

DATA ACT SHARED MAILBOX (SM) INSTRUCTIONS

OVERVIEW

Use of the DATA Act Shared Mailboxes (SM) is required for communication between agencies and OCFO. Its use is not only for exchange of error reports and certifications, but also for questions and other communications among the Data Repository, TARD team and agency POCs.

Each agency has its own mailbox address and should ensure multiple agency contacts have access and monitor the mailboxes daily. Contact the TARD Team to request adding a person to access your shared mailbox. This document provides some tips for using the Shared Mailboxes.

MAKING SHARED MAILBOX VISIBLE WITHIN OUTLOOK

Your agency's shared mailbox is noted within the system as follows:

Account Name: sm.ocfo.xxxx

E-Mail Address: sm.dataact.xxxx@cfo.usda.gov

(Where x's are agency acronym, such as RD, FAS, or APHIS)

To view and use your shared mailbox within your Outlook screen, follow these instructions.

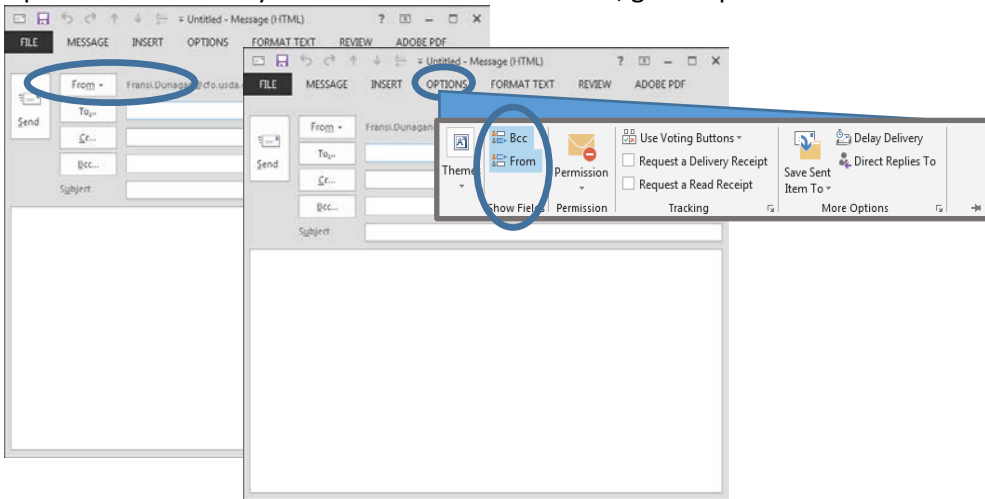
1. Open Microsoft Outlook and select the Inbox folder
2. Open the Outlook File screen by selecting "FILE" at the top left
Look for "Account Settings". If that is available, a dialog box will open as "E-mail Accounts".
If "Account Settings" is not visible, select "Info" to locate "Account Settings"
3. From the "Email Accounts" window, click "Change..."
This is located just above the box with your name and to the right of "New..." and "Repair..."
5. Now you will see either "Change Email Account" or "Server Settings" window.
6. Click "More Settings..." button at the lower right.
6. Now you will see a "Microsoft Exchange" window.
7. Click the tab "Advanced"
7. In the "Advanced" screen, click "Add", and type the Account name, as listed above (sm.ocfo.xxx)
8. Click "ok"
9. Click "ok"
10. Click "next"
11. Click "finish"
12. Click "close"

The mailbox should now show as one of the items on the left side of your Outlook screen within the folder list.

SETTING UP EMAIL MESSAGE FOR FIRST TIME

Set up "From" field. (as needed)

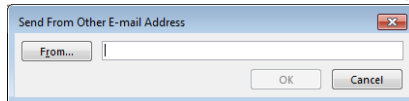
Open a new email. If you don't see the "From" field, go to Options tab and select icon "From" in "Show Fields" section.



SETTING UP EMAIL MESSAGE WITH THE SHARED MAILBOX ADDRESS IN "FROM" FIELD

Add SM box in "From" dropdown.

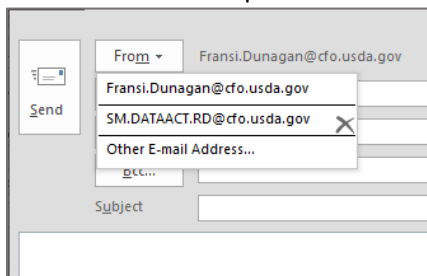
Click down arrow on "From" icon, then select "Other E-mail Address..."



Type in 'sm.ocfo' and select the address for the desired SM. You can also use icon to search address book.

SENDING A NEW EMAIL

Use the "From:" dropdown to select your SM.



REPLYING TO AN EMAIL

Make sure that the desired SM address appears in the "From" field.

LOCATING SENT OR DRAFT EMAILS

During the creation of an email, the Drafts are only stored in your main USDA mailbox "Drafts" folder.

A copy of your Sent emails, is stored in your main USDA mailbox "Sent Items" folder.

Since there may be more than one contact for each SM, please include the SM address in the "Cc:" field.

You then have the option to move it to the SM "Sent Items" folder.