

## Accessing Email Away From the Office

Whether you are away for a day or a week, you can check your email. This is especially important as time sensitive and critical information may be transmitted this way. Described below are two options for checking your email.

### **Public Computers**

You are able to check, respond and send email messages through any computer that has internet access. This is done by logging into your email via TDS's website, [www.tds.net](http://www.tds.net). You would need your TDS email address ([name@tds.net](mailto:name@tds.net)) and password. The login area is located in the upper right corner. Any messages that are currently on the server, meaning you haven't downloaded them on your business computer, will be there for viewing, replying or forwarding. A downside of this option is you do not have access to your address book or any previous messages you downloaded.

Additionally, all the messages that you view will still remain on the mail server until such time that you download them to your computer. This only poses a problem if you have a lot of email traffic. The Home Office IS person will monitor email storage during such absences, provided they know that you are gone. If it appears your storage will reach its limit, we will purchase additional storage and you will be billed accordingly. One way to slow down email traffic in your absence is to use the auto-responder feature and let your senders know you are away. Contact [sabbott@polarinvest1.com](mailto:sabbott@polarinvest1.com) to set that up.

### **Lap Top Computers**

If you use a lap top while away from the office, you can use the above option as long as you have an internet connection. Be aware that you may incur a charge for that connection. Another option, should you not have an internet connection is to obtain "temporary" internet service with TDS which allows you to connect to the internet and access email. This allows you to download your messages from the mail server. You would configure your email address information into Outlook Express (just as you have it on your desktop computer) or if you use the lap top for your business computer, it will already be configured. TDS establishes an ISP account and will supply you with the dial-up information. There is a charge for the internet service and it would be pro-rated depending on the time frame you need the service. Additionally, you are charged for each minute that you are connected to the internet. It is important that you contact TDS upon termination of this service to be sure the account gets closed or you will continue to be billed. We only recommend using this option if you are planning to be gone more than a week or two at a time. To establish this service, please contact TDS direct at: 1-800-358-3648.