



Industry Standard Email Guideline

INDUSTRY STANDARD EMAIL

Each depot will be provided with a BCMB assigned industry email. This is the only email address the BCMB, ABCRC, ABDA or BDL will use to communicate. Please note, email communication is an accepted communication tool for all industry communications and issues and mandatory usage is required by each depot operator.

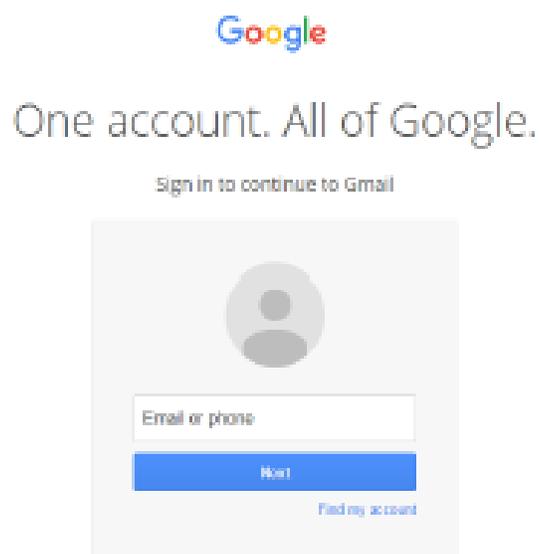
It is your responsibility to monitor your industry email on a regular basis.

Industry controlled emails ensure that the BCMB and other stakeholders have a verifiable, current and active method of communication with each depot. Failure to respond or act accordingly because you have failed to access your industry emails does not provide you with an excuse for violation of any by-law, policy, Service Agreement or condition of the industry.

ACCESSING YOUR INDUSTRY STANDARD EMAIL ACCOUNT

The BCMB has set up the email for you. To access the email account:

1. Ensure you have internet access
2. Open your web browser (Internet Explorer, Chrome, Firefox, etc.) and type <http://mail.google.com> into the browsers address bar at the top of the page.
3. You will be taken to a login screen as seen in the image below



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4. Type the provided email address and passwords into the fields onto the login page and click the sign in button.
 - a. **If you are unsure what your industry standard email and password is, please contact one of the BCMB Program Coordinators at (780) 424 -3193**
 5. You may receive prompts to input a phone number; this is your choice but not necessary. Press the “Skip” button if you so choose to move to the next step.
 6. If you already have a Gmail account, you may see your existing Gmail address in the email field. Click on “Sign in with a different account” and input your industry Gmail email address and password into the fields and click “Sign In.”
 7. You should now have access to your industry email account. Please contact the BCMB at 780-424-3193 if you have difficulty accessing your email.
 8. To begin using your industry email, please read and accept the Terms and Conditions.