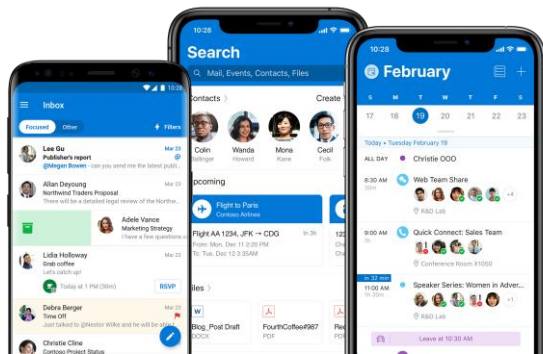


Work Email Account Frequently Asked Questions



How do I access my work email?

The digital skills team will provide you with support and instructions to download & set-up the Microsoft Outlook app on your personal mobile device.

What features are available?

- Mailbox to send/receive email
- Calendar to record appointments
- Search the Council Directory to contact colleagues
- Notifications and do not disturb features
- Listen to your email, text prediction & zoom to resize text

Can I use my work email for personal messages?

It's best to keep personal communications in a separate email account. The Digital Skills team can provide you with guidance to set up a free email account for personal messages.

Can the Council see information or apps on my personal device?

No, the Council can not view any information on your personal device. However, all work email accounts are protected and monitored via a filtering system to keep our information secure.

Gentle Reminder

It's important to conduct ourselves appropriately, in-person and online. If you sign-up, please take care not to share work related information with anyone. Please do not access information that contains gambling, nudity, pornographic, obscene, hateful or other offensive materials via work email/IT accounts.