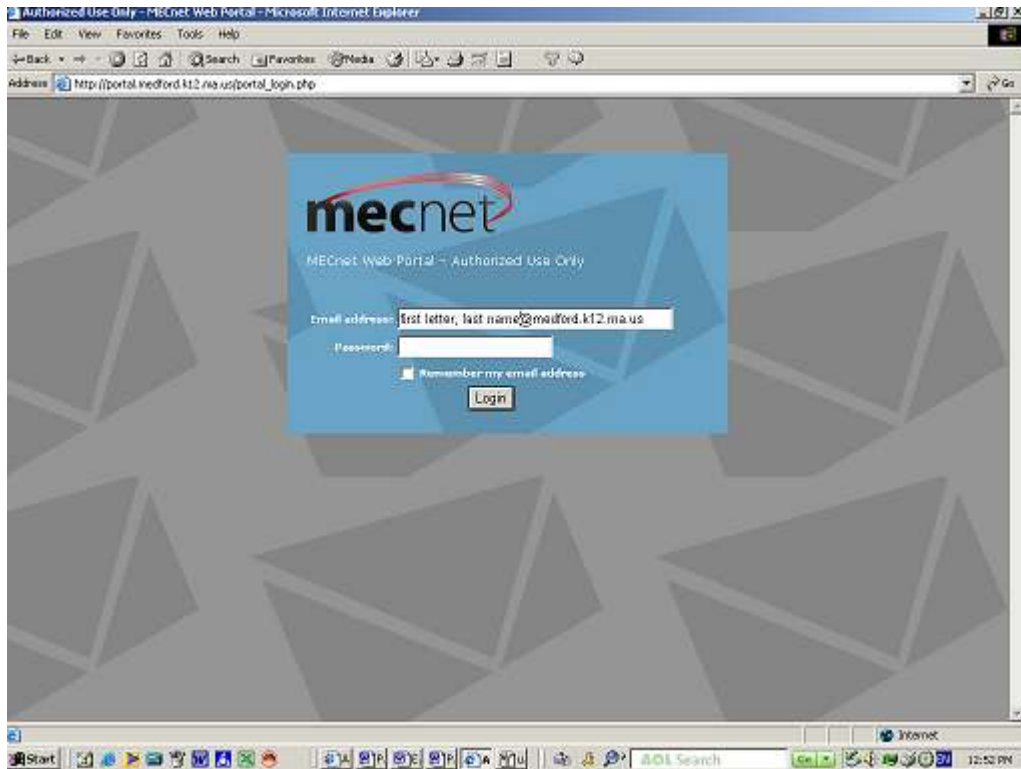


# MECnet Portal

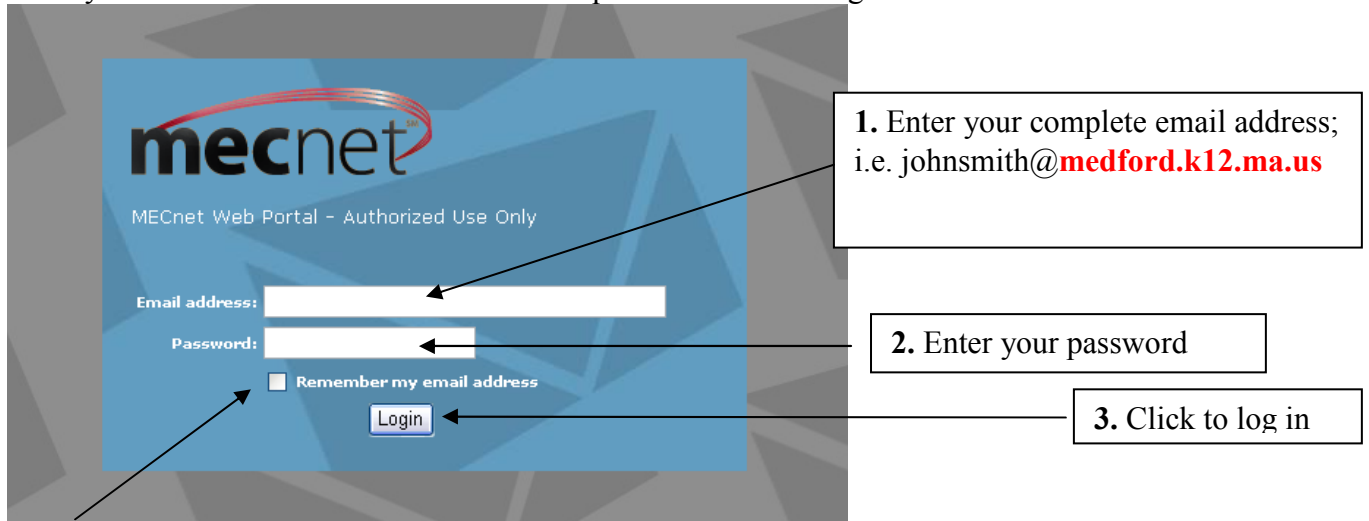
## Using Web-Based Mail



## Logging in at School or at Home

1. Launch your web browser.
2. Go to <<http://portal.medford.k12.ma.us>>

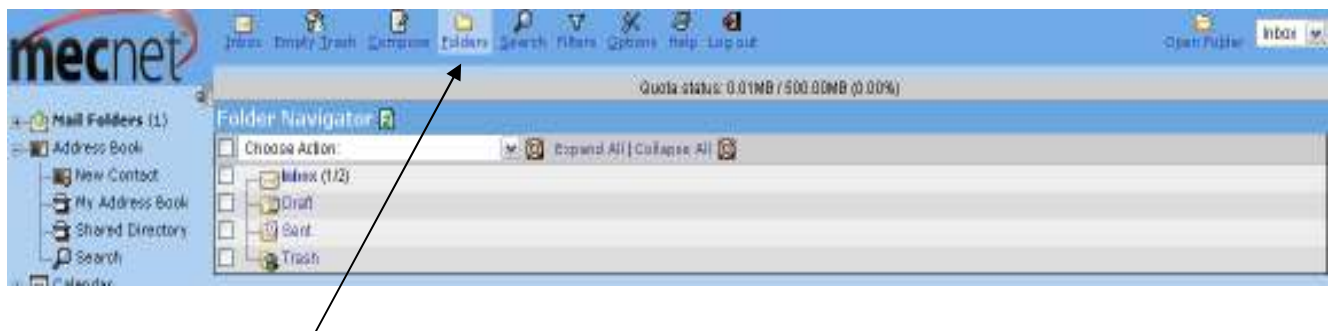
Enter your Email address and Password as requested. Click on login.



**TIP:** Click here to avoid typing in your username every time you log in. (NOTE: you must have the 'accept cookies' feature enabled on you browser for this feature to function properly).

## The Top Navigation Bar

The **Navigation Bar** shown below is located at the top of the page.



## The Folders Tab

This is where you will create folders to help with organization of your email messages. Creating folders to organize your email will save you a great deal of time and it's easy to do. Note, however, that mail moved out of the Inbox will no longer be hosted on the mail server and therefore not available to other SMTP/POP3 clients.

By default, the Inbox is created for you. The Sent folder is created the first time you send an email, the Trash folder is created the first time you delete an email, and the Draft folder is created the first time you save a draft message.

### To create additional folders

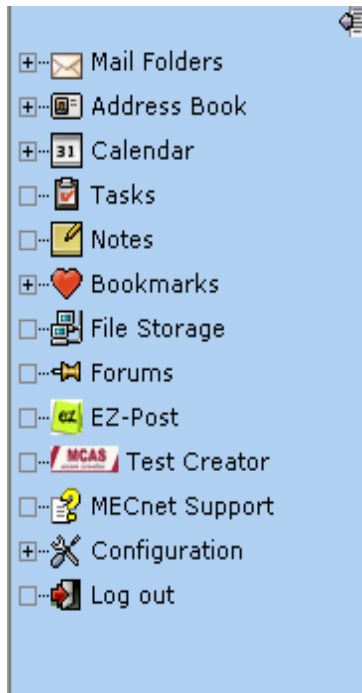
- Select 'Create Folder' from the drop-down menu.
- Type the name of the folder in the pop-up box.
- Click the 'Ok' button

\*By default, the new folder will be created under the Inbox.



## The Side Navigation Bar

The **Navigation Bar** shown below is located on the left side of the page. We will discuss only five of the selections offered in the Navigation Bar below. We will discuss the **Configuration**, **Mail Folders (Inbox, and Compose)**, **Address Book** and **Logout** tabs.



## The Configuration Tab

### To set general features:

From the navigation bar shown above, click on the **Configuration** Tab.

Under the **Other Options** column click **Mailbox and Folder Display Options**.

- Determine which page in the mailbox view will be displayed when you access a mailbox for the first time.
- Default the sorting direction for email
- Determine the number of messages per page in the mailbox view.

**To set an auto-reply message:** Under the **Other Options** column click **Vacation**

- Type your away/vacation message in the box provided.
- Click the **Save** button

**To change your password:** Under the **Other Options** column click **Password**

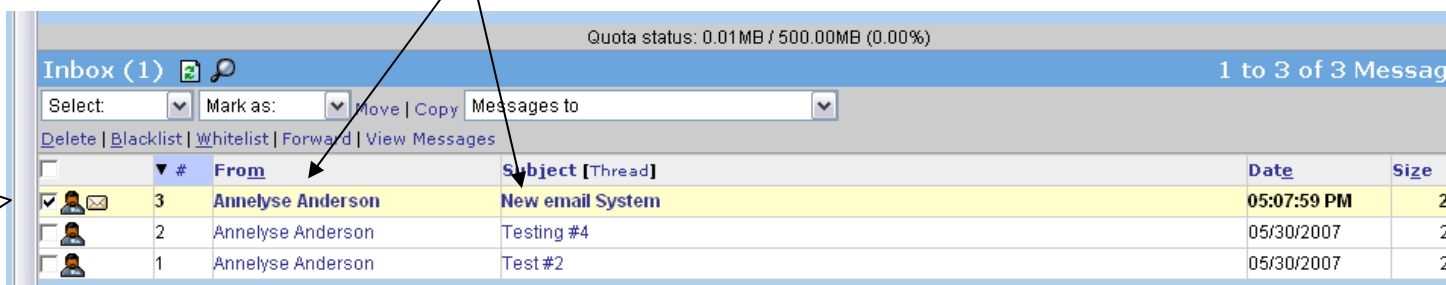
- Type your old password in appropriate box marked 'Old password'.
- Type your new password in the appropriate box, 'New password'.
- Confirm your new password by entering it in the appropriate box, 'Confirm new password'.
- Click the **CHANGE PASSWORD** button.
- To test, log in using your new password.

**\*All e-mail that was there under the old password will still be there!**

## The Inbox Tab

This is the default folder for all your email. After reading an email you have several options, i.e. respond to it, move it to another folder, delete it, etc.

Unread messages are in bold. Click to read.



	#	From	Subject [Thread]	Date	Size
<input checked="" type="checkbox"/>	3	<b>Annelise Anderson</b>	<b>New email System</b>	<b>05:07:59 PM</b>	2
<input type="checkbox"/>	2	Annelise Anderson	Testing #4	05/30/2007	2
<input type="checkbox"/>	1	Annelise Anderson	Test #2	05/30/2007	2

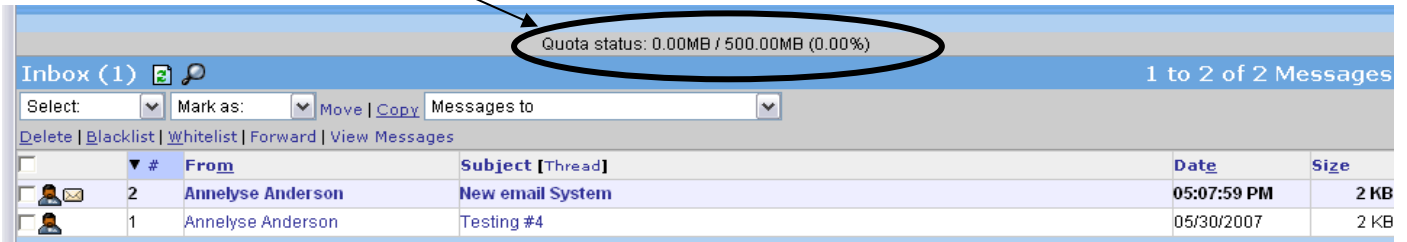
In order to **Delete**, **Flag**, or **Move** messages, you must first select the message using the small check box. In the view above, only the first message is selected. If you now select **Delete**, only that message will be deleted. \*This will move the selected email into your 'Trash' folder.

**TIP:** You may select more than one email at a time.

To move an email to another folder:

- Be sure the message you want to move is selected (a check mark appears in the check box)
- Select a folder from the drop down menu located to the right of the **Move** link
- Click on the **Move** link

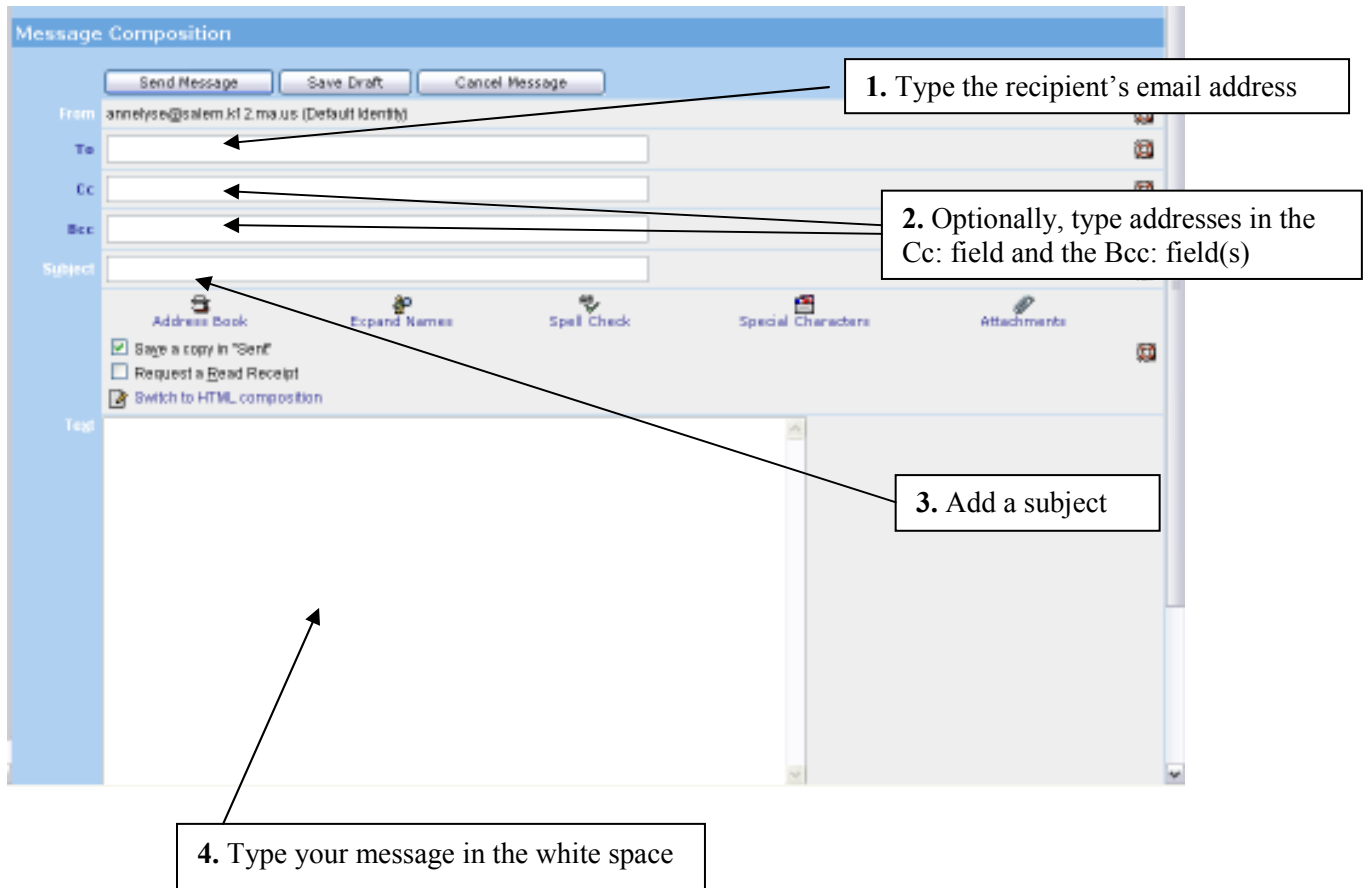
**TIP:** Keep an eye on your Quota Status. If this goes over 75%, you should empty your trash or delete some of your old files.



## The Compose Tab

Follow the steps below to create and send email messages.

5. Click on Send

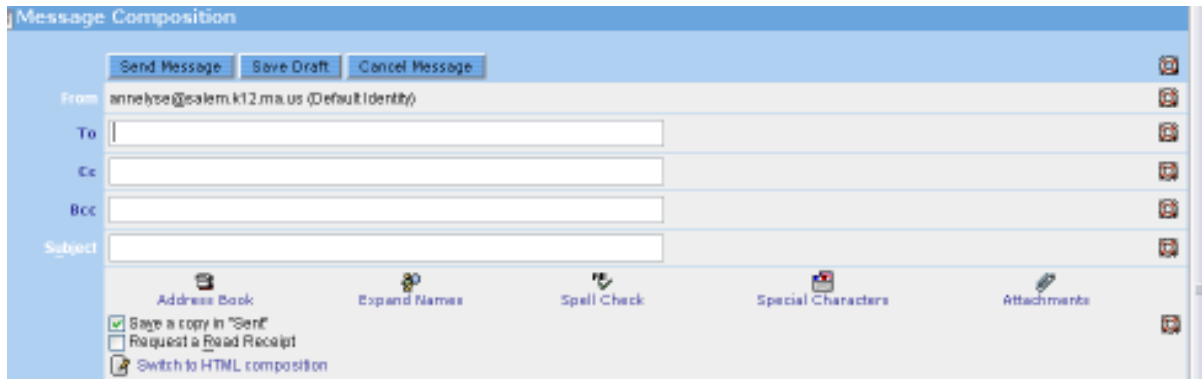


After you click on the **Send Message** button, a confirmation message will appear to indicate your email has been successfully sent. If you want to turn off this option, see the **Configuration Tab** > Under the **Message Options** column click **Message Composition**.

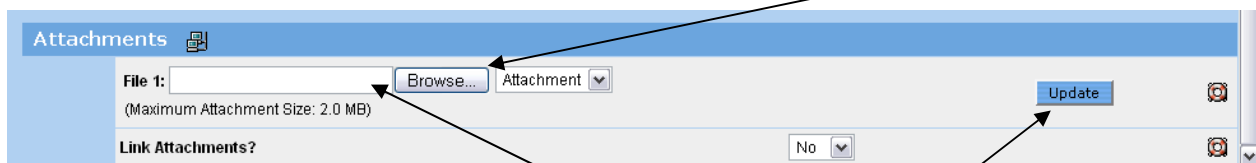
**TIP:**

- If you have email addresses stored in the **Address Book**, clicking on the **To:**, **Cc:**, or **Bcc:** link will bring up your address book and Shared Directory. If you are looking for the address of someone in <medford> but not in your Address Book, select the **Shared Directory** to find that address.

To add an attachment to your email message, click on the **Attachments** link.



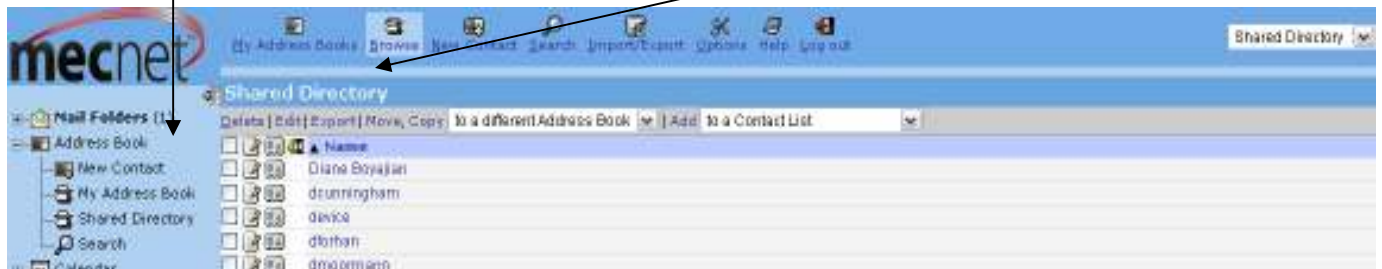
You will be brought to the bottom of your composed email. Click on the **Browse** button and locate the file you would like to attach.



The location of the file you select will automatically appear. Click on the **Update** button; the name of the file will display in this section. \*If necessary, add additional attachments. You will be returned to the top of the Compose Email screen and will see the name(s) of your attachment(s) **Added** in the yellow box above the **Send Message** button.

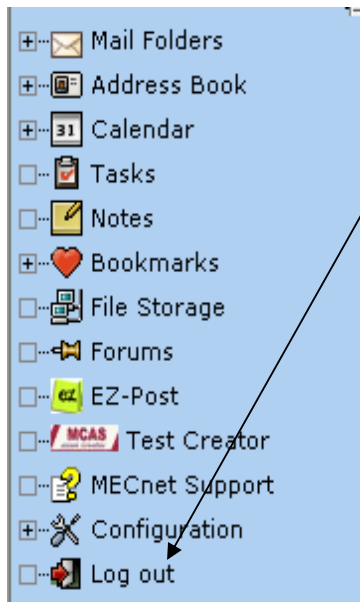
## The Address Book Tab

Your **Shared Directory** is located under the **Address Book** tab and is already set up with all of the e-mail accounts for <medford>. To e-mail a <medford> individual, click on the Address Book tab > then the **Shared Directory** and sort the list by Name. Choose the person you are e-mailing by clicking the box next to the name.



## The Logout Tab

To leave the mail portal, simply click this tab and you will be logged out of your mail account. It is important to do this especially at school where computers are shared with students as well as other faculty members.



## Address Book Sharing

### Address Book Definition

The Address Book provides a convenient method and place to store contact information for easy retrieval and use. In addition to a default address book, you can create additional address books as necessary.

### Creating Address Books

From the **Side Navigation** bar, click the **Address Book** link and then the **My Address Books** icon located on the top menu bar.



- Type the name of the address book in the white box provided
- Click the **Create** button

A confirmation, highlighted in yellow, will display at the top of the page. The new address book will now appear on the **side Navigation** bar.



## Blacklist / Whitelist

### Blacklist / Whitelist Definition

The **Blacklist** is a list of email addresses known to send email that you do not wish to see in your **INBOX**. Adding email addresses to your Blacklist will delete or move the unwanted mail to a specified folder.

The **Whitelist** is a list of exceptions to your Blacklist and other Filter rules, which you always wish to, see in your **INBOX**.

**\*Example: An entire domain can be added to your Blacklist ([\\*@aol.com](mailto:*@aol.com)) and the exception to this rule is listed in your Whitelist, ([jsmith@aol.com](mailto:jsmith@aol.com))**

**\*The Whitelist does not supersede MEC's mail filters. An address listed in your Whitelist can still get blocked by the MEC mail filter.**

### Mail Filters

From the **Side Navigation** bar, click the **Filters** link.



### Blacklist: Action

This action defines what to do when a message from a blocked sender is sent to you. The possible values are "delete" or "move to folder". If "delete" is selected, the messages will be discarded before ever being stored in your Inbox. If "move to folder" is selected, they will be delivered to the selected folder.

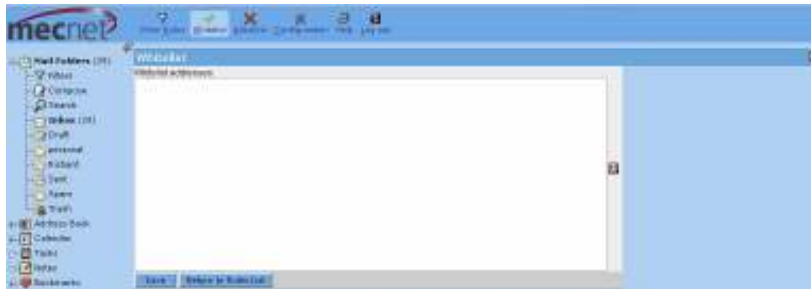
### To add addresses to your Blacklist

- Click the Blacklist button in the Top Navigation bar
- Select the appropriate radio button to define the action, “delete” or “move to folder”
- Type the email address in the white box. Each address should be entered on a separate line.
- Click the ‘Save’ button



## To add addresses to your Whitelist

- Click the Whitelist button in the Top Navigation bar
- Type the email address in the white box. Each address should be entered on a separate line.
- Click the 'Save' button



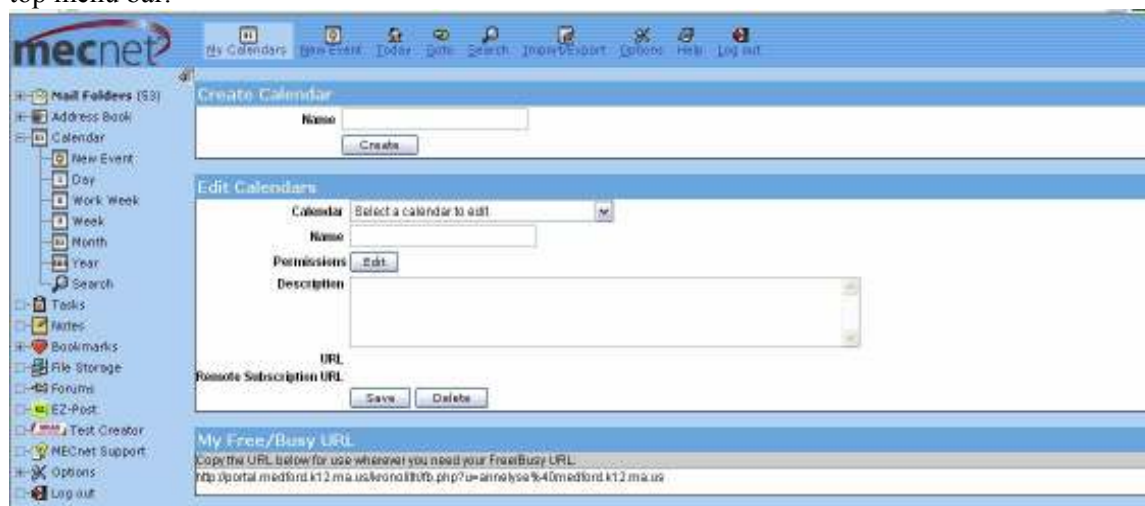
## Calendar Sharing

### Calendar Definition

This is a web-based calendar application. In addition to the required functions of creating, modifying, and deleting events, it also supports creating recurring events (with exceptions and various deletion options), setting alarms, import and export functions (iCalendar and CSV formats), iCalendar invitations, multiple calendar views, shared calendars, and display of Tasks.

### Creating Calendars

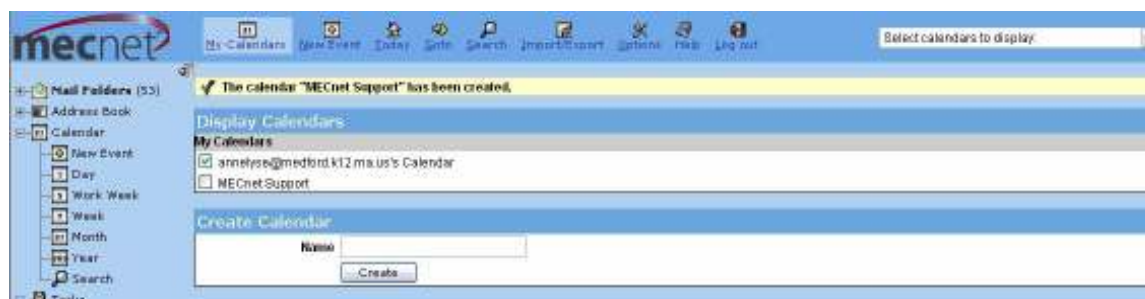
From the **Side Navigation** bar, click the **Calendar** link and then the **My Calendars** icon located on the top menu bar.



The screenshot shows the MECnet web interface. On the left is a side navigation bar with categories like Mail Folders, Address Book, Calendar, Tasks, and File Storage. The main content area is titled 'Create Calendar' and contains a form with a 'Name' input field and a 'Create' button. Below this is an 'Edit Calendars' section with a dropdown menu for 'Calendar', a 'Name' input field, a 'Permissions' button, a 'Description' text area, and a 'URL' field. At the bottom, there is a 'My Free/Busy URL' section with a text area containing a URL: 'http://portal.medford.k12.ma.us/medford/ufb.php?u=annelyse%40medford.k12.ma.us'.

- Type the name of the calendar in the white box provided
- Click the **Create** button

A confirmation, highlighted in yellow, will display at the top of the page. The new calendar will now appear under **My Calendars**.



The screenshot shows the MECnet web interface after creating a calendar. A yellow confirmation message at the top reads: 'The calendar "MECnet Support" has been created.' Below this is the 'Display Calendars' section, which includes a 'My Calendars' list with two items: 'annelyse@medford.k12.ma.us's Calendar' (checked) and 'MECnet Support' (unchecked). The 'Create Calendar' form is also visible at the bottom of the page.