

Carly Premo Melo

From: Thatcher W. Kezer <tkezer@framinghamma.gov>
Sent: Wednesday, November 24, 2021 3:25 PM
To: csisitsky@rcn.com; Mayor Elect
Cc: Carly Premo Melo; Robert N. Becker
Subject: FW: Mayor-Elect transition plans - Email and Vmail
Attachments: New User Application_August 2020 update.pdf; New User Access Checklist.pdf; Acceptable Use Policy_August 2020 update.pdf; Password Policy_August 2020 update.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Mayor-elect,

Attached are the documents you will need for the laptops. Robert Becker will assist with setting them up and will collect the forms when you are ready to set them up.

Thatcher

Thatcher W. Kezer III
Chief Operating Officer
City of Framingham
150 Concord Street
Framingham MA 01702
508.532.5400
tkezer@framinghamma.gov

From: Carly Premo Melo
Sent: Tuesday, November 16, 2021 3:54 PM
To: Yvonne M. Spicer <mayorspicer@framinghamma.gov>; Thatcher W. Kezer <tkezer@framinghamma.gov>
Subject: FW: Mayor-Elect transition plans - Email and Vmail

Hi Mayor and Thatcher. I'm sending this to you so when you meet with Mayor-Elect Sisitsky you can share this info. Any questions or concerns please let me know.

Thanks,
Carly

The temporary accounts are set up for Mayor-Elect Sisitsky. Please ask whoever is going to review/respond to emails to review the attached Acceptable Use Policy and Password Policy. Also, prior to setting up Mayor-Elect Sisitsky's permanent user account we will need the attached New User Checklist and Application completed and signed.

EMAIL

Login = MayorElect
Password = [REDACTED]
Phone number = 508-532-5860
Voicemail password = [REDACTED]

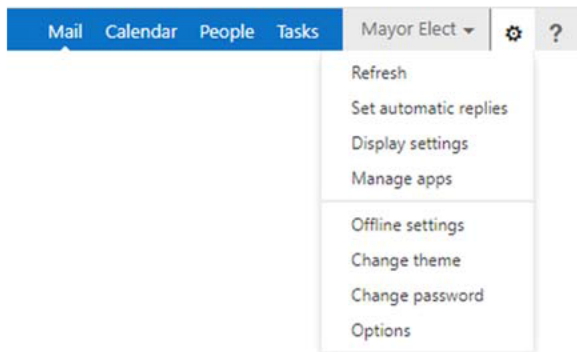
Outlook web access link [REDACTED]

Please enter in your user name and password and click sign in.



The screenshot shows the Outlook Web App login interface. At the top, it says "Outlook Web App" in blue. Below that, there are two input fields: "User name:" with the text "mayorelect" and "Password:" with a blacked-out password. At the bottom left, there is a "sign in" button with a right-pointing arrow icon.

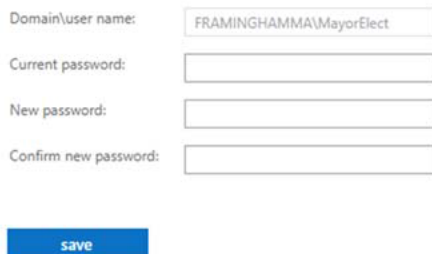
After you are logged in please change your password, click on the gear in the upper right and choose change password.



The screenshot shows the Outlook Web App navigation bar. On the left, there are tabs for "Mail", "Calendar", "People", and "Tasks". In the center, there is a user profile dropdown for "Mayor Elect" with a gear icon to its right. The gear icon is highlighted, and a settings menu is open, listing options: "Refresh", "Set automatic replies", "Display settings", "Manage apps", "Offline settings", "Change theme", "Change password", and "Options".

Enter in your current password and then a new password and then confirm your new password. Per the attached Password Policy, password must be a minimum of 8 characters in length and include 3 of the following:

- Upper case letters e.g. A-Z
- Lower case letters e.g. a-z
- Numbers e.g. 0-9
- Special characters e.g. #,\$%



The screenshot shows a password change form. It has four input fields: "Domain\user name:" with the text "FRAMINGHAMMA\MayorElect", "Current password:", "New password:", and "Confirm new password:". Below the fields is a blue "save" button.

VOICEMAIL:

1. Press the button next to extension 4860, then press the voicemail button on the phone
2. The system prompts you to enter a password, enter [REDACTED] and press # (this is a temporary password).
3. If outside City owned building, dial 508-532-5873; after it says "enter your ID", dial your 4-digit extension 4860 and press #
4. You will now hear the tutorial and it will assist you the following:
 - a. Record your name

- b. Record your greeting
- c. Change your password (this must be between 3 & 6 digits long)
please note the system will not accept trivial passwords

From: Thatcher W. Kezer

Sent: Wednesday, November 10, 2021 2:32 PM

To: Jennique Horrigan <jhorrigan@framinghamma.gov>; Jennifer A. Pratt <jaf@framinghamma.gov>; Carly Premo Melo <CP@framinghamma.gov>; Chris Petrini <cpetrini@petrinilaw.com>; Judith Caron <jcaron@framinghamma.gov>; James J. Paolini <jjp@framinghamma.gov>

Cc: Yvonne M. Spicer <mayorspicer@framinghamma.gov>

Subject: Fwd: Mayor-Elect transition plans

All,

See attached letter from Mayor Elect Sisitsky. In the letter he is identifying a number of requests to support the transition, to include an email address, office space, admin support and posting of Mayor appointed positions. Please review and we will discuss on Tuesday when I return from my travel.

Thatcher

Thatcher W. Kezer III
Chief Operating Officer
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Begin forwarded message:

From: <csisitsky@rcn.com>

Subject: Mayor-Elect transition plans

Date: November 10, 2021 at 2:08:24 PM EST

To: <mayorspicer@framinghamma.gov>, <tkezer@framinghamma.gov>

CAUTION: This email originated from outside your organization. Do not click links or open attachments unless you recognize and verify the sender and know the content is safe.

Good afternoon,

Please see the attached document which outlines the currently anticipated transition plans for the Mayor-Elect. Please feel free to contact me if you have any questions.

Best,
Charlie Sisitsky
Mayor-Elect

One Framingham - Focused on the Future

Please be advised that the Massachusetts Secretary of State considers e-mail to be a public record, and therefore subject to public access under the Massachusetts Public Records Law, M.G.L. c. 66 § 10.

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