

## Unknown

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**From:** Fagerstrom, Erika (GOV) [/O=SOA/OU=FIRST ADMINISTRATIVE GROUP/CN=RECIPIENTS/CN=EFAGERSTROM]

**Sent:** Thursday, August 30, 2007 4:22 PM

**To:** Todd Palin

**Subject:** FW: Calendar

Hi Todd,

These instructions will give you access to view the Governor's schedule from any computer. I check it on a daily basis, as appointments, etc.. are added and deleted frequently. Kami is working on getting access to the calendar from your Blackberry.

I really don't mind sending the calendar information to you, but this will be much easier for you!

Erika

***Erika Fagerstrom***

*Executive Residence Manager*

*Governor's House*

*State of Alaska, Office of the Governor*

*716 Calhoun Avenue, Juneau, Alaska 99801*

*Phone: 907-465-3500; Fax: 907-465-2031*

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**From:** Clark, Kami S (GOV)

**Sent:** Thursday, August 30, 2007 2:25 PM

**To:** Fagerstrom, Erika (GOV)

**Subject:** Calendar

Erika and Mr. Palin

To view the Governor's calendar from home enter the following URL:

<https://webmail.alaska.gov/exchange/GovPalin/Calendar>

The Outlook Web Access authentication screen will be displayed.

Domain\user name: **efagerstrom or tpalin**

Password: your strong email password

Client select the **Premium** radio button

Security select the **Public or shared computer** radio button

Then click on the **Log On** button next to the password field

When you're done viewing the calendar be sure to logout it's in the upper right hand corner with a little key icon in front of Logout.

**ROSTON 00832**

10/15/2009