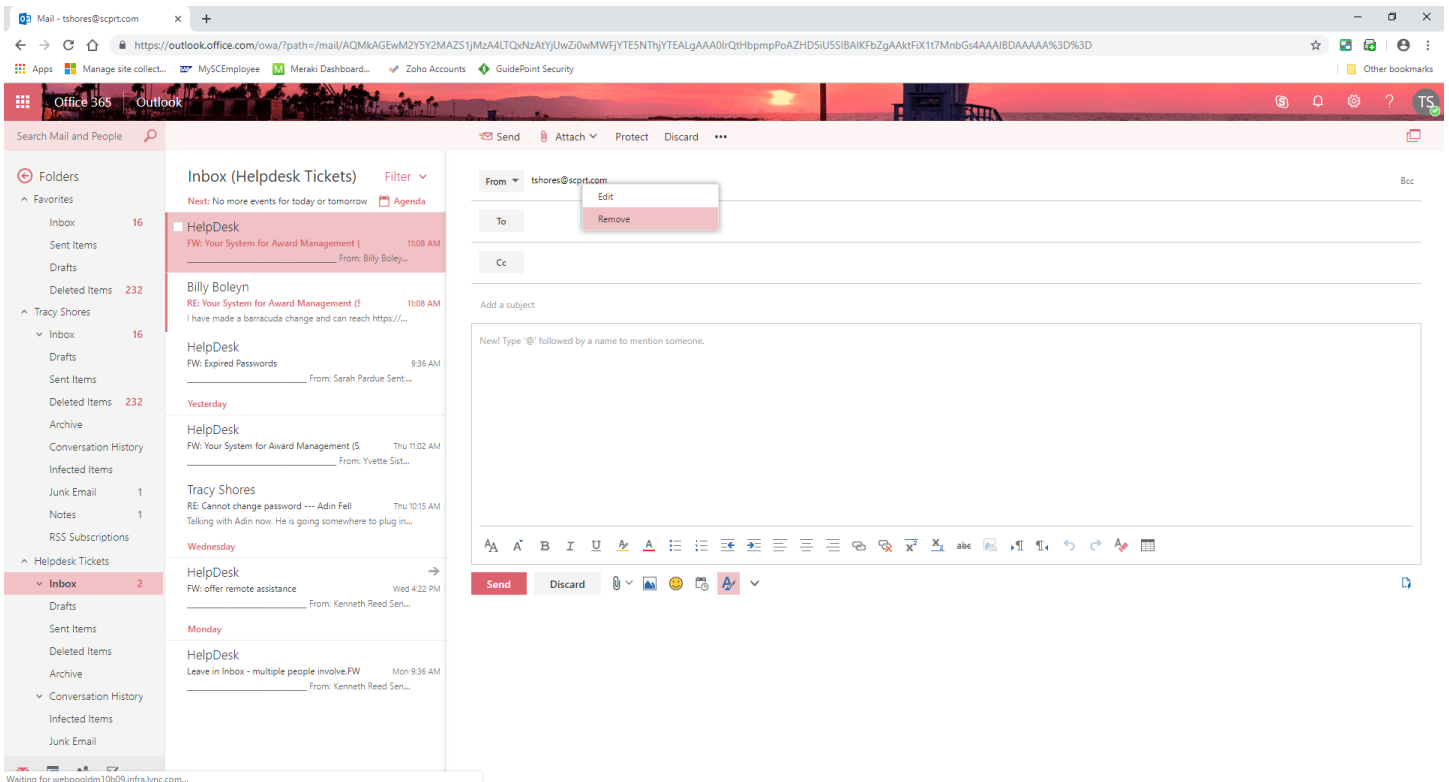
- Click on the 3 dots
- Click on Show From

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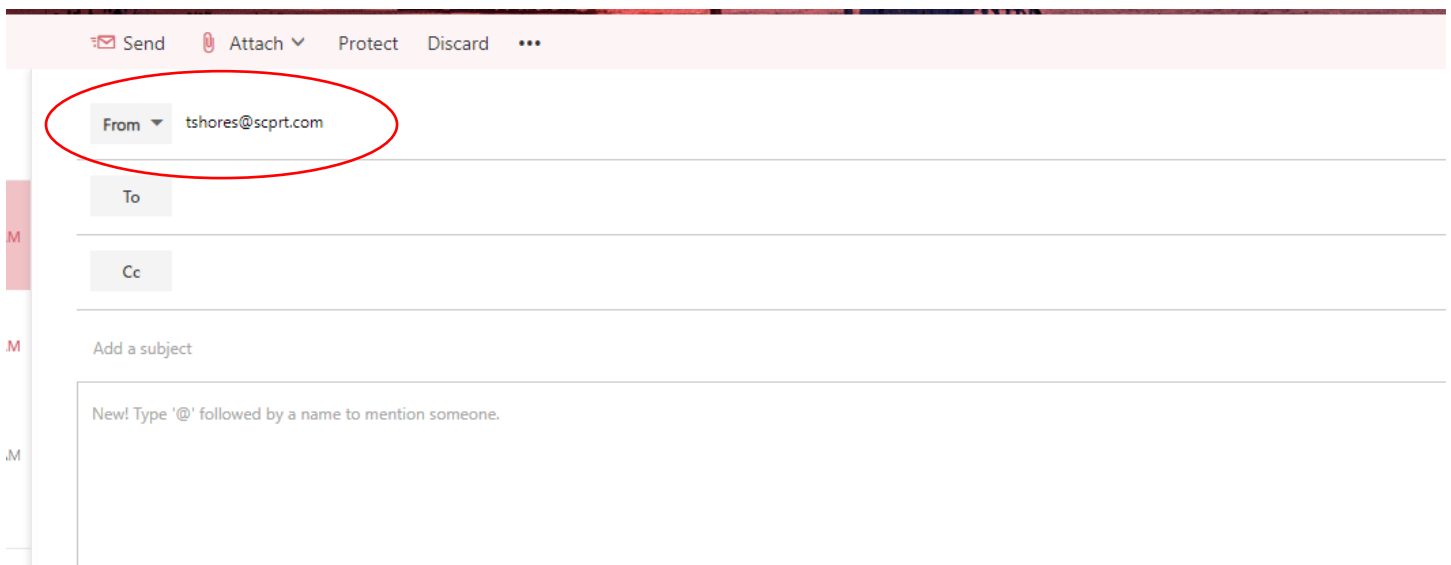
- In this screen shot there are no other options, only my email displays when I drop the arrowhead down.

- 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.

- The "From" is now blank.
- Click in the "From" line and type the park email.

- Put in the other information in your email as usual.

- 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
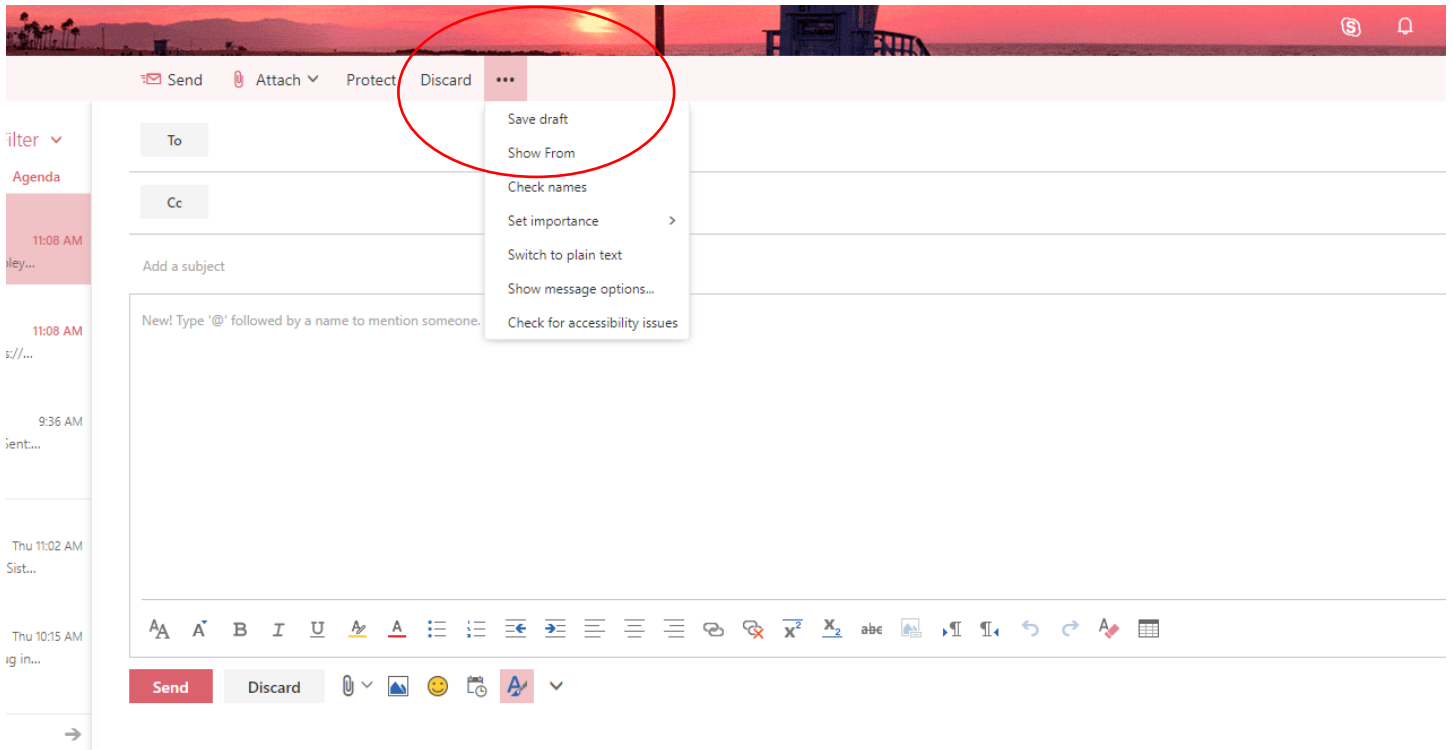
- Your email address will display.

VERSION:

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