

To: All staff and physicians
From: Tim Calvert, Regional Director of Information Technology
cc: Jennifer Sheils, Chief Information Officer
Date: Jan. 14, 2021
Re: **Access to Horizon Email Accounts**

It's important that all employees and physicians are able to access their Horizon email accounts. As we work together through the COVID-19 pandemic, we want to you are kept up to date on important information.

In addition, this is how you will receive your invitation from Employee Health to be immunized against COVID-19.

If you are unable to access your Horizon email account, please contact the IT Service Desk by calling 1-888-487-5050 or emailing ITServiceDesk@SNB.ca.

Please check your email, and check your junk folders – in case, for some reason, the vaccine invitation ends up in that folder.

Note: After sending an RSVP email to schedule a vaccination appointment, an automated response is sent back to you confirming receipt of the email (be sure to check your "Junk Mail" if you don't receive that reply). Additionally, if you receive a "Non Delivery Report" or you do not receive a confirmation email, please ensure the email address is correct and send it again.

Horizon emails can be accessed anywhere by clicking [here](#). This works best on Microsoft Edge or Google Chrome.

Click [here](#) for an internal poster which serves as a reminder.