From:	SMITH Mary Bridget
Sent:	Monday, March 30, 2020 9:27 AM
To:	*Springfield Employees
Subject:	COVID-19 Update No. 15- Email/Telephone/GoTo Meeting Instructions
Attachments:	Working from Home General Access Instructions (00015478xF5DC7).docx
Follow Up Flag:	Follow up
Flag Status:	Flagged

Hello All,

Please see attachment for written instructions on how to access your email, work phone and GoTo Meeting. I know many of you are already using these tools successfully, but we wanted to provide them to you in writing for reference. If you have any questions, please reach out to the IT help desk at <u>ithelpdesk@springfield-or.gov</u>

Have a good week,

Mary Bridget Smith

City Manager Pro Tem, City of Springfield; 225 Fifth Street, Springfield OR 97477;541-744-4061 (Relay711) <u>mbsmith@springfield-or.gov</u>

Please contact me to request this email or its attachments in an accessible format. This communication may be subject to disclosure under Oregon public records law.