This is how to access the important stuff from EFDC

You can do this from ANY device that has an internet connection and can browse the web

The screenshots below are taken from a PC in New York !

You can access from anywhere at any time from any device

All you need are four bits of information

- 1. Your EFDC email address
- 2. Your EFDC email password
- 3. Your Mod.Gov username
- 4. Your Mod.Gov password

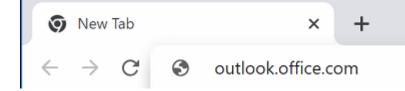
If you do not know or have forgotten (1) or (2) please contact ICT 01992 564 888

If you do not know or have forgotten (3) or (4) please contact Democratic Services 01992 564 243

Open your web browser (I am going to use Chrome)



Type in the address shown into the Address Bar at the top of the screen



Press ENTER to open the page

You will be asked for your EFDC email address

Outloo	ok
Microsoft	
Sign in to continue to Outlook	
cllr.skane@eppingforestdc.gov.ul	k
No account? Create one!	
Can't access your account?	
	Next

Type in your full email address and press NEXT

You will be asked for your EFDC email password

Epping Forest District Council c cllr.skane@eppingforestdc.gov.uk Enter password Forgot my password
Welcome to Epping Forest District Council

Type in your password $\ensuremath{\textbf{carefully}}$ and press SIGN IN

The system will than request a secondary proof that it is really you trying to logon

If you use the Authenticator app it will display a screen asking you to confirm using the Authenticator APP



Alternatively, if you use a Text Message to verify you will be prompted to send the code as shown below

Click on the Text +xx xxxxx message

Epping Forest District Council		
cllr.hkane@eppingforestdc.gov.uk		
Verify your identity		
Text +XX XXXXXXXXX97		
More information		
Are your verification methods current? Check at https://aka.ms/mfasetup		
	Cancel	

Then type in the code you receive as a text message on your phone

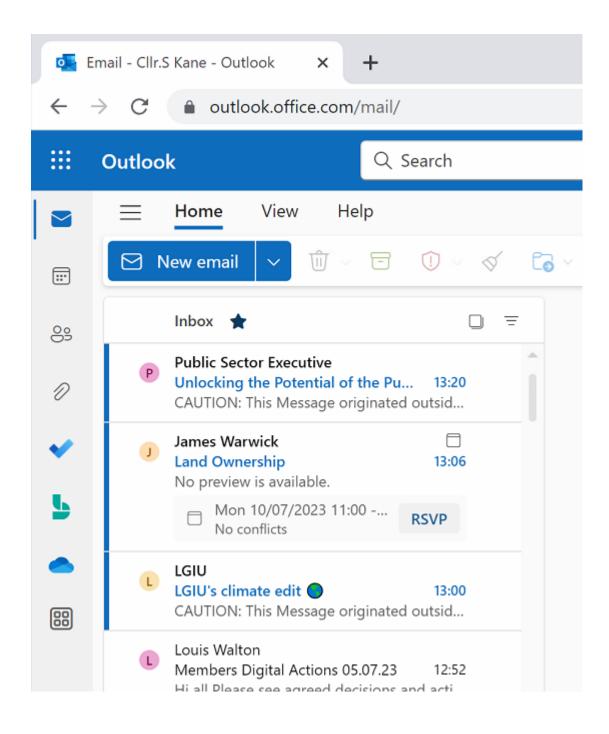
Once you have proved it really is you !

You will be asked if you want to "Stay Signed In"

Only say YES if the device you are using is your own device, never do it on a borrowed device

Epping Forest District Council
cllr.skane@eppingforestdc.gov.uk
Stay signed in?
Do this to reduce the number of times you are asked to sign in.
Don't show this again
<u>No</u> Yes
Welcome to Epping Forest District Council

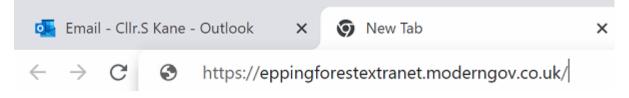
Once you have signed in, you have full access to your EFDC Email 😊



Next up is accessing the Council Calendar of Committees (including the restricted or 'PINK' papers)

Again, open your preferred web browser

And type into the address bar at the top as shown below



Once the page opens you will be asked to enter your Mod.Gov Username and Password

Logon

Please enter username, or email address, and password to log in

Username	Skane
Password	••••••
Log in	

Forgotten your password?

Clicking LOG IN takes you into the Mod.Gov site

Click on Calendar on the righthand side as shown



and you will see the calendar for the current month showing ALL scheduled meetings

You can click into any of the meetings to access the papers, agendas etc for each meeting Let's open the current **Bulletin** by clicking on the relevant entry

Calendar of m	eetings			
• <u>View my calenda</u>	-			
• Download meetin	<u>g dates or papers</u>			
• <u>View more option</u>	5			
• <u>New more option</u>	2			
Month: July	✓ Year: 2023 ✓	Go Go Previous month	Novt month	
Month. July	• fed1: 2023 •	Go Previous month	- <u>Next month</u>	
Week	Month	Events		View weekends
1				
July 2023				
Monday	Tuesday	Wednesday	Thursday	Friday
	Tuesday 27	Wednesday	Thursday 29	Friday
Monday	27	28	-	30
Monday	-	-	-	
Monday	27 7.00 pm	28 7.00 pm <u>District</u>	-	30
Monday	27 7.00 pm <u>Communities</u>	28 7.00 pm <u>District</u> <u>Development</u>	-	30
Monday	27 7.00 pm <u>Communities</u>	28 7.00 pm <u>District</u> <u>Development</u> <u>Management</u>	-	30
Monday 26	27 7.00 pm <u>Communities</u> <u>Scrutiny Committee</u>	28 7.00 pm <u>District</u> <u>Development</u> <u>Management</u> <u>Committee</u>	29	30 9.00 am <u>Bulletin</u>
Monday 26 3	27 7.00 pm <u>Communities</u> <u>Scrutiny Committee</u> 4	28 7.00 pm <u>District</u> <u>Development</u> <u>Management</u> <u>Committee</u> 5	29	30 9.00 am <u>Bulletin</u>

The system shows you the details and what papers are available, I'll choose the full report pack



And here we have the PDF opened and ready to read, print or download for later use

