From:	Brown, Cheryl
To:	Mitchell, Yvonne
Subject:	FW: Informational Reminder: Accessing COJ Email Remotely
Date:	Tuesday, December 7, 2021 3:28:56 PM

Please post to resources..and training as a part of City Council Systems IT Manual...

Cheryl

-------- Original message --------
From: ITD Notifications <SysAdmin@coj.net>
Date: 12/7/21 3:16 PM (GMT-05:00)
To: ITD Notifications <SysAdmin@coj.net>
Subject: Informational Reminder: Accessing COJ Email Remotely

ITD would like to remind you of the following ways to access your COJ Email Account remotely:

Service(s):	COJ Email (Microsoft Outlook)
Details:	The City's email system is located in the Microsoft 365 Cloud.

This means that your COJ email account can be directly accessed without having to use remote.coj.net (Citrix).

From any PC or browser anywhere in the world you can securely access your COJ email using the following methods:

1. From a City-issued device with the Outlook Client installed locally on the device, once an internet connection has been established, Outlook will automatically connect to the Microsoft 365 cloud.

2. From any internet browser at https://outlook.office365.com. You will be prompted to enter your City email address and your password that you utilize to login to the network.

ITD strongly recommends that users directly access their Microsoft 365 email for the best performance.

Users should not be using Citrix to access Microsoft 365.

If you are using Citrix to access Microsoft 365, please contact the ITD Service Desk for assistance.

Questions? ITD is here to help. Please contact the ITD Service Desk at 255-1818.