

Sending County-wide Email

Note: The new Outlook Email application does not allow sending of email larger than 2MB including any attachments, to the ALLCOUNTYWIDE distribution list. See procedures below if you wish to send email greater than 2MB.

1. Sending AllCountywide email less than 2Mb:

- a. Open a new mail item (see Fig 1.)
- b. In the To: field enter yourself or leave blank.
- c. In the BCC: field enter the "ALLCOUNTYWIDE" distribution list.
- d. Include in the body of the email the notification of approval by the CEO's Office.
- e. Add any attachments as long as total email is less than the 2MB limit.

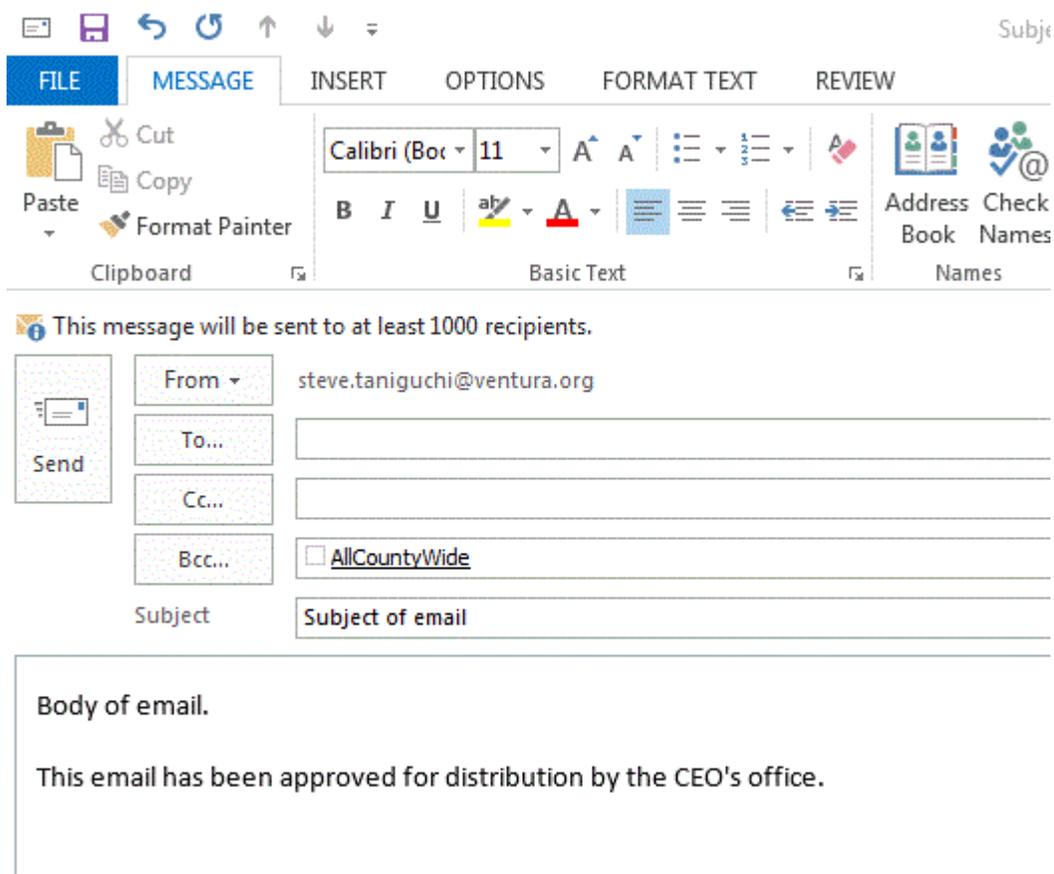
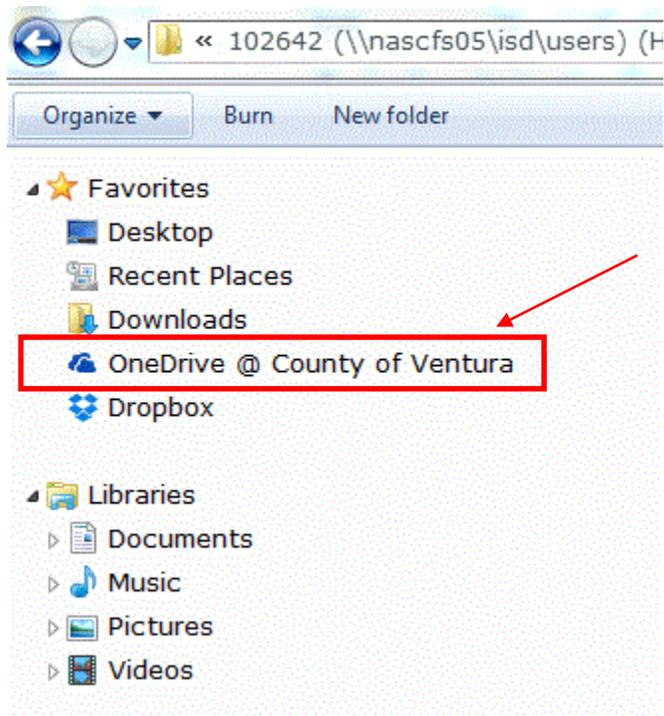


Fig 1.

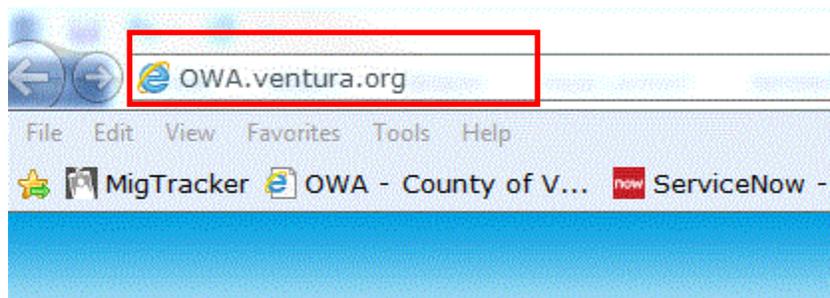
2. Sending AllCountywide email with attachments larger than 2MB:

- a. When sending an email with an attachment larger than 2MB you will be required **to save the document in "OneDrive" and provide the link in the email.**
- b. Check to see if you have the "OneDrive Share" configured on your Computer.

- i. Open MyComputer and look at your folders and files. Look for OneDrive @ County of Ventura.
 1. If you see the share **GO TO STEP iii** below.
 2. If you **DO NOT** see the share continue with the steps below.



- ii. If you **do not have OneDrive** configured follow these steps to **create the Onedrive share on your computer**.
 1. Open Internet Explorer and navigate to OWA. Type OWA.VENTURA.ORG in the address bar and login to OWA.



2. Login to OWA enter email address and windows password.



COUNTY OF VENTURA CALIFORNIA

Enter your County email address and network password.

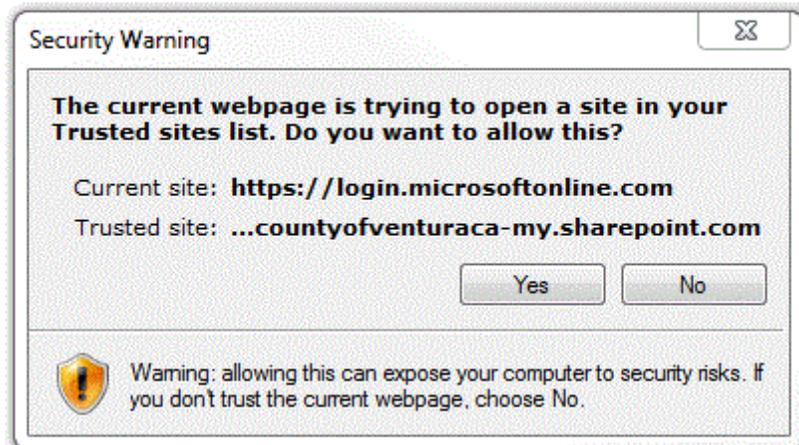
Email address: Example: john.doe@ventura.org

Password:

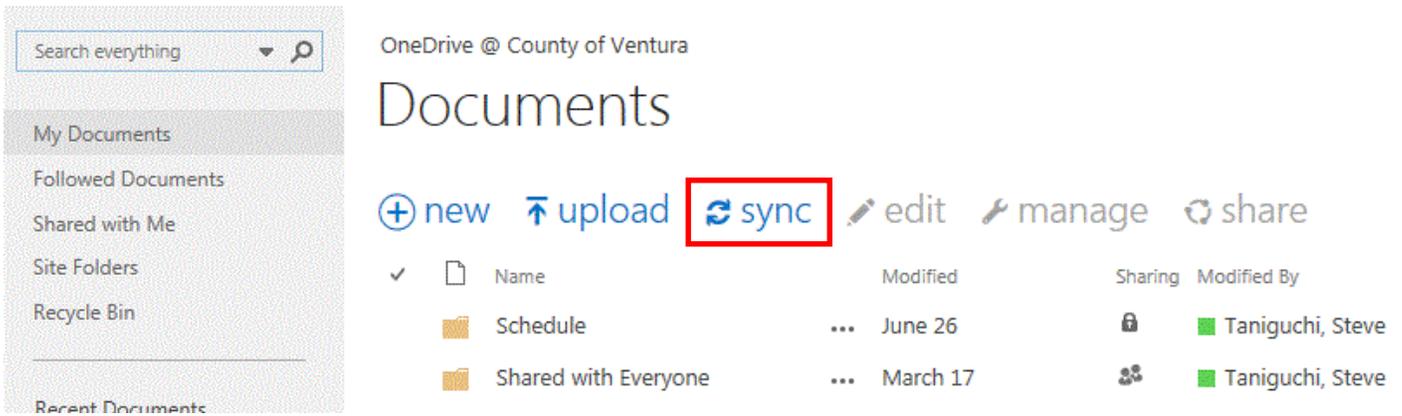
3. Click on the OneDrive menu item on the OWA menu bar.



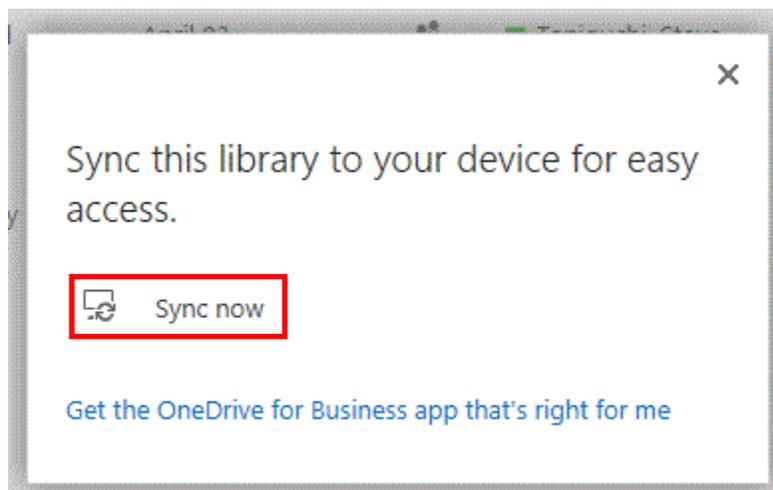
4. You may receive some “warning messages” when performing this step, click on YES to accept.



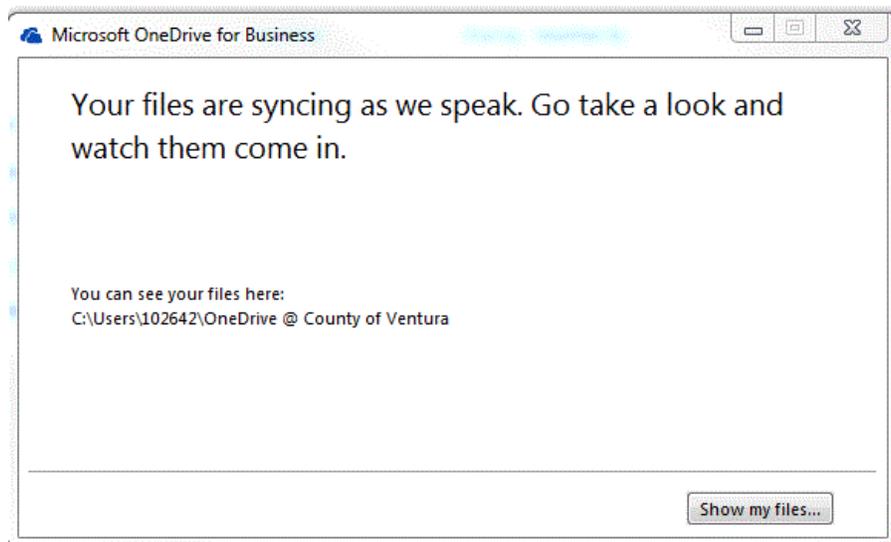
5. Once you get past the warning messages, the OneDrive documents screen will be displayed. Click on the SYNC menu item.



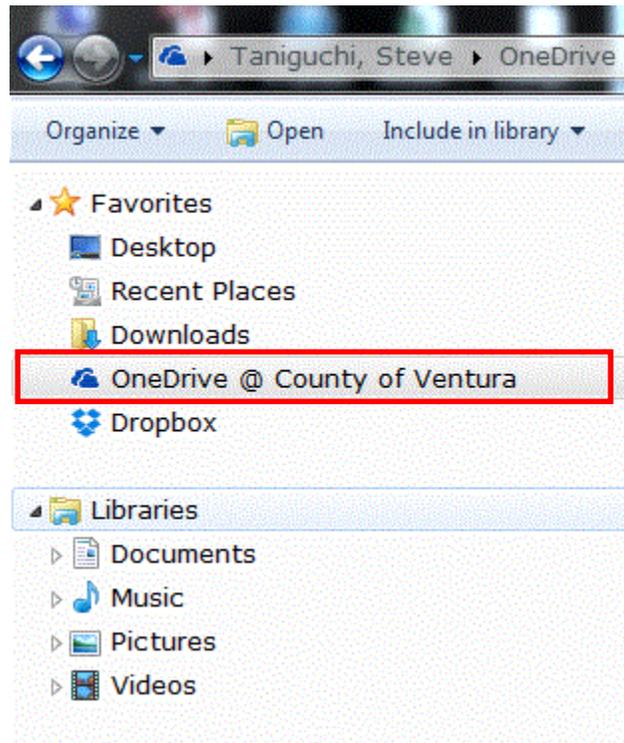
6. You will be prompted to sync this library. Click on Sync Now.



7. A dialogue box will display indicating your files are Synchronizing.

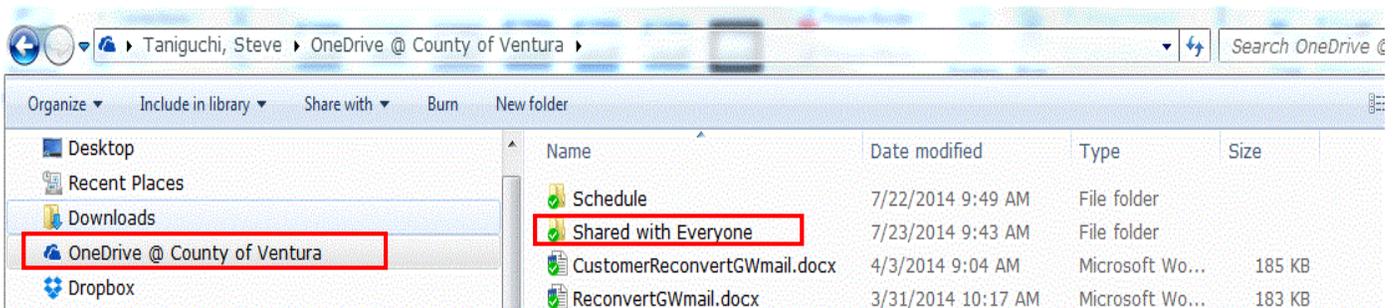


8. If you click on “Show my Files” you will now be directed to your Windows Explorer and will see the **OneDrive @ County of Ventura** share location in your Windows Explorer Navigation frame.



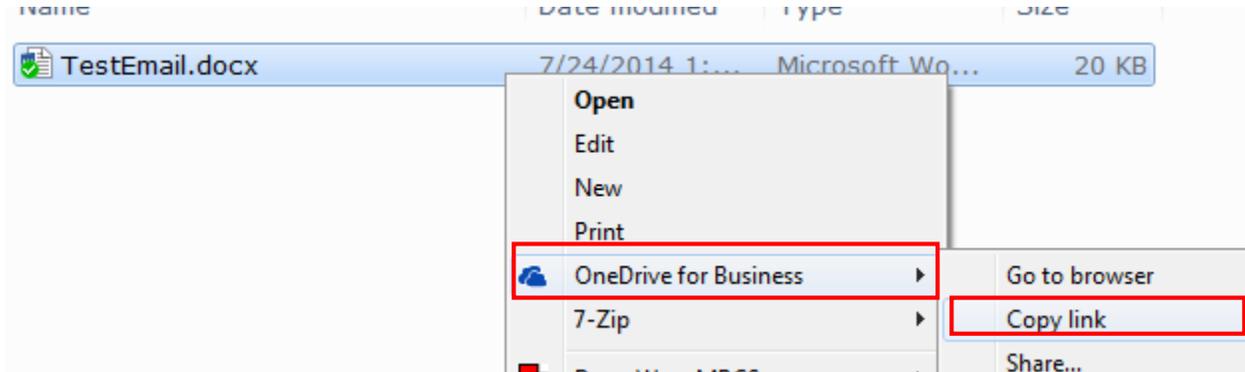
9. You are now done with creating the OneDrive Share location on you computer and can logout of OWA.

- iii. You **must now SAVE your Attachment in the OneDrive Share with Everyone folder**. If you did not save your document in this folder you can copy it into this folder but you must **OPEN** the document and **SAVE** it back into this folder to enable it to be shared to everyone.

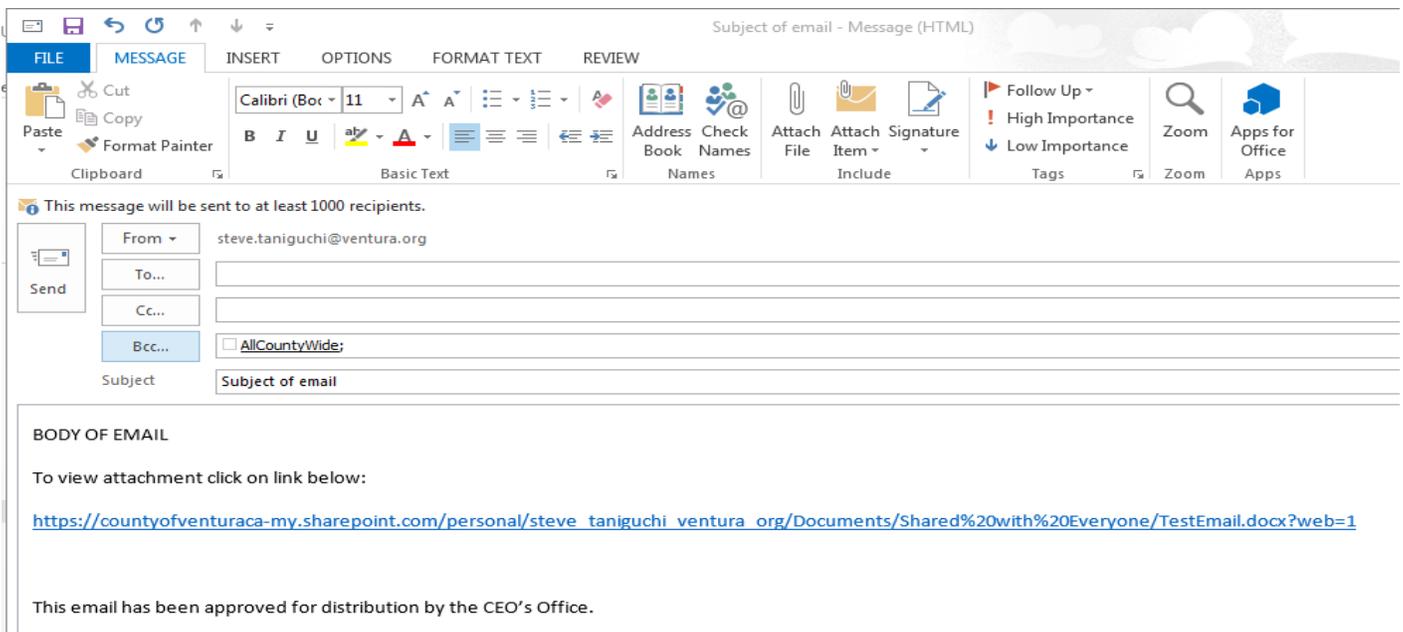


iv. You are now ready to copy the file link and embed this link in your email body to send to the “ALLCOUNTYWIDE” distribution list.

1. Double Click on the Shared with Everyone folder.
2. Locate your file in the **Shared with Everyone folder** right click on your file, then left click on OneDrive for Business and left click on Copy Link.



3. Open a new mail item
4. In the From: field enter your email address or if you have
5. In the To: field enter yourself or leave blank.
6. In the BCC: field enter the “ALLCOUNTYWIDE” distribution list.
7. Paste the link into the body of the email indicating an attachment.
8. Include in the body of the email the notification of approval by the CEO’s Office.
9. Send the email.



- v. You have now completed the process for sending an AllCountyWide email with an attachment larger than 2MB.
- vi. For sending future All CountyWide emails with attachments larger than 2MB you need only start from step iii above.