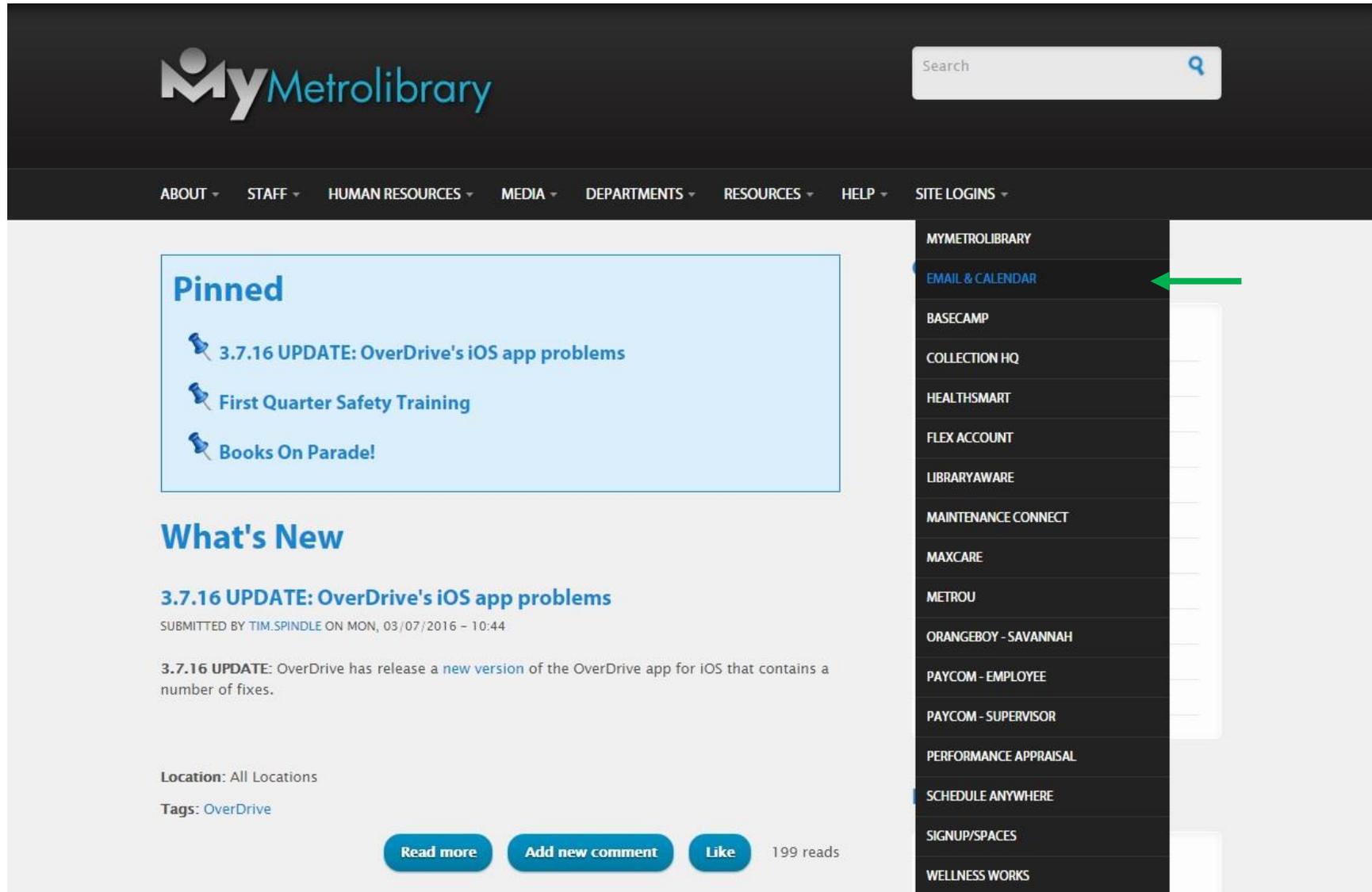


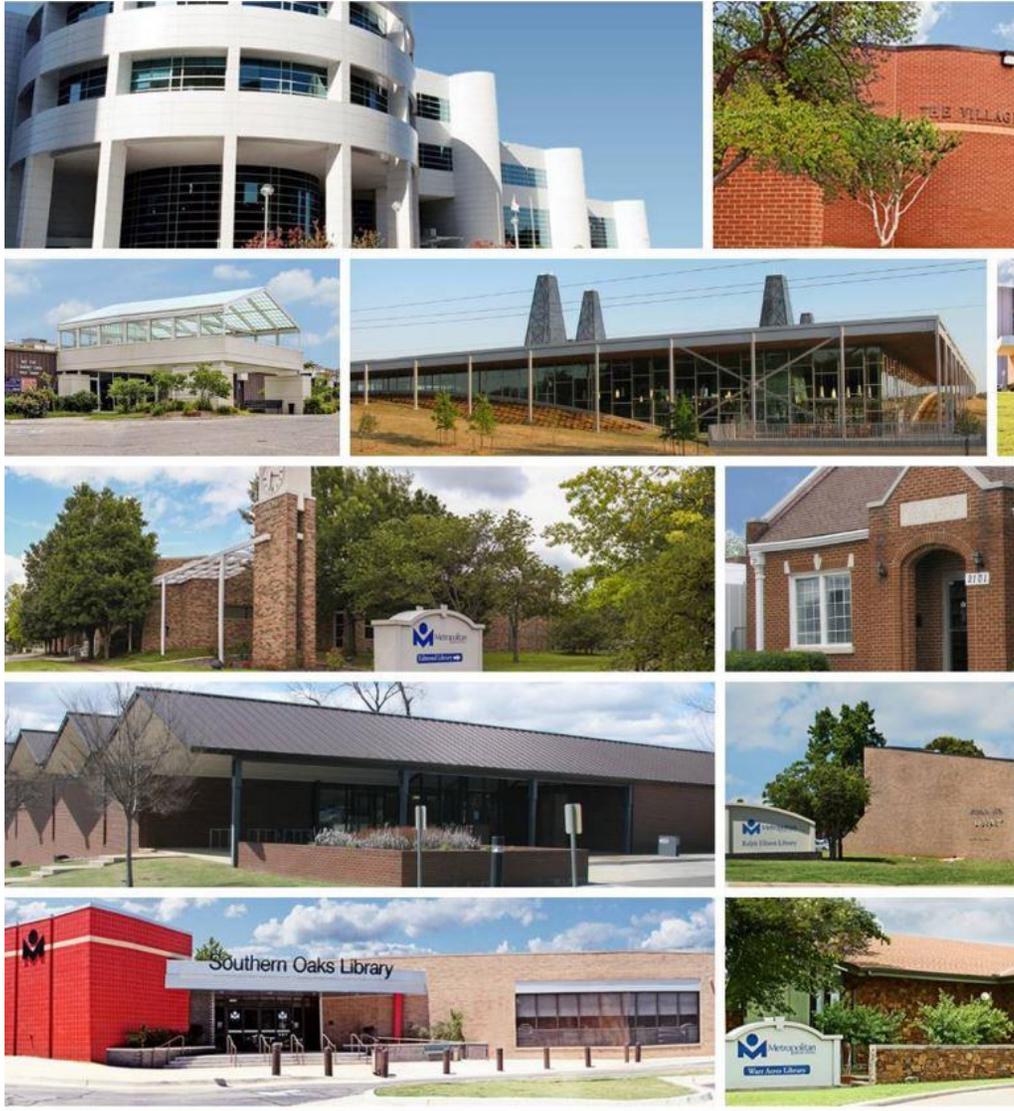
Getting Started – Logging In

1. To utilize library email, hover your cursor the “Site Logins” dropdown menu at the top right hand side of MyMetroLibrary. Click on “Email and Calendar.”



The screenshot displays the MyMetroLibrary website interface. At the top left is the MyMetroLibrary logo. To its right is a search bar with a magnifying glass icon. Below the logo and search bar is a dark navigation bar containing the following menu items: ABOUT, STAFF, HUMAN RESOURCES, MEDIA, DEPARTMENTS, RESOURCES, HELP, and SITE LOGINS. The 'SITE LOGINS' menu is currently open, showing a list of options: MYMETROLIBRARY, EMAIL & CALENDAR, BASECAMP, COLLECTION HQ, HEALTHSMART, FLEX ACCOUNT, LIBRARYAWARE, MAINTENANCE CONNECT, MAXCARE, METROU, ORANGEBOY - SAVANNAH, PAYCOM - EMPLOYEE, PAYCOM - SUPERVISOR, PERFORMANCE APPRAISAL, SCHEDULE ANYWHERE, SIGNUP/SPACES, and WELLNESS WORKS. A green arrow points to the 'EMAIL & CALENDAR' option. On the main content area, there is a 'Pinned' section with three items: '3.7.16 UPDATE: OverDrive's iOS app problems', 'First Quarter Safety Training', and 'Books On Parade!'. Below this is a 'What's New' section featuring the same '3.7.16 UPDATE: OverDrive's iOS app problems' article. The article text includes: 'SUBMITTED BY TIM.SPINDLE ON MON, 03/07/2016 – 10:44' and '3.7.16 UPDATE: OverDrive has release a new version of the OverDrive app for iOS that contains a number of fixes.' At the bottom of the article, it shows 'Location: All Locations', 'Tags: OverDrive', and three buttons: 'Read more', 'Add new comment', and 'Like'. To the right of the 'Like' button, it indicates '199 reads'.

2. You must login to access your e-mail. Depending on when you were hired to work for the Metropolitan Library System, your username will either be the first initial of your first name followed by your last name or your first name, period, last name. For example, Jane Doe's e-mail is jdoe@metrolibrary.org, so her username is jdoe. If she is a more recent hire, her email would be jane.doe@metrolibrary.org.



Sign in with your work or school account

Keep me signed in

[Can't access your account?](#)

Thanks for being awesome!

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Getting Started – Inbox & Viewing Messages

When you log in, the first thing you will see is your inbox. The screenshot below is the general view of the inbox. Click on any message in your Inbox to view the message. The message will appear to the right in your viewing pane.

The screenshot shows the Outlook interface. The top bar includes 'Office 365' and 'Outlook' branding, along with navigation icons for calendar, chat, notifications, settings, and help. Below this is a search bar and a row of action buttons: New, Delete, Archive, Junk, Sweep, Move to, Categories, and Undo.

The left sidebar shows a 'Folders' pane with 'Clutter' and 'More' options, and a 'Groups' pane with a 'Browse' button. The main inbox area is titled 'Inbox' and shows a list of messages. The selected message is from Curtiss Ray, titled 'New OKC tornado siren policy in effect as spring nears', dated 8:04 AM. The message content is visible in the right-hand viewing pane.

Inbox List:

- Christensen, Lucas
ReferenceUSA - Webinar Schedule Q2
8:26 AM
Good morning, Below is our 2nd quarter webinar schedule that I w...
- Curtiss Ray**
New OKC tornado siren policy in effect as spring nears
8:04 AM
All, We are fast approaching spring and in Oklahoma that means L...
- Stacy Schrank
Scholarship Opportunity for MLIS Students
7:57 AM
Staff, On behalf of the Friends of Libraries in Oklahoma (FOLIO) I w...
- Yesterday
- Stacy Schrank
Scholarship Info and Refund Dates at OU
Mon 4:15 PM
Thank you, Andrew – This is great info!! S From: Andrew Soliven Se...
- kboies@sbcglobal.net
Dine Around for early Conference Attendees
Mon 4:10 PM
Dine Around Make new connections and catch up with longtime co...
- Caire, Matthew
Meeting rooms
Mon 2:11 PM
Hi Andrew, Thanks! On Mon, Mar 7, 2016 at 1:50 PM, Andrew Soliv...
- Elizabeth Kessler
Next week's GOAL
Mon 1:52 PM
We will also have Tracy Washington, Lead Librarian at RE. From: A...
- Stephany Dowd
1095-C Forms
Mon 1:41 PM
Good afternoon, We are finalizing the 1095-C forms for all employ...
- Andrew Soliven

Message View:

New OKC tornado siren policy in effect as spring nears

Curtiss Ray
To: All Correspondents;
Tue 03/08/2016 8:04 AM

All,

We are fast approaching spring and in Oklahoma that means the potential for severe weather. The below policy was recently put in place by the City of Oklahoma City. This is good, now all 182 sirens in the Oklahoma, Canadian and Cleveland counties will not sound all at once. This does not change how we treat severe weather. Please refresh your memory of our policy.
http://my.metrolibrary.info/drupal/sites/default/files/documents/tornado-procedures_0.pdf

If you hear a siren in your area there is a more likely chance the severe weather is affecting your immediate area. Take the proper precautions and be safe.

From The City of Oklahoma City's web page:
Shelter-in-place: that's the recommendation of Oklahoma City Emergency Management whose advice to people is to shelter-in-place during tornado warnings.

Here is some interesting information on the origins of the tornado siren. The word "tornado" still today strikes fear In some people.

History of Tornado Warning
In the United States and in many places across the world sirens became commonplace following World War II.
In the late 19th century the US army was studying the science behind tornadoes and further study was being done by the [National Weather Bureau](#) on how and if to warn the public. It was decided in 1887 that there should be no warnings issued for tornadoes, even the mention of the word "tornado" was banned. They believed that these warnings would only cause more chaos and harm. This ban on tornado warnings was held up until 1938. This all changed when in 1948 a tornado ripped through Tinker Air Force base in Oklahoma killing many people and causing millions of dollars of damage (Coleman et al. 2011).

Basic Tasks

Composing a Message: Click the "New" button at the top to compose an e-mail. A blank email template will appear.



The screenshot shows the Outlook interface. The top navigation bar includes 'Office 365', 'Outlook', and various utility icons. The main menu below the navigation bar contains 'Search Mail and People', a search icon, and a 'New' button which is circled in green. Other buttons include 'Delete', 'Archive', 'Junk', 'Sweep', 'Move to', 'Categories', and 'Undo'. The left sidebar shows 'Folders' (Clutter, More) and 'Groups'. The main pane displays a list of emails, with the selected email from Curtiss Ray highlighted. The right pane shows the content of the selected email.

New OKC tornado siren policy in effect as spring nears

Curtiss Ray
To: All Correspondents; ▾
Tue 03/08/2016 8:04 AM

Reply | ▾

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Composing a Message: Once the email template appears, you can begin composing your message. When you are finished composing, hit "send."

To: type in the recipient's name. It should auto-populate.



To  Stacy Schrank X

CC: "CC" means carbon copy. You may utilize this feature of email if you would like someone to "be in the loop" but not necessarily address them directly. They will receive a copy of the email.

Cc  Kelley Hoffman X

Subject: This is the subject line where you will type what the email is about.

Please approve my timesheet



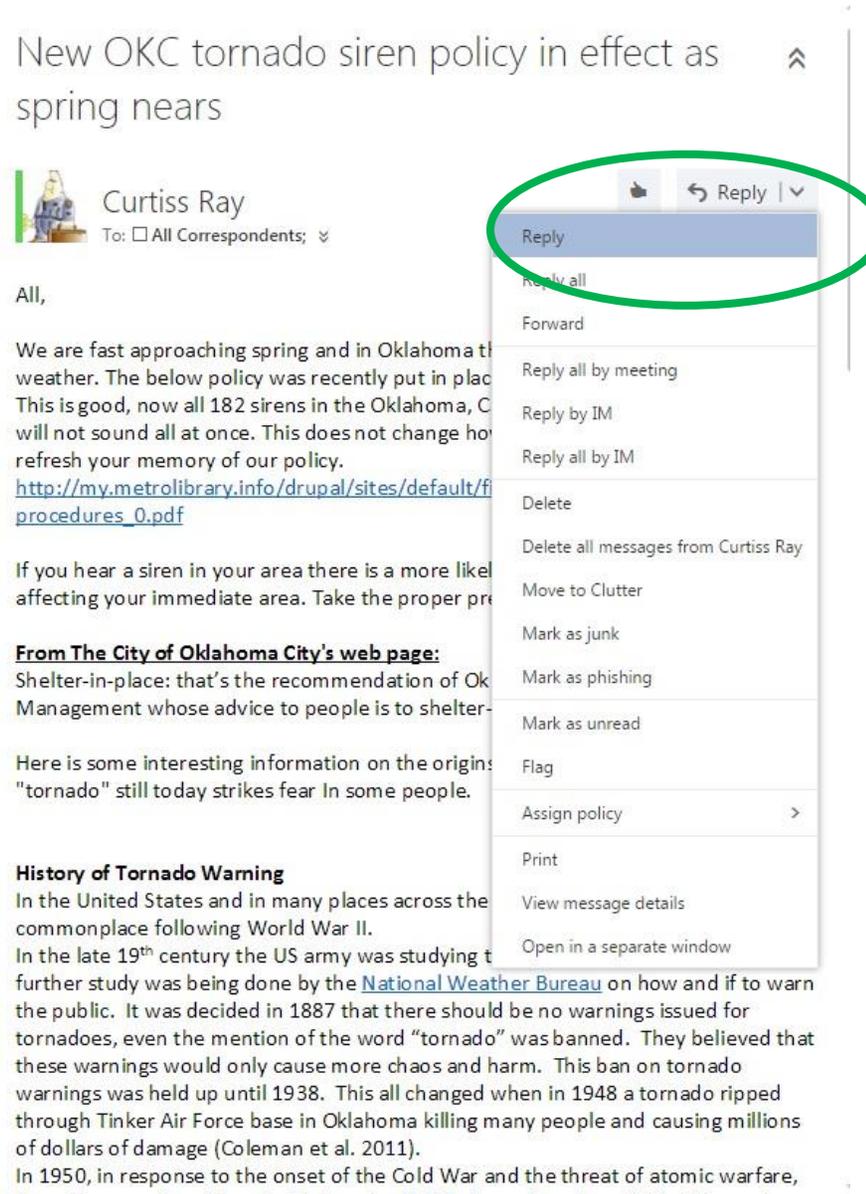
My timesheet needs to be approved for the pay period of 2/15-2/28.

Body: This is where you will type your message.

Thanks,
Andrew

Andrew Soliven
Human Resources - Training
405.606.3822

Reply & Reply All: When you receive a message and want to reply to it, you may reply to the sender or to all recipients of the original message. Please be advised that "reply all" should be used only when appropriate and not used to reply to an "all correspondents" email. Click on the reply button as shown below.



The screenshot displays an email client interface. At the top, the subject line reads "New OKC tornado siren policy in effect as spring nears". Below the subject is the sender's name "Curtiss Ray" and a small profile picture. The recipient list shows "To: □ All Correspondents;". A context menu is open over the "Reply" button, which is circled in green. The menu options include: Reply, Reply all, Forward, Reply all by meeting, Reply by IM, Reply all by IM, Delete, Delete all messages from Curtiss Ray, Move to Clutter, Mark as junk, Mark as phishing, Mark as unread, Flag, Assign policy, Print, View message details, and Open in a separate window. The email body contains text about a tornado siren policy, a link to a PDF document, and a section titled "History of Tornado Warning".

New OKC tornado siren policy in effect as spring nears

 Curtiss Ray
To: □ All Correspondents; ▾

Reply

Reply all

Forward

Reply all by meeting

Reply by IM

Reply all by IM

Delete

Delete all messages from Curtiss Ray

Move to Clutter

Mark as junk

Mark as phishing

Mark as unread

Flag

Assign policy >

Print

View message details

Open in a separate window

All,

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In the United States and in many places across the world, tornado warnings are commonplace following World War II. In the late 19th century the US army was studying tornadoes and further study was being done by the [National Weather Bureau](#) on how and if to warn the public. It was decided in 1887 that there should be no warnings issued for tornadoes, even the mention of the word "tornado" was banned. They believed that these warnings would only cause more chaos and harm. This ban on tornado warnings was held up until 1938. This all changed when in 1948 a tornado ripped through Tinker Air Force base in Oklahoma killing many people and causing millions of dollars of damage (Coleman et al. 2011). In 1950, in response to the onset of the Cold War and the threat of atomic warfare,

Forward: When you receive an e-mail and would like to forward it to another person, simply press forward. You have the option of adding your own message to the email or sending it as you received it.

New OKC tornado siren policy in effect as spring nears ⤴



Curtiss Ray

To: All Correspondents; ⌵

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