



Hello! Welcome to the Department of Behavioral Wellness. This document is designed to help you access the systems you need and get you started on your path to being a Be Well All-Star!

### How to Use Your Phone

To get an outside line, dial 9, then 1, then the area code, even if the area code is 805. For all internal calls, you can dial the last five digits the number. To set up voice mail, access the Group Files on your desktop (AKA "The G Drive") and go to Central Files/Telephones/How to Set Up Voicemail

### How to Access Your Network and Email Account

Please call our IT Help desk at 805-681-4006 (x14006) and ask for your network access username and temporary password. If you don't yet have a phone at your workstation, ask to use a co-workers.

### How to Fill Out Our Time Sheet

Your time sheet will not be available until a few days before your first pay period, you will receive an email from HR about how to complete your timesheet, please ask your supervisor for additional instructions.

### How to Complete Your Be Well Trainings

You should have an email from the Training department with instructions on how to complete your mandatory new staff trainings, if you do not see an email from the training department, please email us at [bwelltraining@co.santa-barbara.ca.us](mailto:bwelltraining@co.santa-barbara.ca.us)

### How to Locate Someone Within the County

You can locate almost anyone by clicking on the "Address Book" icon in your email account. Try searching their last name to find their email address and sometimes their phone number. Conversely, if you receive an email from someone unknown, the user name is usually the first initial of their first name and their last name.