

As many of you know you can check your Autistic Service email from home. Do to recent security changes the logon process has been slightly altered. The look is different but the concepts are the same. Follow along below for the ins and outs of these changes. And if you are new to checking your email from home follow step by step and you're on your way.

When logging in from home or anywhere with an internet connection, go to the Friends of ASI website (www.friendsofasi.org). Once at the "friends of ASI" web site (**Figure 1**) click on the "Employee Resources" page from the menu on the right. From here you can click on either link depending on you location in the building or out of the building. You **may** get a security alert as in **figure 3**, you should click "continue to this website (not Recommended)." At this point you will receive the page as in **figure 4**, in the "user name" box type "**autisticservice\your username**" (ie..autisticservice\mgrant), in the password box type your current password (the one you type in every morning at the office) this will securely enter you into our email system. For info as to how send an email follow along through the instructions below:

Figure 1



Figure 2:



Figure 3: You may get this security alert if so just click "continue to this website."

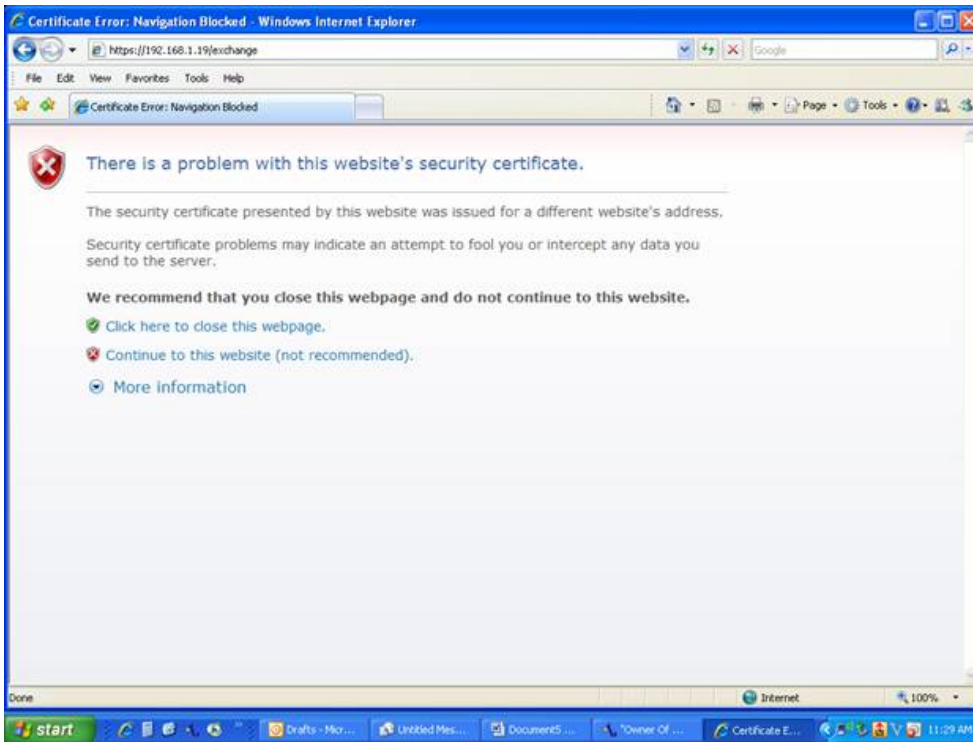
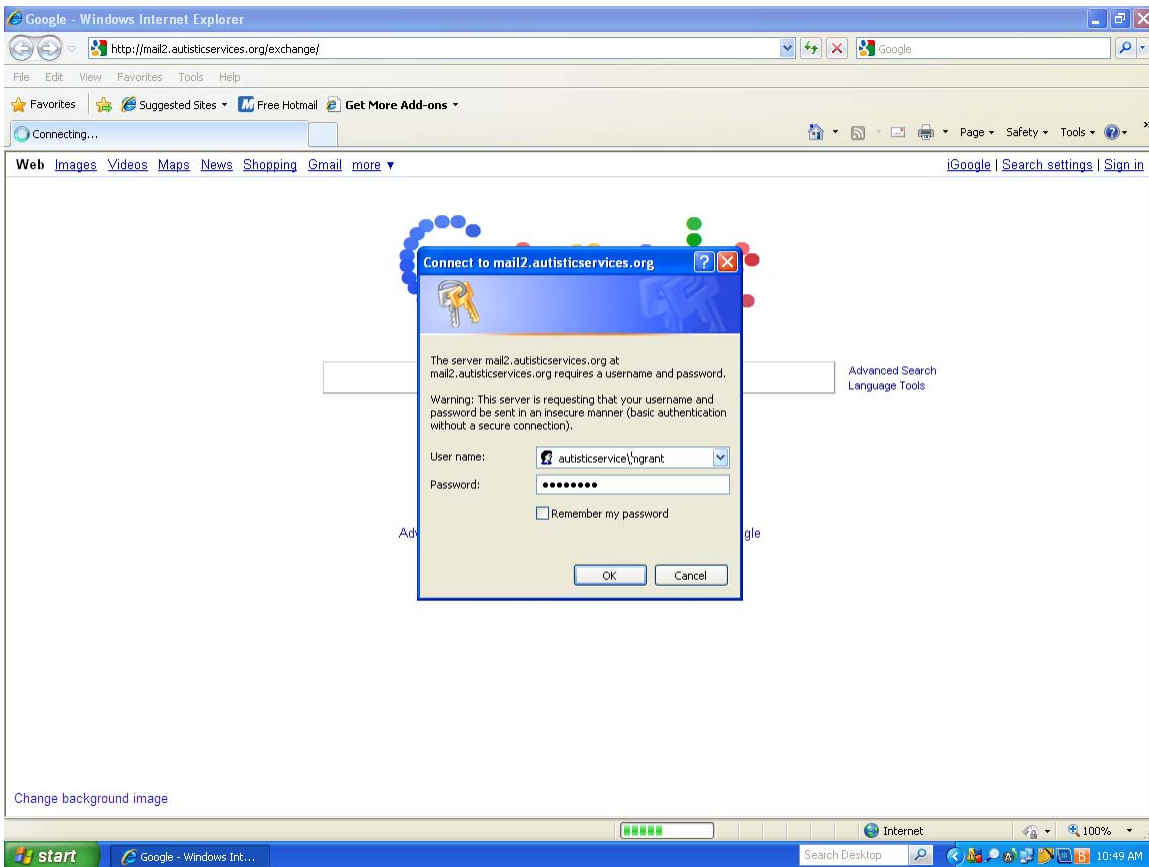
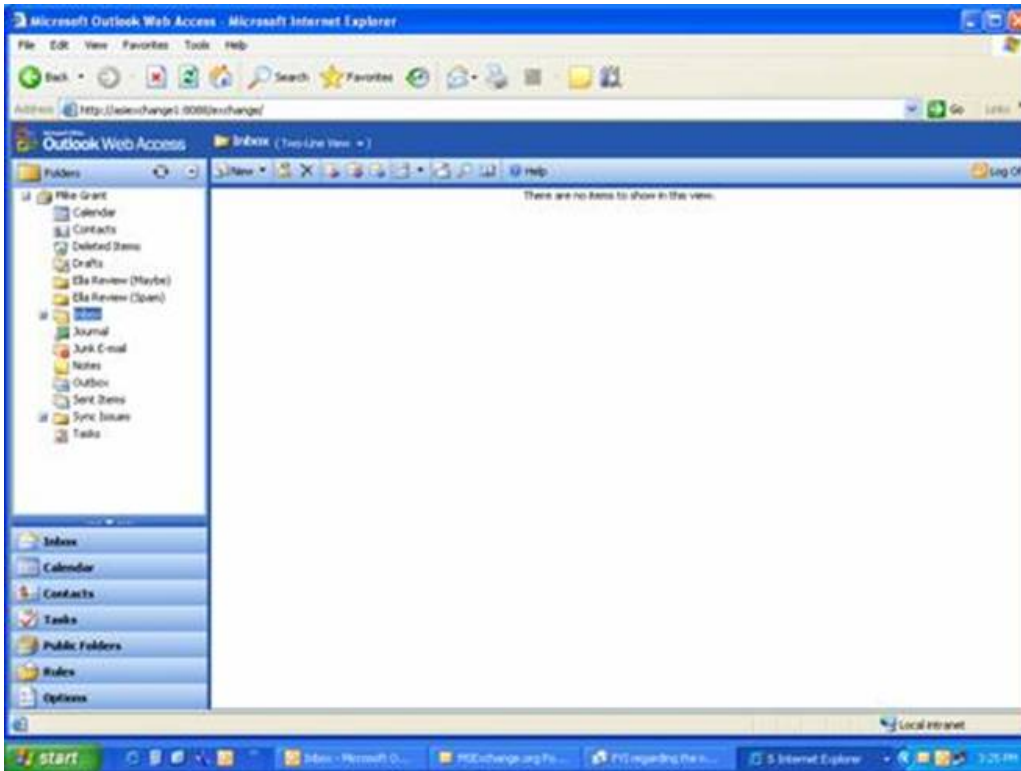


Figure 4:



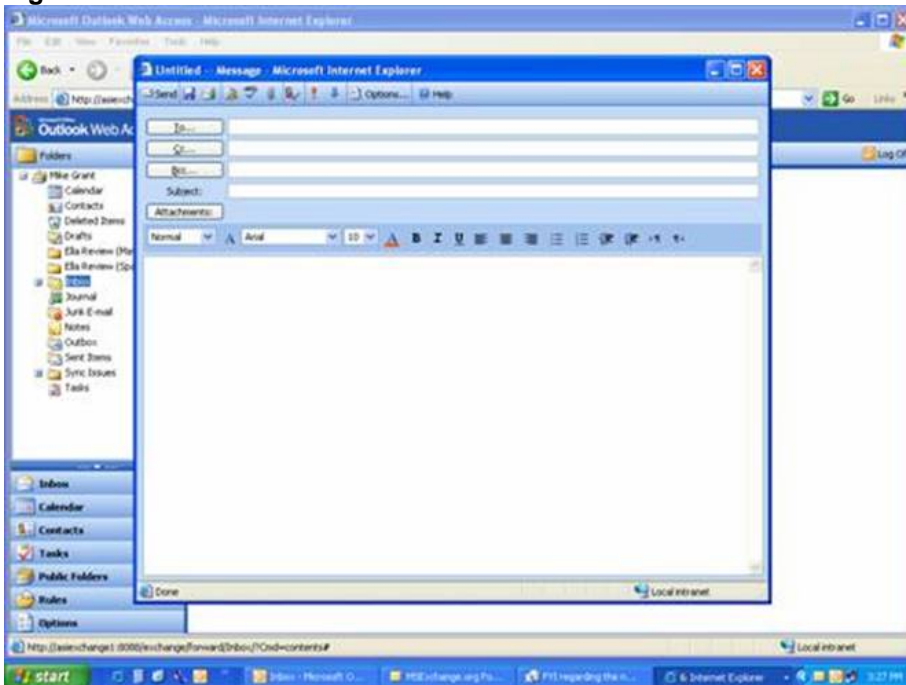
Once logged in, your email should look as below:

Figure 5:



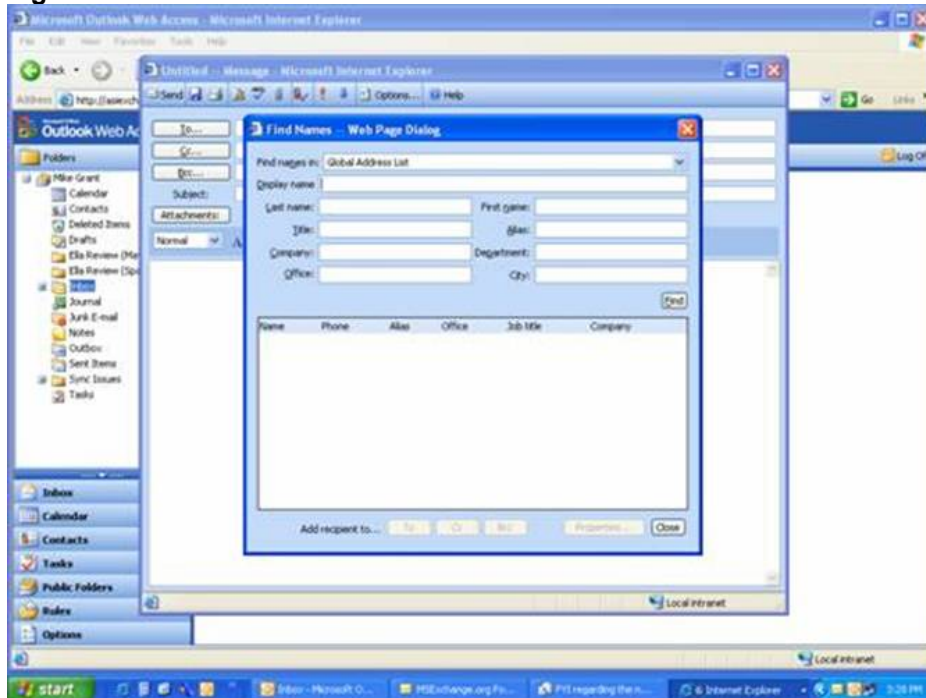
To send messages it works similar to your Outlook at the office. To send a message follow the steps below.

Click new:
Figure 6:



Click "To..."

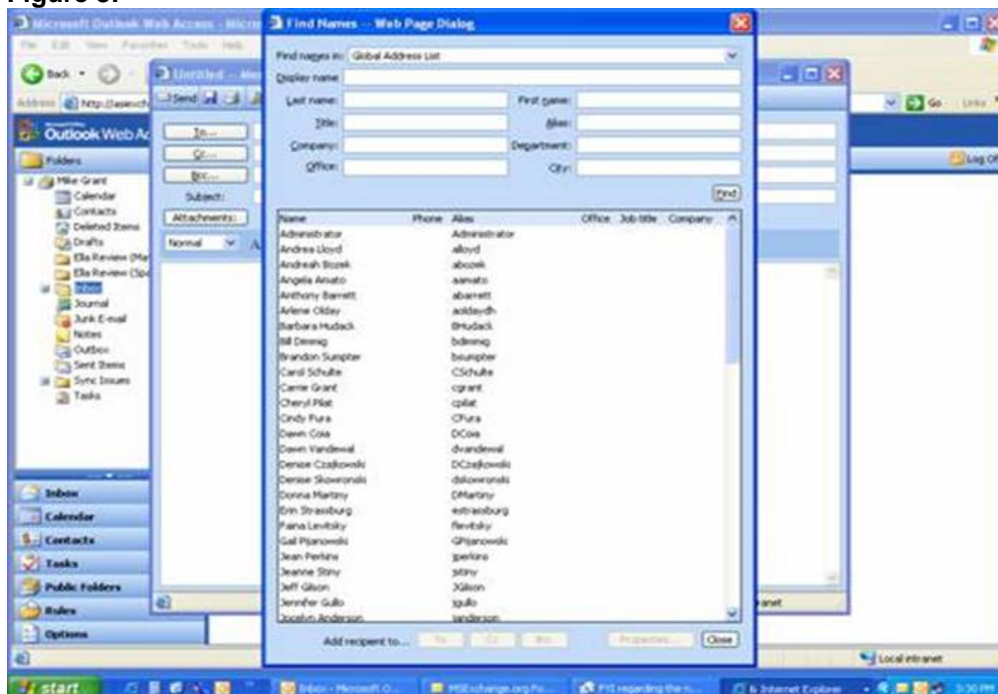
Figure 7:



Click in display name, then press the space bar once and click on find. This will list all of the organizations email addresses and email groups as below:

Or in the "Find Names in" box click the drop down menu and select "contacts" this will allow you to select someone from your personal contact list.

Figure 8:



Select the person you would like to email then click the "To..." button at the bottom of the screen. Click close and the email system will enter the recipient into the "To..." line on your email. You can now type your email as you wish and hit send when completed.