

DATE: July 1, 2007
TO: ALL IU 1 STAFF MEMBERS
FROM: JANICE PAGAC, DIRECTOR OF DATA PROCESSING
RE: TECHNOLOGY RESOURCES

Since the 2005-06 school year, **ALL Intermediate Unit 1 employees** have an assigned IU1 email address. Your email address at IU1 is: (last name first initial@iu1.k12.pa.us - **for example: John Jones would be: jonesj@iu1.k12.pa.us**).

Email sent to your IU address may be forwarded to your personal or school email address, however **you must make your preference known** to Data Processing. If you do NOT have a personal or school email address, we can give you instructions on how to access the IU 1 email system using your web browser.

Also, we **do not** recommend using a free email site such as yahoo, excite, hotmail, etc. If you do wish to use a third party email address, please be sure to check the mail account frequently or you may miss important messages from IU1.

Please complete this form and return to your supervisor.

Name: _____ Position: _____ Team #: _____
(teacher, aide, clinician, etc)

_____ I will be using my IU1-assigned email address through the web browser.

_____ Please send me instructions on how to access email via the web browser.

The IU1 Email system has the capability of forwarding emails from your IU1 account to your personal account. You can set up a forward in the “preferences” section. Use the “redirect” command and then enter the email address where you want your IU1 mail forwarded.

PLEASE NOTE:

This forward will only affect mail that comes to your regular mailbox. Anything posted to the Employee Vacancy folder, News folder, or any specific conference folders that your supervisor may have will not be forwarded. You will need to periodically check your IU1 email for this information. Therefore you may wish to not forward your email to another account, but simply login to the IU1 email system on a daily basis.

RETURN THIS FORM TO DATA PROCESSING BY FRIDAY, SEPTEMBER 7, 2007.