

DATE: February 2, 2012
TO: Members of Town of Greenwich Boards, Committees and Commissions
FROM: Boris Hutorin, IT Director
RE: Access to the Town of Greenwich E-Mail

The Town of Greenwich Information Technology department continues to offer all members of Town of Greenwich Boards, Committees and Commissions the use of the Town's e-mail system. This offering has been proposed in light of the opinion of the Town's Law Department that your personal or office computer could be subject to the Freedom of Information Law (FOI) if you use this equipment to conduct any Town business.

Based on previous experiences some people after opening an e-mail account elect to forward all incoming e-mails to their personal or business e-mail accounts, or used IMAP/POP3 protocols to download e-mails to their personal or business computers. Information Technology Department does not recommend or endorse this action. We have been advised by Town Counsel, that if you take this action it may result in these personal computers becoming subject to disclosure under FOI.

This e-mail solution is provided by Computer Generated Solutions, Inc. (CGS), and support is available 24 hours per day, seven days per week.

To establish an e-mail account each individual member will need to follow the procedure outlined below:

Call toll-free 866-214-2939, identify yourself as a Town of Greenwich Board, Committee or Commission member, and provide your name. Upon proper identification, CGS Customer Support will assist you to establish a new e-mail account. They will also provide you with assistance in navigating through all of your e-mail options.

All e-mail accounts are going to have the following naming structure: First_Name.Last_Name@greenwichct.org.

In order to have e-mail access, each member must have a computer (PC or MAC) with Internet access. All major browsers will be supported.

If you have any unresolved issues with CGS customer support, please contact me at Boris.Hutorin@greenwichct.org.