



**SHOREWOOD
PUBLIC LIBRARY**

April 5, 2005

To: Leeann Butschlick, Assistant to the Village Manager
Dave Banaszynski, Acting Chief of Police
Fr: Beth Carey, Director of Library Services
Re: Email accounts for Trustees
Cc: Jeff Hanewall, President Library Board
Chris Swartz, Village Manager

The Library Board of Trustees has requested that email accounts be established for them similar to the accounts for Village Trustees. Please let me know if this is possible and any further assistance you need from me to accomplish this.

Thank you.

Beth Carey

From: LB-jhanewall [LB-jhanewall@villageofshorewood.org]
Sent: Wednesday, April 20, 2005 1:21 PM
To: beth.carey@mcfls.org
Subject: Library Board email accounts

Beth,

Please forward to all Library Board members (including myself) and to Mary Anne.

Hello everyone,

Email accounts have been set up for each of us and a packet will be sent to you which provides your new email address, your password, and directions for logging in.

The address format is the same for everyone and is as follows:

LB-<first initial followed by last name>@villageofshorewood.org

(e.g., LB-jhanewall@villageofshorewood.org).

Accessing your account is done via an internet address. You will be prompted to enter some information (contained in the packet mentioned above), and you will then see an email interface for sending and receiving email.

Once you receive the packet, please log on to make sure you're properly set up. If you have problems, please call me at 944-9000 (office) or 964-9719 (home). Then please open the email from me (it will likely be the only item in your Inbox) and respond to let me know that you have successfully logged in. When everyone has replied, I will let Beth know, and all future email correspondence will be directed to these accounts only.

Please note that when you are finished sending/receiving email, use the Log Out button to close the session (as opposed to clicking the red X in the upper right corner).

Please note that all inbound and outbound email will be automatically saved on the village's server, so you are not obliged to store items in your account, though you may if you wish. Also, please note that all items sent via email are open to the Open Records requirements.

If you have previously received email at home or work, you may want to forward them to your new address for archiving purposes. Feel free to contact me with any questions/comments.

jeff

Beth Carey

From: LB-jhanewall [LB-jhanewall@villageofshorewood.org]
Sent: Wednesday, April 20, 2005 2:13 PM
To: LB-lfroemming; LB-jgurney; LB-jhanewall; LB-chansen; LB-jkrueger; LB-jschmeckpeper
Cc: beth.carey@mcfls.org
Subject: you're in...

If your're reading this, you apparently have logged in successfully. Please respond to this email so I know you're up and running. We'll go cold turkey once everyone has replied. jeff

Beth Carey

From: LB-jhanewall [LB-jhanewall@villageofshorewood.org]
Sent: Tuesday, April 26, 2005 3:29 PM
To: Beth.Carey@mcfls.org
Subject: RE: you're in...

I didn't realize the packets had gone out, so I haven't bothered to check this account until now. Joe and Jean responded. Nobody else yet.

I will now plan to check this regularly, and let you know when everyone is set up. jeff

-----Original Message-----

From: Beth Carey [mailto:Beth.Carey@mcfls.org]
Sent: Mon 4/25/2005 12:04 PM
To: LB-jhanewall
Cc:
Subject: RE: you're in...

Jeff - packets were sent out last week. Haven't had any questions from anyone yet. Haven't received any email either.....

Beth

-----Original Message-----

From: LB-jhanewall [mailto:LB-jhanewall@villageofshorewood.org
<mailto:LB-jhanewall@villageofshorewood.org>]
Sent: Wednesday, April 20, 2005 2:13 PM
To: LB-lfroemming; LB-jgurney; LB-jhanewall; LB-chansen; LB-jkrueger; LB-jschmeckpeper
Cc: beth.carey@mcfls.org
Subject: you're in...

If your're reading this, you apparently have logged in successfully. Please respond to this email so I know you're up and running. We'll go cold turkey once everyone has replied. jeff