

# Board Member Email Accounts

The LEOFF Plan 2 Retirement Board members have assigned email accounts through the state's Exchange system. These addresses are intended to be used for Board business only and are subject to all the rules and regulations of state property.

For public disclosure purposes, Board members should use this account and only this account when communicating about Board business.

## How the account works

- All Board Member email addresses follow this format: [fname.lname@leoff.wa.gov](mailto:fname.lname@leoff.wa.gov)
- Accounts will be automatically opened and closed for trustees upon joining or resigning from the Board. For security and procedural purposes, administration of the accounts will be handled by Board staff.
- The account is set-up for web access only, so email can be retrieved from any web-enabled device 24/7 from any location through the browser of your choice.
- Incoming and outgoing emails are recorded in a "vault" system for public disclosure purposes.
  - If you need to recover an email that was previously deleted, please contact Board staff for assistance on how to gain access to the vault.
- For your convenience, Board staff will create a shortcut to the email login screen and place it on your iPad home screen upon request.

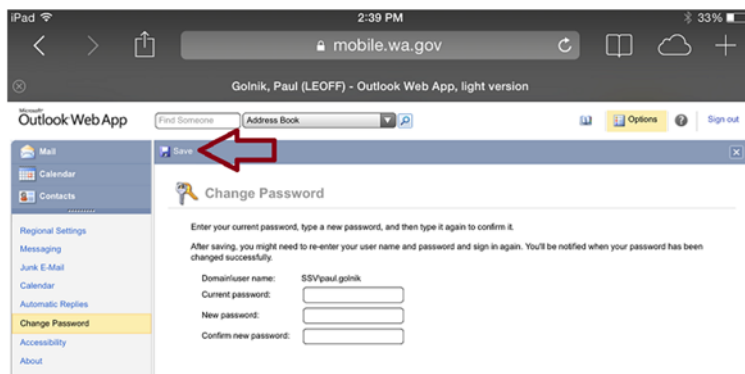
## Getting started with your account

- Email can be access through the website: <https://mobile.wa.gov>
- To login:
  - Choose: *This is a public or shared computer*
  - Leave the *Web App Light* option unchecked
  - User Name: `ssv\fname.lname`
  - Temporary password: To be provided

## The first time you login:

- At the Outlook Web App page, click OK to hold the default language and time zone.
- Change the default password to something personal by clicking Options at the top right of your screen, then Change Your Password...

- From this screen, enter the fields as requested (current, then new and confirm)
- Passwords must be at least 8 characters with a combination of letters and numbers and at least one symbol.
- When all three fields are entered, press the SAVE icon on the top bar



- The system will require you to change your password every 90 days, so we ask that you put a reminder in your calendar to change it on your own every 80 days.