



SHADES MOUNTAIN BAPTIST CHURCH

Remote Work Location-Helpful Links

Email

Option 1: View email on your phone or device

OR

Option 2: Accessible online at: <https://mail.shades.org/owa>

ESpace

Accessible online at: <https://app.espace.cool/Account/Login>

Accessing Voicemail

Option 1: Listen to the voicemail attachment sent to you in your email.

OR

Option 2: Dial 1-205-978-1166 to access the Shades phone system. Dial 899 to be taken to voicemail where you will be asked to put in your mailbox (your phone extension) and your password (the password to your voicemail). Once you are there you can listen to voicemail or change any of your voicemail options.

Paycom

Option 1: Use the app to clock in/out on your phone/device

OR

Option 2: Accessible online at: <https://www.paycomonline.net/v4/ee/web.php/app/login>

Ministry Platform

Accessible online at: <https://my.shades.org/ministryplatform>

Craft

Accessible online at: <http://www.shades.org/admin/login>

Remote Access to Shades Folders

If you need access to files that are saved on your Shades desktop, in a Shades share folder, or in your home folder, please contact Ronnie and Rob for access.

We will update all staff with any changes to these instructions as soon as possible. If you experience issues accessing the websites or content you need, please contact a member of our IT staff for support.