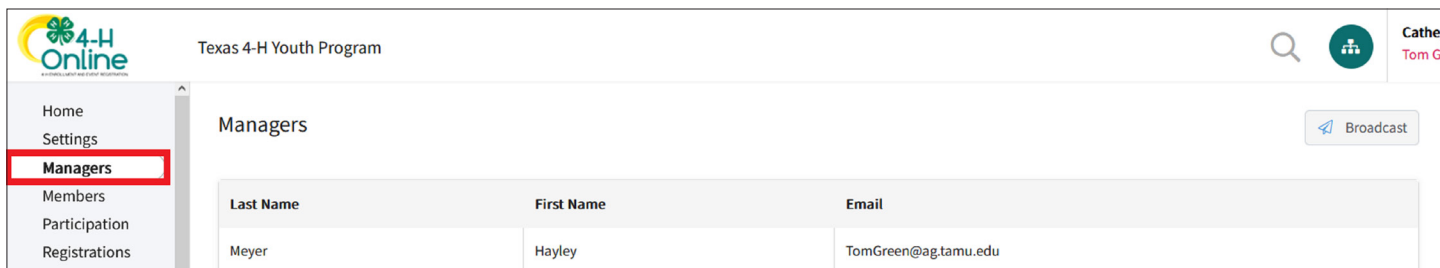


VIEW AND CHECK THE COUNTY MANAGERS

- Click the Managers link in the navigation pane on the left side of the screen.
- The manager list will be displayed on the screen and those listed can only be changed by the State 4-H office.



The screenshot shows the 'Managers' page in the Texas 4-H Youth Program system. The left navigation pane has 'Managers' highlighted. The main content area displays a table with columns for Last Name, First Name, and Email. One manager is listed: Meyer, Hayley, with email TomGreen@ag.tamu.edu.

Last Name	First Name	Email
Meyer	Hayley	TomGreen@ag.tamu.edu

- Each county is assigned only ONE primary manager. This manager will be able to perform main functions and receive notifications from the system.
- The email address should be an Agrilife Extension email address and not already assigned to their family account. An Agrilife email address aliases would be recommended to keep your emails all going to the same inbox.

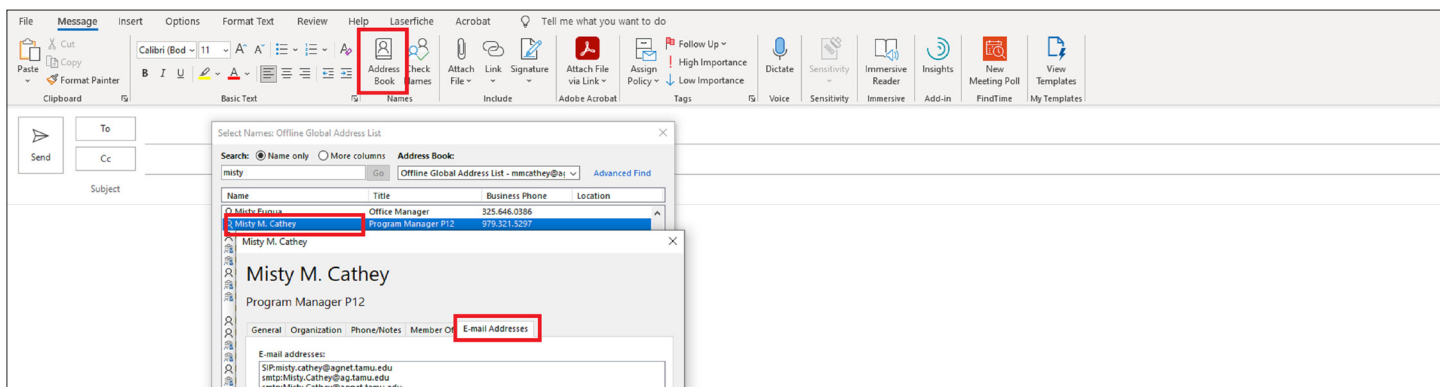
Submit changes, additions and deletions online at:
<https://fs4.formsite.com/state4h/manager/index.html>

This form will provide all the information needed to make changes.

BEFORE SUBMITTING AN ONLINE FORM PLEASE USE THE GLOBAL SEARCH OPTION TO MAKE SURE THE EMAIL ADDRESS IS NOT ASSIGNED TO A FAMILY PROFILE ALREADY. THE EMAIL ADDRESS CANNOT BE SHARED BETWEEN TWO ACCOUNTS.

FINDING YOUR ALIAS EMAIL ADDRESS IN OUTLOOK

- Click to create a new email message in outlook.
 - Click the Address Book along the top of the screen.
 - Right click the name and select Properties.
 - Click on the E-mail Addresses tab.
 - A list of email addresses for this user will be displayed.
- Examples: first.last@**ag**.tamu.edu and first.last@**agnet**.tamu.edu



The screenshot shows the Outlook interface. The 'Address Book' button is highlighted in the ribbon. A search window is open, showing results for 'misty'. The 'Misty M. Cathey' entry is selected. The 'E-mail Addresses' tab is active, displaying a list of email addresses:

- SIP:misty.cathey@agnet.tamu.edu
- smtp:Misty.Cathey@ag.tamu.edu
- smtp:Misty.Cathey@agnet.tamu.edu