

- Click on the Managers link in the navigation pane.
- The manager list will be displayed on the screen.



### NOTES:

- Each county is assigned ONE primary manager. This manager will be able to perform main functions of the system.
- It is the responsibility of the county office to send updates to the manager list. The manager changes need to be sent to mmcathey@ag.tamu.edu. Please provide the county name and email address.
- The email address should be an extension email address and not already assigned to their family account. Agrilife email address aliases would be recommended to keep your emails all going to the same inbox.

### FINDING YOUR ALIAS EMAIL ADDRESS

- Click to create a new email message in outlook.
- Click the Address Book
- 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

