

TEAMVISION EMAIL

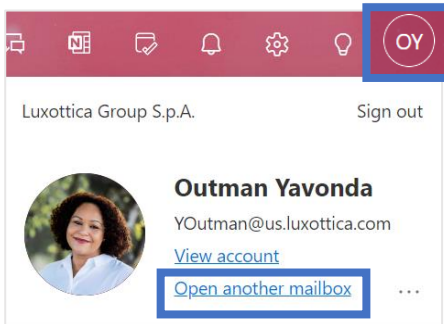
Team Member Access



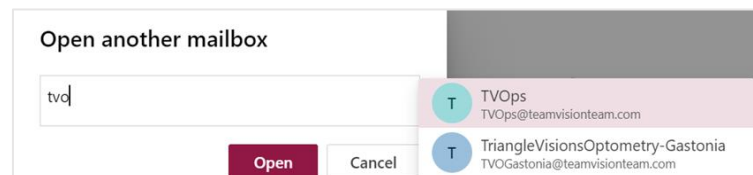
TeamVision Team Members will have a TeamVision email address automatically assigned to them upon hire and/or conversion. Details below on how to access your email and shared email accounts. Access O365 email by using the Email Icon in Ciao! Toolkit.

Email Account	Type of Communication	How to Access
Individual Email	Send emails to and from your account using EssilorLuxottica ID	User: ELID@teamvisionteam.com (123456@teamvisionteam.com) Password: Network Credentials
Site Email	TVOps & Field Communications, RxO Lab Communication, etc.	Select Open Another Mailbox once in your EL ID Account
Manager Email	HR/Employee Relations, Bank Deposit Confirmations, etc.	Select Open Another Mailbox once in your EL ID Account (only for PM or Head of Store)

- 1 To access the shared mailbox or manager mailbox, **click your initials** in the top right corner and select **Open another mailbox**.



- 2 **Enter the email address** - begin typing and the available accounts will appear. **Select** the desired email account. You will only be able to access accounts for the site you are assigned to within HR.



Tip: When sending sensitive information (i.e., a prescription), you may need to send it securely using encryption. Select **Options** from the top toolbar then select **Encrypt Icon** and select **Encrypt-Only**.

