

## HOW TO ACCESS COMMUNITY COMMITTEE EMAIL

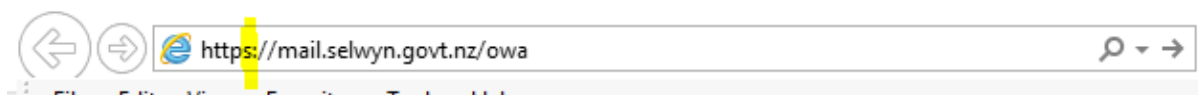
**New Committee Officers: Initially, the username will be advised to a personal email address.** Send an email from your personal email account to [committees@selwyn.govt.nz](mailto:committees@selwyn.govt.nz) with your name, name of the committee and if Chairperson or Secretary and a telephone contact number (business hours). Once we have validated that you can receive the information you have requested we will reply with the Committee Username.

It is SDC policy that we do not send passwords by email, therefore you will receive the username by email and the temporary password by telephone call.

You can access your Community Committee email from any internet-connected computer  
Copy the address below in to the website browser. This will give you access to the Selwyn District Council email system.

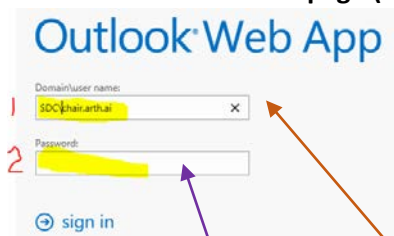
<https://mail.selwyn.govt.nz/owa>

Note the 's' after 'http'. This website is the Outlook Web Access online version of your email and press ENTER



(If you're prompted about the "security certificate" just click the option to go past it)

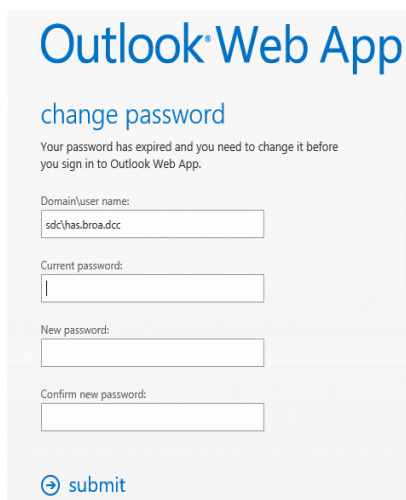
**You should come to this page (fields will be blank and you will need to fill them in as below):**



To login in, enter SDC\followed by your **own username** and then the temp password

1. **Domain\user name:** Example: **SDC\chair.arth.ai**
2. **Password:** Temp password as advised to you by SDC
3. Click **Sign in**

You will then be taken to the following page:



You **MUST** change the **password** before you continue.

Do the following:

- a) Enter the temporary password advised by SDC officer in the **Current Password** field.
- b) Enter your **new password (your own choice)** in the **New Password** field
- c) The new password has these requirements:
  - 1) At least **8 characters long**
  - 2) Must contain **one upper case** (capital) letter
  - 3) Must contain **one number**
- d) Enter the new password again in the **Confirm New Password** field
- e) Click **Submit**.

This process will need to be repeated every 6 weeks.

You will receive an email reminder to your @selwyn.govt.nz email address

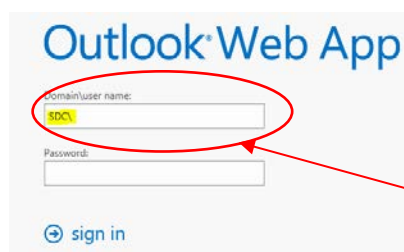
**NB: You need a new password each time**

**Remember to always log off**

**The next time you want to log on**

Enter: <https://mail.selwyn.govt.nz/owa> in your browser

You will then come to this page below:



After **SDC\** enter your username e.g., chair.arth.ai so it looks like this: **SDC\chair.arth.ai**

**Password:** will be the new password you have chosen

If you require any assistance with accessing your email please contact Gail on 347

2752 [committees@selwyn.govt.nz](mailto:committees@selwyn.govt.nz)

## **HOW TO ACCESS COMMUNITY COMMITTEE INFORMATION AND MINUTES ON THE SELWYN DISTRICT COUNCIL WEBSITE**

The Committees Portal can be found [here](#)

The Committees Minutes can be found [here](#)

To request changes to committee member details please email [committees@selwyn.govt.nz](mailto:committees@selwyn.govt.nz) from your @selwyn.govt.nz email and changes will be made as soon as possible.