Essl Fieldwork mailbox set up instructions 22/08/16 rev – Doc 2a

MAIL BOX ACCESS (esifield) ESSL Fieldwork

All approved Fieldwork assessments must be sent to the generic fieldwork mailbox
esifield@leeds.ac.uk

The HSM sets up "permissions" so authorised individuals can access each area of the mailbox
including the inbox and all sub folders accessible once added to Outlook accounts.

- Schools are provided with a list of those members of staff who have permission to access the
generic mailbox. Heads of School can request others to be given access. Contact Linda Lock -
Faculty HSM if this is required.

- To access the mailbox it must be added to an individual’s Outlook account so it can be seen
in their folder list; instructions can be found here; Open and Use a shared mailbox

- Some of the information on the individual Fieldwork assessments will be confidential e.g.
names, addresses, next of kin etc. and as such falls within data protection protocols.

- The following categories within ESSL have “permissions” set to allow access
  - Dean of Faculty
  - Heads of School
  - Health and Safety Co-ordinators
  - School Managers
  - Health and Safety Manager
  - Other relevant staff / other gatekeepers (approved by the Head of School)

- Heads of School and Co-ordinators must be familiar with ESSL Fieldwork Procedures and in
  particular the ESSL Fieldwork Sign Off & Approval Procedures

- School health and safety co-ordinators must regularly monitor the mailbox (for their School)
  - further information to follow.

If you have any questions (other than IT specifics) please contact
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