Fire Department Officers

Email Account Setup

Revisions

1/11/13	1.0	Initial Document	ACalvo
1/29/14	1.1	Clarity in OEM/EMS Differences	ACalvo
2/4/14	1.2	Note about Old Version of IE	ACalvo
11/3/14	1.3	Updated IT Phone Number	ACalvo
3/31/16	1.4	Updated for new version of OWA	CMead
10/31/16	1.5	Configured for FD Emails	MBurke

Station Email Addresses			
Name	Email Address	Name	Email Address
Station 11-1	Station11-1@mcfmnj.org	Station 37-1	Station37-1@mcfmnj.org
Station 12-1	Station12-1@mcfmnj.org	Station 37-2	Station37-2@mcfmnj.org
Station 13-1	Station13-1@mcfmnj.org	Station 38	Station38@mcfmnj.org
Station 14-1	Station14-1@mcfmnj.org	Station 39-1	Station39-1@mcfmnj.org
Station 15	Station15@mcfmnj.org	Station 39-2	Station39-2@mcfmnj.org
Station 16-1	Station16-1@mcfmnj.org	Station 39-3	Station39-3@mcfmnj.org
Station 16-2	Station16-2@mcfmnj.org	Station 41	Station41@mcfmnj.org
Station 17	Station17@mcfmnj.org	Station 42-1	Station42-1@mcfmnj.org
Station 18	Station18@mcfmnj.org	Station 42-2	Station42-2@mcfmnj.org
Station 19-1	Station19-1@mcfmnj.org	Station 43-1	Station43-1@mcfmnj.org
Station 19-2	Station19-2@mcfmnj.org	Station 44-1	Station44-1@mcfmnj.org
Station 19-3	Station19-3@mcfmnj.org	Station 45-1	Station45-1@mcfmnj.org
Station 19-4	Station19-4@mcfmnj.org	Station 47-1	Station47-1@mcfmnj.org
Station 19-5	Station19-5@mcfmnj.org	Station 48-1	Sttaion48-1@mcfmnj.org
Station 21-1	Station21-1@mcfmnj.org	Station 48-2	Station48-2@mcfmnj.org
Station 21-2	Station21-2@mcfmnj.org	Station 49-1	Station49-1@mcfmnj.org
Station 22	Station22@mcfmnj.org	Station 52-1	Station52-1@mcfmnj.org
Station 23-1	Station23-1@mcfmnj.org	Station 52-2	Station52-2@mcfmnj.org
Station 25	Station25@mcfmnj.org	Station 52-3	Station52-3@mcfmnj.org
Station 26-1	Station26-1@mcfmnj.org	Station 53-1	Station53-1@mcfmnj.org
Station 26-2	Station26-2@mcfmnj.org	Station 53-2	Station53-2@mcfmnj.org
Station 27-1	Station27-1@mcfmnj.org	Station 54	Station54@mcfmnj.org
Station 27-2	Station27-2@mcfmnj.org	Station 61-1	Station61-1@mcfmnj.org
Station 28-1	Station28-1@mcfmnj.org	Station 63-1	Station63-1@mcfmnj.org
Station 28-2	Station28-2@mcfmnj.org	Station 63-2	Station63-2@mcfmnj.org
Station 28-3	Station28-3@mcfmnj.org	Station 64	Station64@mcfmnj.org
Station 28-4	Station28-4@mcfmnj.org	Station 65	Station65@mcfmnj.org
Station 29	Station29@mcfmnj.org	Station 74-1	Station74-1@mcfmnj.org
Station 31	Station31@mcfmnj.org	Station 81-1	Station81-1@mcfmnj.org
Station 32-1	Station32-1@mcfmnj.org	Station 82-1	Station82-1@mcfmnj.org
Station 33-1	Station33-1@mcfmnj.org	Station 83-1	Station83-1@mcfmnj.org
Station 34-1	Station34-1@mcfmnj.org	Station 84	Station84@mcfmnj.org
Station 34-2	Station34-2@mcfmnj.org	Station 85	Station85@mcfmnj.org
Station 34-3	Station34-3@mcfmnj.org	Station 86-1	Station86-1@mcfmnj.org
Station 34-4	Station34-4@mcfmnj.org	Station 87	Station87@mcfmnj.org
Station 35-1	Station35-1@mcfmnj.org	Station 88-1	Station88-1@mcfmnj.org
Station 36-1	Station36-1@mcfmnj.org	Station 94	Station94@mcfmnj.org
Station 36-2	Station36-2@mcfmnj.org	Station 99-1	Station99-1@mcfmnj.org
Station 36-3	Station36-3@mcfmnj.org	MC Fire Prev. Assn.	MCFirePrevAssn@mcfmnj.org
Station 36-4	Station36-4@mcfmnj.org	NJSForestFire	NJSForestFire@mcfmnj.org

The Monmouth County Fire Marshal's Office has provided every Municipal Fire Agency with one email address to which all Fire Communications will be sent. This distribution list will be the only email addresses the office will use to disseminate information. It is imperative that you maintain this distribution list as officers' change.

This email address can be accessed via Outlook Web Access: https://mail.mcsonj.org/owa or the email address can automatically forward all email messages to the Officer's personal email account(s). This guide will explain both methods.

Outlook Web Access (OWA) Sign In
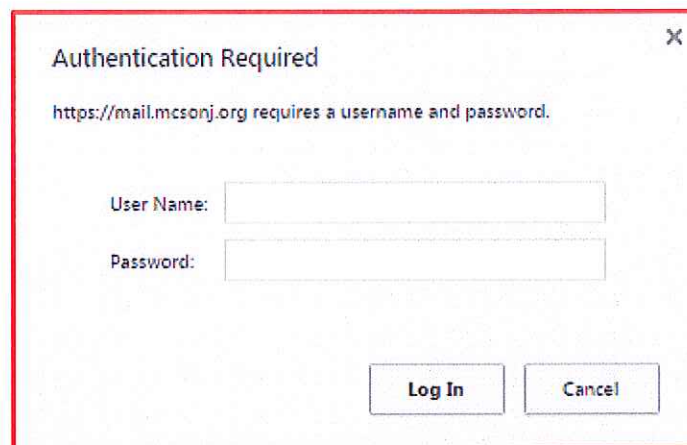
To sign in to Outlook Web Access (OWA), visit https://mail.mcsonj.org/owa and enter in your username (the portion of your email address before the @ sign) prefaced with "sheriff\"

For example: if your email address is "station26-1@mcfmnj.org" you would enter "sheriff\station26-1" as your username.

Then enter your password.

The log in screen will look similar to the image below.

If you have any questions, or need your password reset please contact the Monmouth County Sheriff's Office IT at 732-431-6400 x1600 or via email at helpdesk@mcsonj.org

Once you have signed for the first time you must change your password

This screen will change your password with your first login. The top box will contain "sheriff\email name", the second box will be your initial password "Password1".

Your new password must contain a minimum of 8 characters and include 3 of the 4 below items:
1. Include at least 1 number.
2. Include at least 1 capital letter.
3. Include at least 1 lower case letter.
4. Include at least 1 non-alphanumeric character (Special Character)

** You cannot use any portion of the email address or station name in your password.**

Outlook

change password

Your password has expired and you need to change it before you sign in to Outlook.

Domain\user name:

Sheriff\email name

Current password:

New password:

Confirm new password:

⊕ submit

How to Change OWA Password
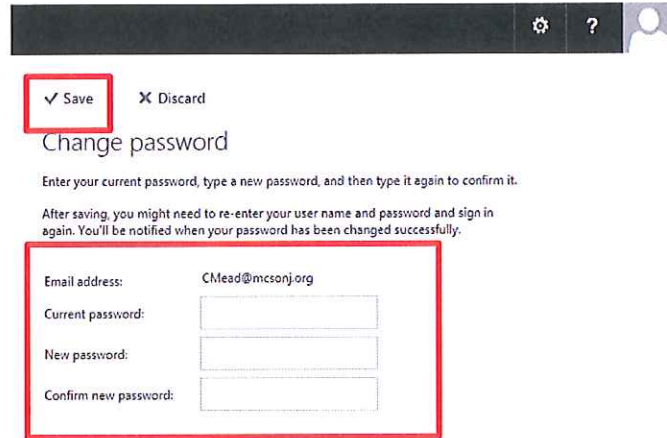
1. Click the **Settings** (Indicated by a gear icon) button, then **Options** in the upper right corner of OWA
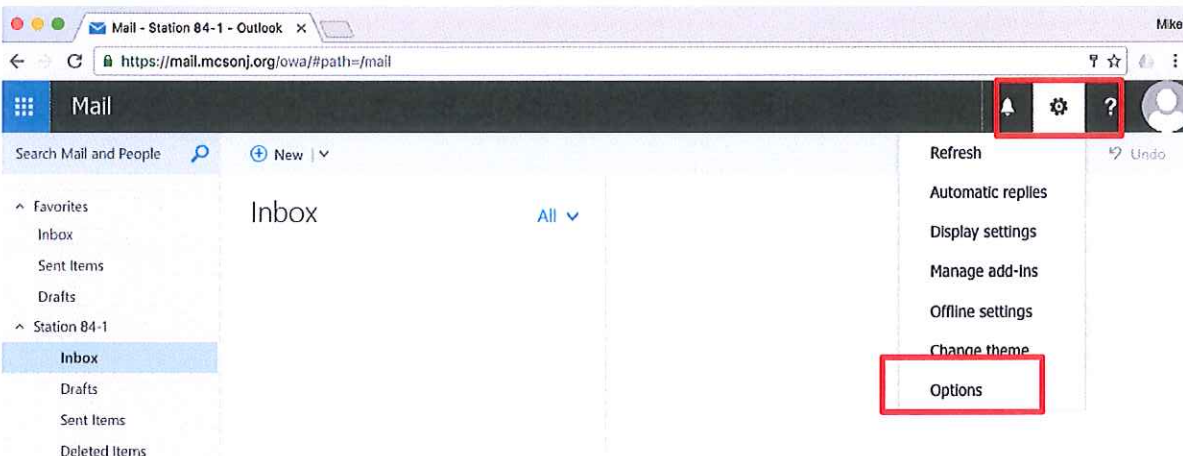
2. Click **General** on the left hand side, then click **My account**, then click **Change your password** which is near the bottom right on the screen
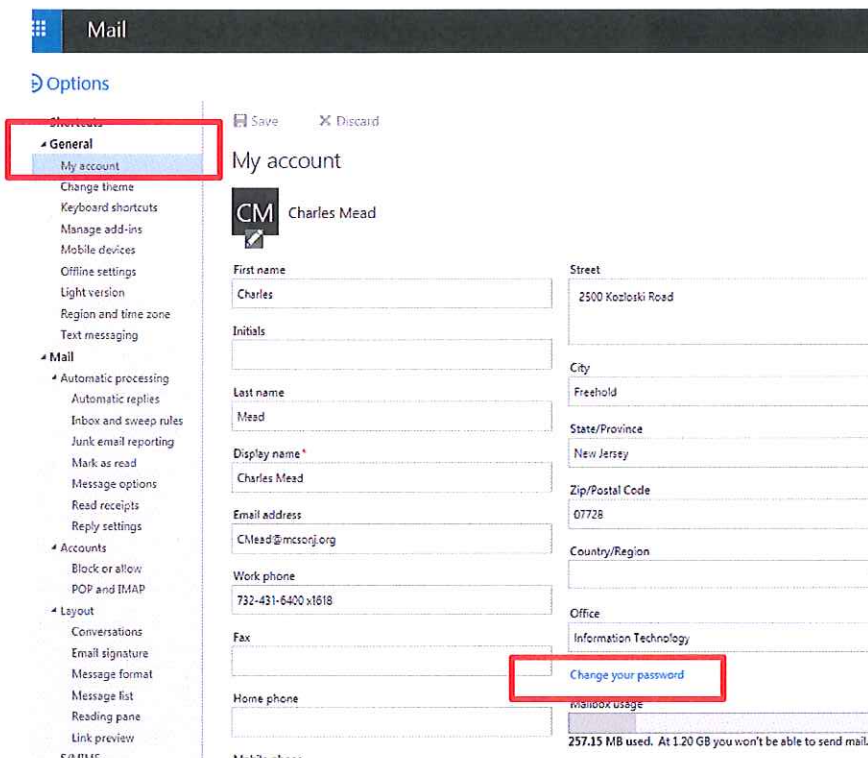
3. Enter in your **current password**, and then your **new password** twice to confirm, then click **Save**.
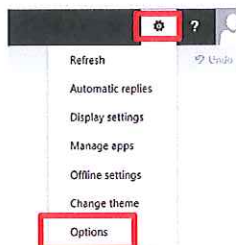
Setup Automatic Forwarding

If you wish to automatically forward all email sent to your Fire Department email account, to another account, follow the instructions below:
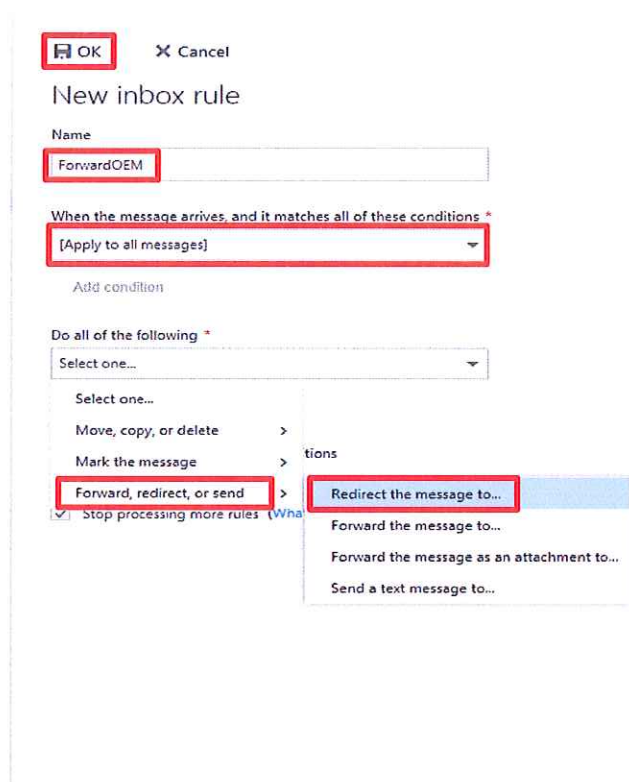
1. Once Logged into OWA, click the **Settings** button, then **Options** in the upper right corner


2. On the left hand side open the **Mail** arrow, then click **Inbox and sweep rules**
3. Click the + to Add a new rule
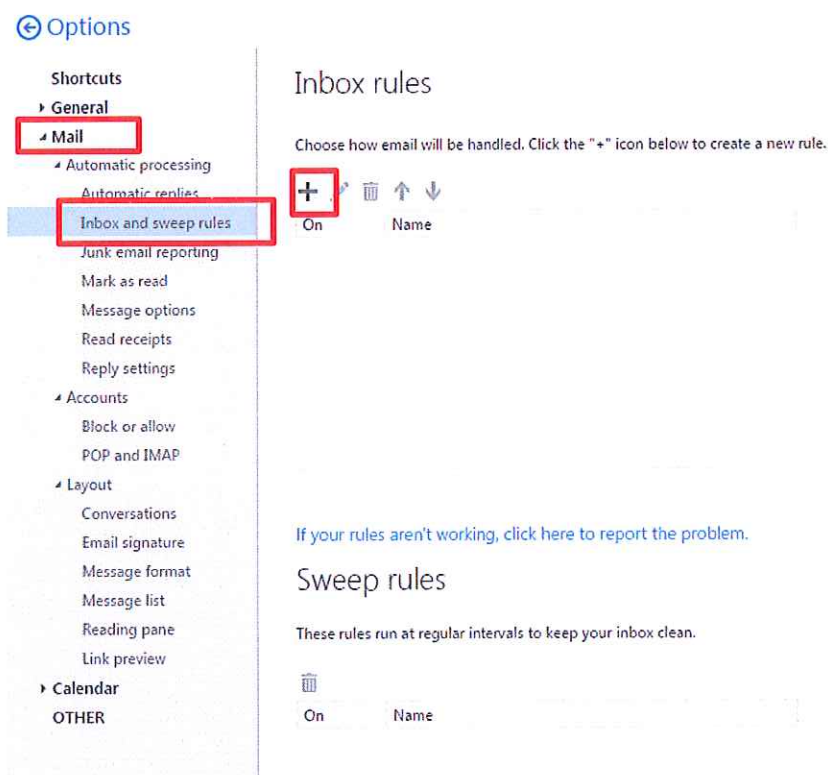
4. **Name the Rule** (i.e. Forward Fire Mail), Select **Apply to all messages,** then under "Do all of the following", select **Forward, redirect, or send,** then select **Redirect the message to**

5. In the "To" line, type in the email address(es) you would like to forward to and click **OK** (You may be prompted to click save before leaving the rules screen. If you are, click **Save**)
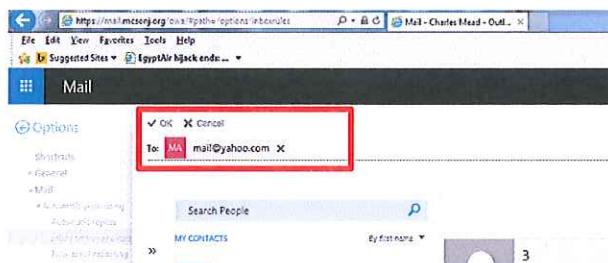
6. Click **OK** to save the Rule
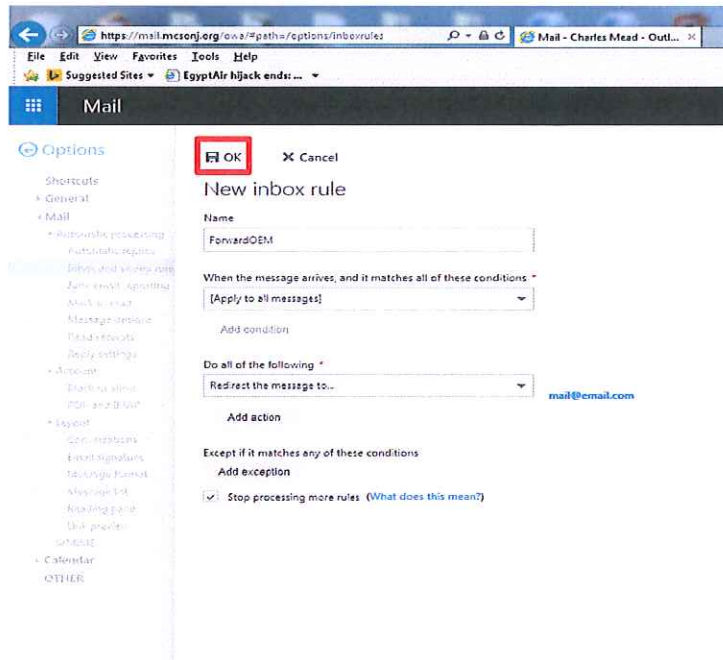
7. From this point on all email messages will automatically be redirected to the email account of your choosing and **a copy of the email will be saved in OWA.**

**** If you do not want a copy of every email saved in OWA, follow the instructions below to automatically delete the messages after they are being redirected.

Set Emails to Not Save in OWA After Redirecting

1. Select the rule that was created to Redirect the emails. Click the **Pencil** Icon to edit the rule.

Inbox rules

Choose how email will be handled. Rules will be applied in the order shown. If you don't want a rule

On	Name	
✓	ForwardOEM	**Rule: ForwardOEM**
✓	Helpdesk	After the message a [Apply to all messag
✓	no-reply@raidsonline.com	**Do the following...** redirect the message
✓	MCSOPageNotification@mcsonj.org	And stop processing
✓	MCSOCallComplete@MCSONJ.ORG	**This rule is: On**
✓	Automatic R&R Notification (1)	

If your rules aren't working, click here to report the problem.
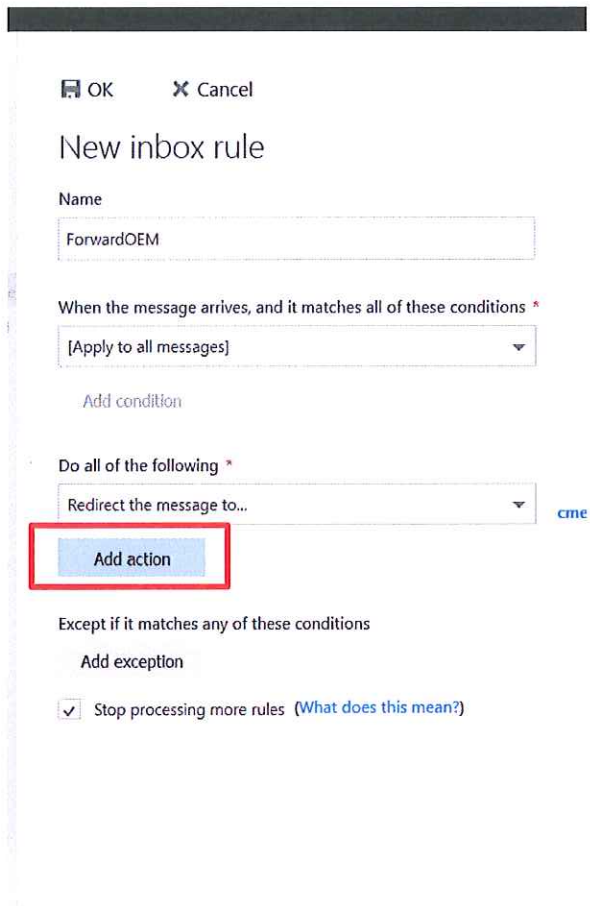
Sweep rules

These rules run at regular intervals to keep your inbox clean.

🗑

On   Name

2. Click the **Add action** button

OK   ✕ Cancel

New inbox rule

Name

ForwardOEM

When the message arrives, and it matches all of these conditions *

[Apply to all messages] ▼

Add condition

Do all of the following *

Redirect the message to... ▼   cme

Add action

Except if it matches any of these conditions

Add exception

✔ Stop processing more rules (What does this mean?)

3. Select **Move, copy, or delete.** Then select **Delete the message.**   Click **OK** when you are finished to save this setting.

If you have any questions, or need your password reset please contact the Monmouth County Sheriff's Office IT at 732-431-6400 x1600 or via email at helpdesk@mcsonj.org