



PBIA Advisory Board

Outlook Emails for PBIA Board Members

Agenda Date: 10/12/2017
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Title

Outlook Emails for PBIA Board Members

Report

Issue:

PBIA advisory board members are obtaining new City Outlook email addresses. Staff will provide instruction on how to access the accounts and best practices for use.

Staff Contact:

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Presenter(s):

Amy Buckler

Background and Analysis:

It is City policy that all advisory board members use City Outlook email accounts for communication associated with advisory board business. The purpose is to:

- 1) Have emails regarding City business pass through the City server as these communications are subject to public disclosure, and
- 2) Reduce risk that advisory board members' personal email accounts or computers become subject to public disclosure.

At the meeting, staff will provide PBIA advisory board members with their usernames and temporary passwords, along with instruction on how to access accounts and some best practices.

After tonight all email communications from the City to the PBIA advisory board members will be sent to the Outlook accounts.

Neighborhood/Community Interests (if known):

N/A

Options:

Briefing only.

Financial Impact:

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Included in base department budget.

Attachments:

Email Rules of Thumb

FAQ's about Outlook