

## **How to access ADBSA at the ADB e-mail**

ADBSA have an area at the e-mail which you can access through your internet connection at home. This is our area of the e-mail. We can post information that would be helpful to other ADBSA members and even reminders for ourselves.

<http://e-mail.adb.org>

To visit the site type the http name provided above into the top bar of internet explorer. You will get the following page:

### **Welcome to the ADB e-Mail**

In its commitment to make information readily available to all staff, OAS develops the ADB e-Mail. This initiative will also reduce paper use which is one of the objectives of ISO 14001.

Update yourself on the latest ADB e-Mail postings. Now, you can also have access to information on all personal service providers. Learn more about the different service providers available, their location, opening hours, contact person and other pertinent information. Let us know what you think of our personal service providers. For feedback, please email [adbbsp@adb.org](mailto:adbbsp@adb.org).

Staff dependents please register [here](#).

Please note that this version of ADB e-mail is certified to work with Microsoft Internet Explorer.

You will need to register on-line by clicking "[here](#)" in the internet page. To register you will need to provide your name, dependent id number (don't forget any leading 0), an active email address, and username and password that you wish to use. The request will be forwarded to the concerned staff (your husband/wife) which he/she can then approve.

Once the request is approved you will get an e-mail notification of your access to the e-mail.

Please register for the e-mail and check out the ADBSA information. You might find the other postings on the e-mail useful too.

If you have any queries or ideas for useful postings please contact Yvonne Parks at [adbsamail@gmail.com](mailto:adbsamail@gmail.com) who currently manages the ADBSA at the e-mail information.