How to Use a Disposable Email Service

The Why
Patrons sometimes have difficulty logging into their email on a library public computer. They may not remember their **password** or they may not be able to get through **two factor authentication**. These issues and other password related issues usually cannot be resolved by a library staff member seamlessly. A library staff member can try to walk a patron through resolving these issues but those solutions can **take up time**.

If a patron is **only interested in transferring documents**, I would recommend teaching the patron how to use a disposable email service.

The How
Using the photo below, I will explain how this service easily allows patrons to transfer documents from their mobile phone to a public library computer.

1. On the public computer, patrons should open https://www.guerrillamail.com/.
2. On the phone, patrons should open their email service and **compose a new email.** They can **attach the documents** that they would like to open on the public computer.
3. In the "**To" box**, patrons will copy the email they see next to **#1 in the photo**. This email address will **generate randomly** and will not be the same email address you see in the photo below.
4. After filling out the **"To" box and attaching a file**, patrons can go ahead and **send the email.**
5. After 30 seconds, patrons should see their email next to **#2 in the photo.**
6. Patrons can open the email and **download the attachment.**
7. When the patron is finished using guerillamail, they should click **"Forget Me"** next to **#3 in the photo.**
   a. **"Forget Me" will wipe this email address and any emails sent to it.**

Examples of use cases for this service:
1. Printing a document (patrons cannot print directly from their smart phone at our libraries).
2. Editing a document on a public computer.

GUERRILLAMAIL.COM ™

Guerrilla Mail - Disposable Temporary E-Mail Address

Avoid spam and stay safe - use a disposable email address! Click the "WTF" button below for help. So far we've processed **14,051,627,927 emails (+0)**, Keeping your real inbox safe and clean (58392 emails going in / hour)

3.

1. `lnbqizpp` @ guerrillamail.info ▾ Forget Me WTF?

q5m9cc+em1qjs599g8uw@guerrillamail.info ☑ 🖀 **Scramble Address**

2.

| EMAIL | COMPOSE | TOOLS | ABOUT |

Delete   Done.

☐ no-reply@guerrillamail Welcome to Guerrilla Mail **Dear Random User, Thank you for using Guerrilla Mail - you** 20:51:57

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GuerrillaMail's email is powered by
Go-Guerrilla, our open-source project.