

Rackspace Guide

Email Address

HIMSS provides each chapter with two (2) email addresses for their continued use. We have created your info email address and president email address.

- wyoing.info@himsschapter.org
- wyoing.president@himsschapter.org

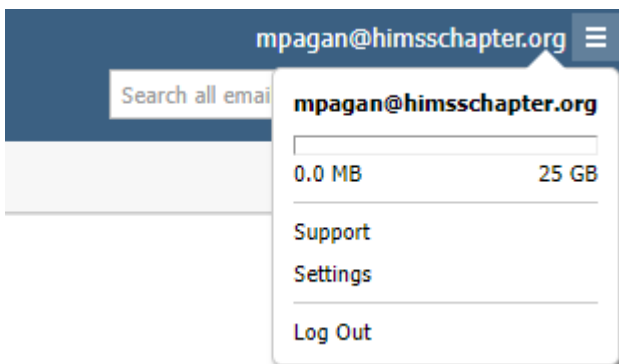
These email addresses are listed on HIMSS.org as the chapter president contact email and linked on “Contact Us” on footer of each chapter website. They also serve as consistent email addresses through board transitions for communications to the Chapter.

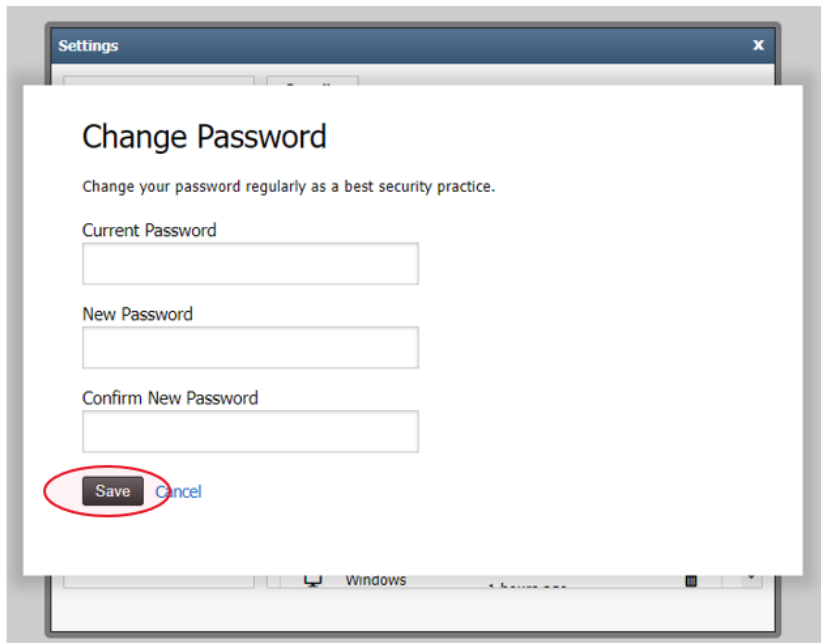
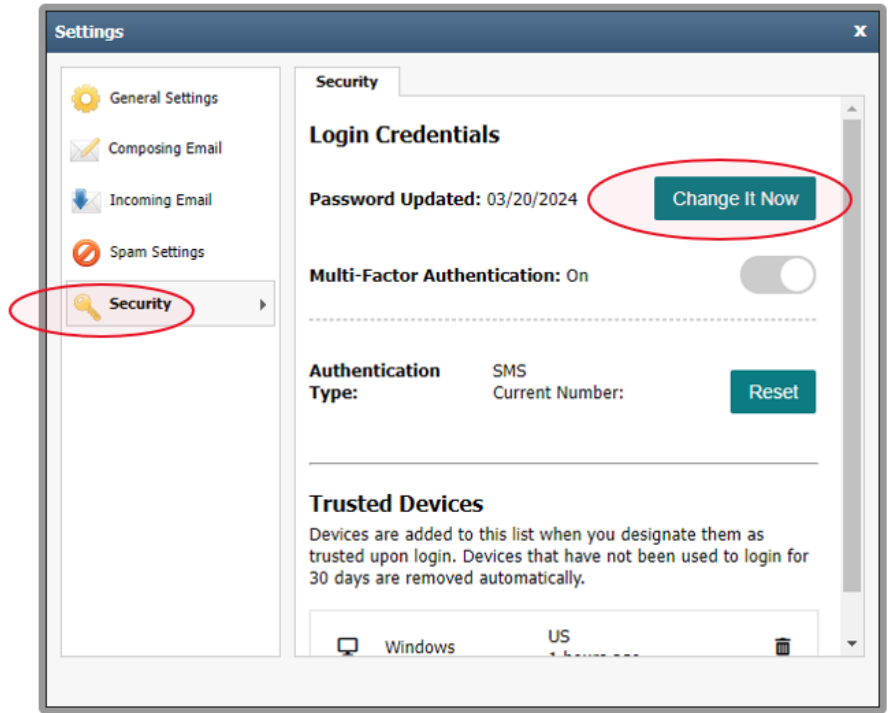
You can access these accounts at mail.himsschapter.org, where you can assign board members to each email address, access the mailbox, set auto forward, auto response, and change passwords. Each email address can be forwarded to up to 4 addresses.

Additional email addresses can be created upon request to chapters@himss.org. Each additional email will be deducted from chapter rebate reports in November for \$15 per year per account.

Resetting the Password

1. Click the menu on the far right
2. Select Settings
3. Select Security
4. Click Change Now
5. Enter your current password
6. Enter your new password
7. Confirm your new password
8. Click Save





Multi Factor Authentication

1. Click the menu on the far right
2. Select Settings
3. Select Security

The screenshot shows a dialog box titled "Choose Your Multi-Factor Authentication Method". Below the title is the instruction: "Please choose one of the following forms of multi-factor authentication." There are two main options presented in boxes:

- Get A Text Message** (marked with a checkmark): "We'll send a code in a text message to your phone. Standard SMS rates may apply." This option is selected.
- Use an Authenticator**: "Get a code on any device from an app." (marked with an information icon).

Below these options is the question: "What phone number do you want to use?". There is a text input field with a small icon on the left. A red oval highlights this input field. At the bottom right of the dialog, there are two buttons: "Cancel" and "Continue". The "Continue" button is highlighted with a red oval.

The screenshot shows a dialog box titled "Mobile Phone Verification" within a "Settings" window. The instruction is: "Enter the verification code we just texted to you." There is a text input field for the code, which is highlighted with a red oval. Below the input field is a link that says "Resend Code". At the bottom right, there are two buttons: "Back" and "Verify Code". The "Verify Code" button is highlighted with a red oval.

Group Lists

Each chapter can request one group list to communicate with their board. Email chapters@himss.org to update the recipients or create a new group. The group can include up to 250 recipients.