

DATA ACT SHARED MAILBOX (SM) INSTRUCTIONS

Overview

Use of the DATA Act Shared Mailboxes (SM) is required for communication between agencies and OCFO. It is used for questions and other communications from the USDA Data Repository and between the 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.

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

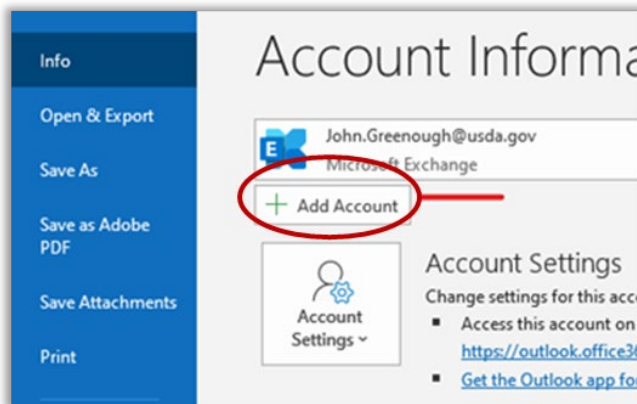
The account Name is sm.ocfo.xxxx and the email address is: sm.dataact.xxxx@usda.gov

(The x's represent the agency acronym, such as RD, FAS, or APHIS)

Making Your Shared Mailbox Visible Within Outlook

At the top left of the Outlook menu, select *File*.

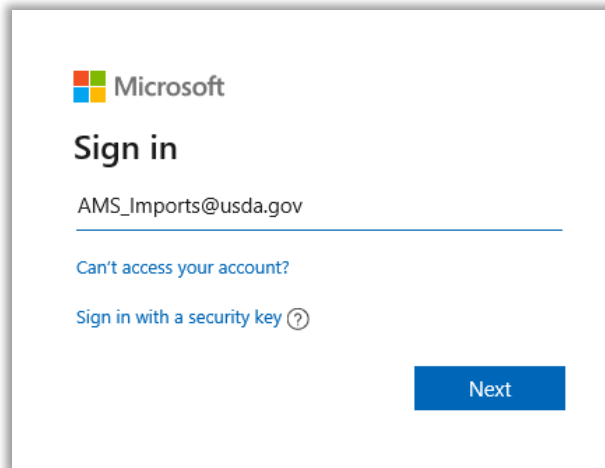
In the "Info" section of the File screen, click "+ Add Account" under your name (just above Account Settings).



Click

A pop-up will ask for a *Sign in*. (If information is already populated, delete it.)

Type in the shared mailbox email address sm.dataact.xxxx@usda.gov and click "Next"



In new screen, enter the email address again and click "Connect"

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

Locating Sent and Draft Emails

When using the SM within your primary email Outlook screen, drafts are *only* stored in your primary mailbox "Drafts" folder. Also, the "Sent" emails are stored in your primary mailbox "Sent Items" folder.

TIP: Neither the drafts nor the copies of Sent emails will appear in the SM mailbox for others in your group to view. However, you can add the SM email address in the "CC" field so a copy of the email will be available for other SM users to view.