

From: UTech, Jamaica Broadcaster

Sent: Thursday, April 30, 2020 11:34 AM

Subject: Notice to Faculty & Staff re: Protocols for Accessing Email Accounts and the UTech, Jamaica Broadcaster Remotely

University of Technology, Jamaica

Important Notice to Faculty and Staff

Re: Protocols for Accessing UTech, Jamaica E-mail Accounts and the UTech, Jamaica Broadcaster during the COVID-19 Pandemic

The Administration of the University of Technology, Jamaica is reminding all members of faculty and staff of the procedures for remotely accessing assigned UTech, Jamaica email accounts and the UTech, Jamaica Broadcaster, during the COVID 19 pandemic.

Staff members are required to check their email accounts and the UTech, Jamaica Broadcaster everyday as part of the normal process of maintaining operations of the University. Staff members are required to discuss and establish with their supervisors, work priorities, deliverables and timelines for continuity of operations during this period.

How to Access your work email account remotely

1. Log on to the University's website at <http://www.utech.edu.jm/>
2. Click on the "Staff" link at the top right hand corner of the Home Page
3. Click on staff email and enter your username and password
4. All established protocols for the use of staff email as outlined in the University's Communications and Advertising Policy should be adhered to.

The UTech, Jamaica Broadcaster

1. Notices and information on University operations are regularly posted to the UTech, Jamaica Broadcaster. All members of faculty and staff are required to check these messages regularly to stay informed.
2. Messages for the UTech, Jamaica Broadcaster should be sent to the inbox at massmailer@utech.edu.jm for the attention of the Corporate Communications Manager.

Other Communication Channels

Members of faculty and staff may access information on University operations and developments via the following additional communication channels:

1. UTech, Jamaica corporate social media pages (Twitter, facebook, Instagram, Youtube) The links are available on the University's website.
2. Alerts from The UTech, Jamaica Mobile App (available for android and ios devices from the Google Play Store)

3. The University's Website (Covid-19 page and news feed)

Kind regards,

Professor Colin Gyles, PhD
President (Acting)

April 30, 2020