PALM BEACH COUNTY

PLANNING AND ZONING COMMISSIONS

COUNTY-ISSUED EMAIL ADDRESSES

Palm Beach County
Planning and Zoning Commissions
County-Issued Email Addresses

Beginning July 2018, each Planning and Zoning Commissioner appointed by the Board of County Commissioners will be issued a County email address. The following information is provided to assist you in following 'best practices' for your County email accounts.

The Sunshine Law (F.S. 286.011) requires:
- Boards and commissions to not take action on or engage in private discussions of board business via written correspondence, e-mails, text messages, or other electronic communications.

The Public Records Law (F.S. 119) requires:
- Each agency that maintains a public record in an electronic recordkeeping system provide upon request a copy of any public record in that system which is not exempt by law from public disclosure.

In order to abide by the Public Records Law, Palm Beach County has issued County email addresses for each member of the Planning Commission and Zoning Commission for conducting County business. Board members are required to use the County emails for all County business correspondence. County staff will no longer use the personal or business email addresses for correspondence. Settings have been established that **prevent Commissioners from receiving emails from each other.**

These County-issued email addresses comply with public records requests. All Commission emails are in an email archiving system indefinitely. Upon request, the County's Public Affairs office conducts a search on all County emails including the Board members County-issued emails. Once the Board member term ends, the County will discontinue the email account removing access to the Board member.

The Palm Beach County Information Systems Services Department will issue the email address and password to each Board member. Instructions to log into the email and change the password are included in this packet. Please contact the Planning Division secretary at 561-233-5327 or the Zoning Division secretary at 561-233-5041 for any questions.

To access your Palm Beach County email account, you will use webmail.

1. Enter the following URL in your browser's address bar and press ENTER:
    https://webmail.pbcgov.org

2. Enter your PBC User name and Password.
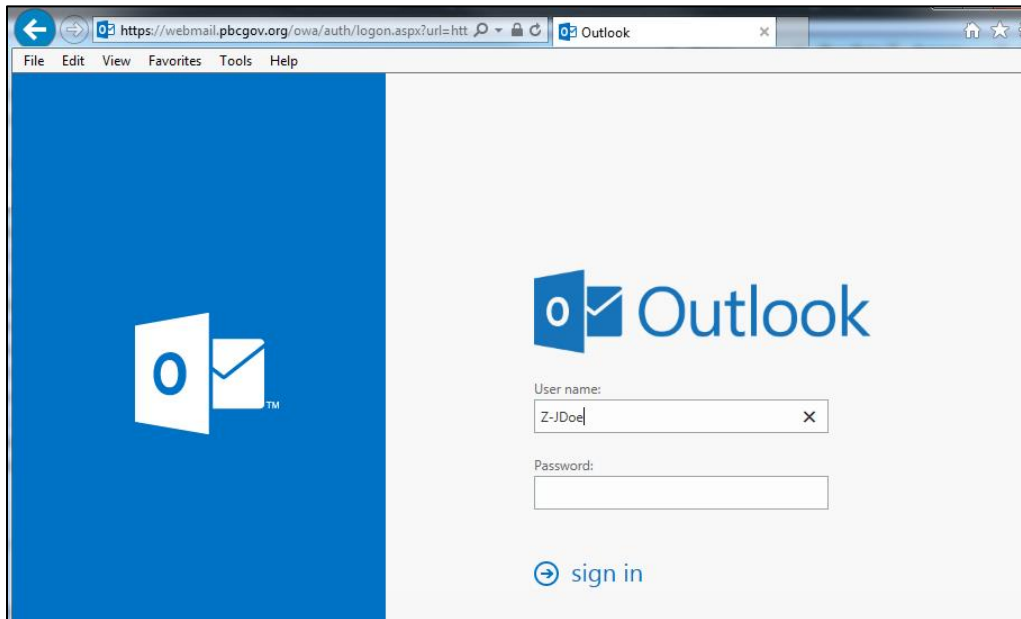
3. When the Outlook WebApp opens you will see your Inbox and Folders in the left Navigation bar, a list of emails in the middle pane, and a preview of the highlighted email on the right. Depending upon which browser you use, the screens may look slightly different.
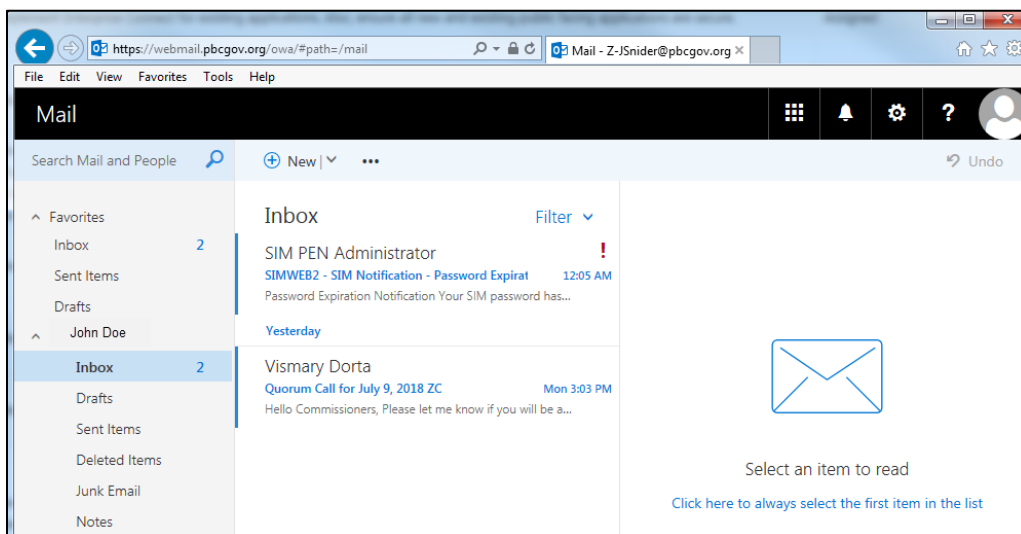
4. At the top of the left Navigation bar, you will see the ⊞ icon. Click to access other Outlook tools, such as Calendar, People (Contacts) and Tasks.
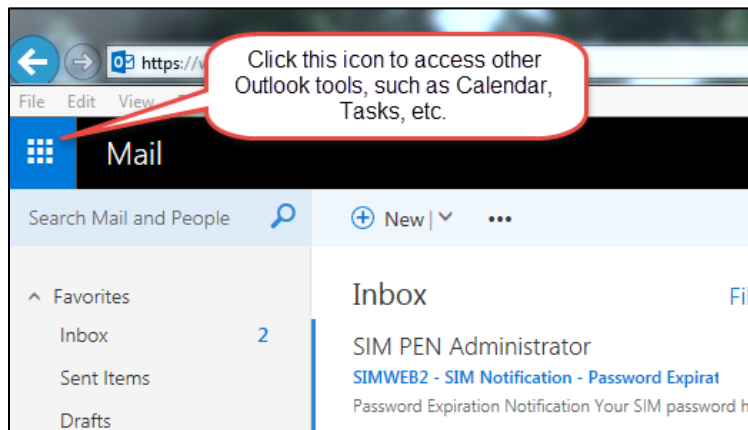
5. Clicking on one of these options will change the view in the right pane.
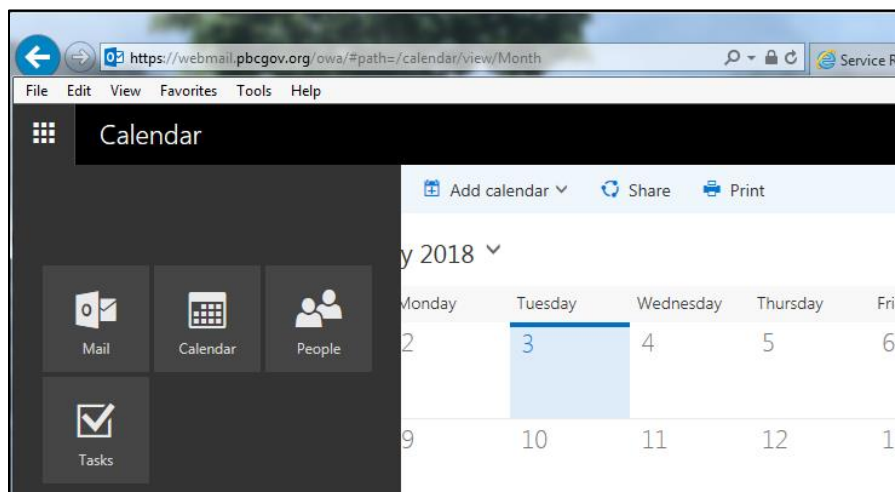
6. Click the 👤 icon in the upper right corner and then Sign Out to Logout of Webmail.
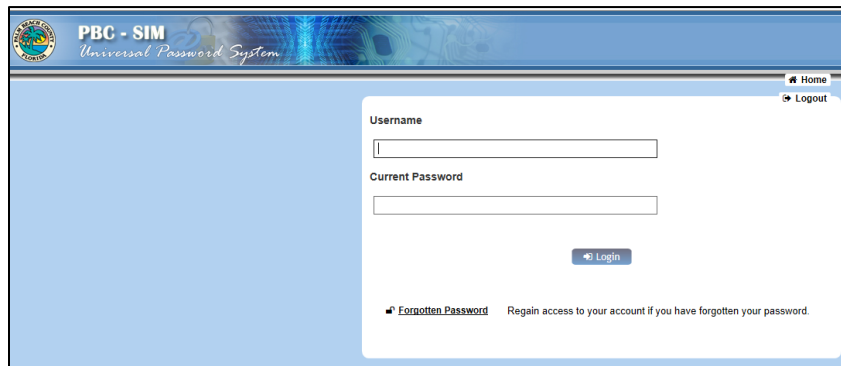

If you need assistance, please contact the PBC Help Desk at 561-355-HELP (355-4357).

The Universal Password System is only accessible when on the County's Intranet.
Enter the following URL to access PZB's SharePoint site: http://pbcportal.pbcgov.org/PZB/default.aspx
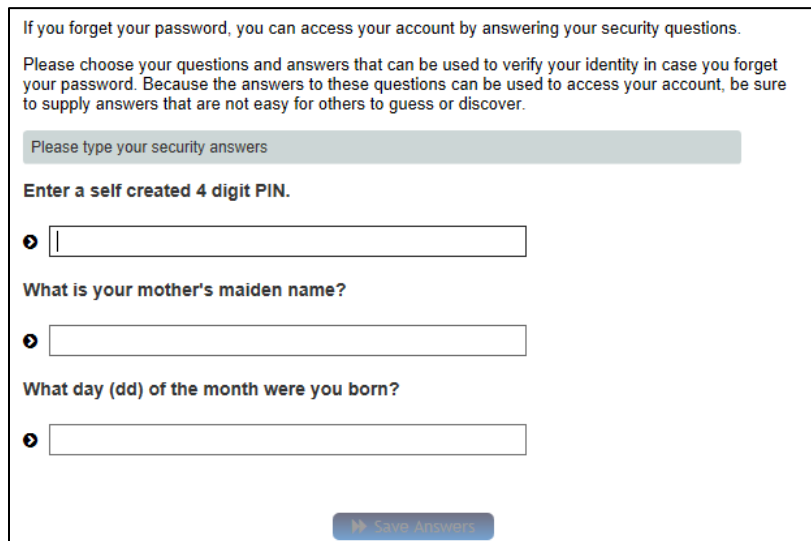
1. Click SIM in the top menu.

2. Login with your user id and temporary password.

3. Set up Security Questions. These will be used to verify your identity when requesting a password change via the PBC Help Desk or when using the Forgotten Password if on the PBC network. Note: your questions may vary somewhat from the questions below.

4. Set up your new password.

Your password has expired. You must set a new password now.

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements:

- Password is case sensitive.
- Must be at least 8 characters long.
- Must be no more than 16 characters long.
- Must include at least 1 number.
- Must not repeat any character sequentially more than 4 times.
- New password may not have been used previously.

Please type your new password

New Password

Confirm Password

▶▶ Change Password

Your password is being changed. This process may take several minutes, please be patient.

↪ Logout

Your password has been changed successfully.

▶▶ Continue

5. Logout.