

## **ALTERNATE EMAIL INSTRUCTION**

Alternate emails were developed as a backup communication tool in the event of a government shut down or weather event which prevents access to the USDA network and sd.nacdnet.net emails.

Initially, one company was set up to create these emails and many of you may still be using those addresses, others of you were unable to use this service either due to equipment capabilities or other issues and may have opted for gmail, yahoo, msn, etc. as your alternate email address.

Additionally, there may be several scenarios at this point:

- 1) Alt emails may have become your primary email to avoid bouncing between the two
- 2) Emails sent to your alt. email are being bounced to your primary to avoid checking both
- 3) sd.nacdnet.net is your only email and no alt email is available
- 4) Alt email and primary email are both active

Whatever your situation, if you are new to the position familiarize yourself with the system.

\*An update may be coming to convert all districts to one alt email system once again, in the event that happens, instructions will be emailed for you to “insert here”.