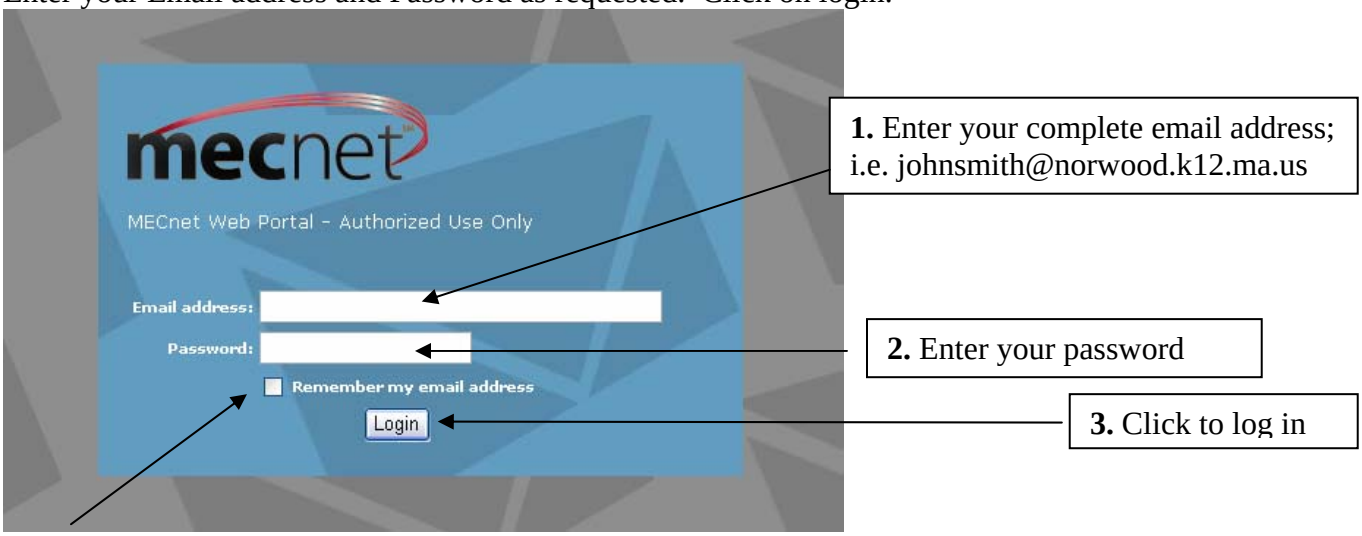
MECnet Portal: Using Web-Based Mail

Logging in at School or at Home

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

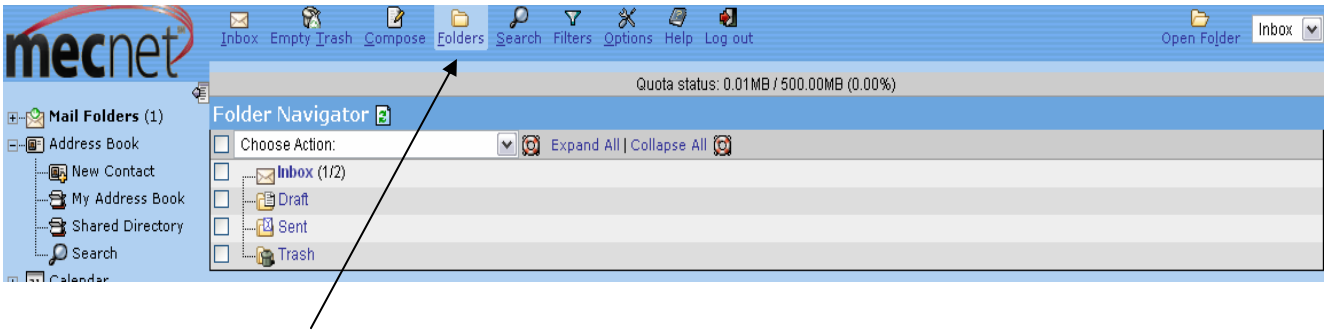
Enter your Email address and Password as requested. Click on login.



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

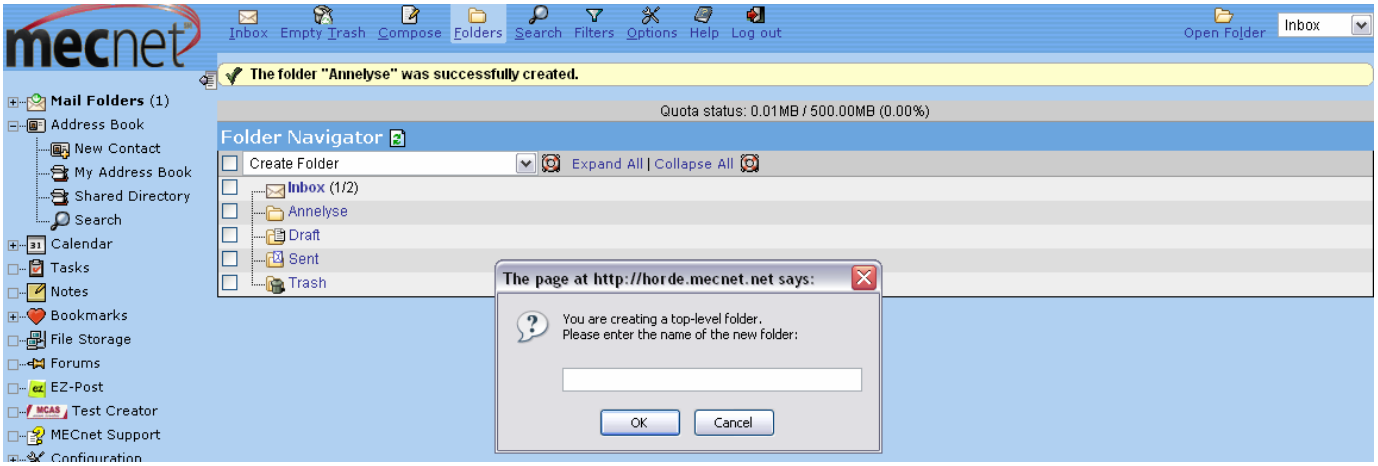
This is where you will create folders to help with organization of your email messages. Creating folders to organize your email will save you a great deal of time and it's easy to do. Note, however, that mail moved out of the Inbox will no longer be hosted on the mail server and therefore not available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

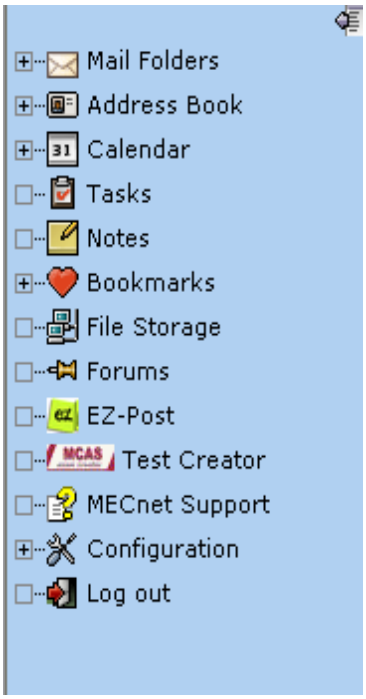
- Select 'Create Folder' from the drop-down menu.
- Type the name of the folder in the pop-up box.
- Click the 'Ok' button

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

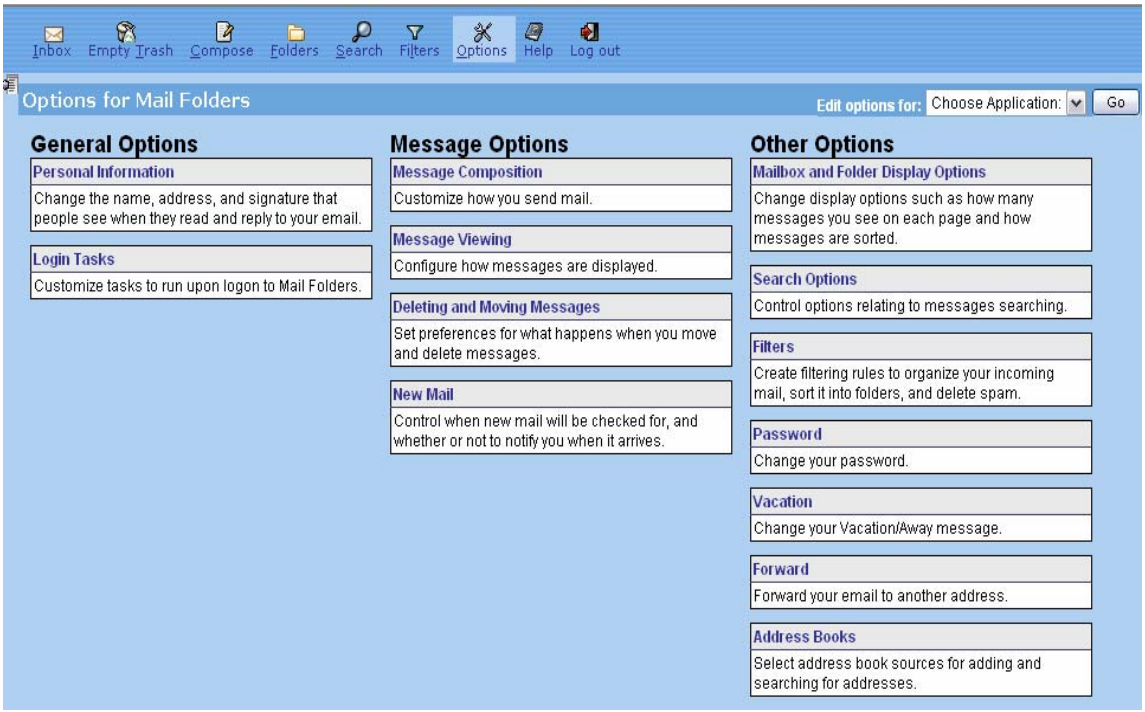


The Side Navigation Bar

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**

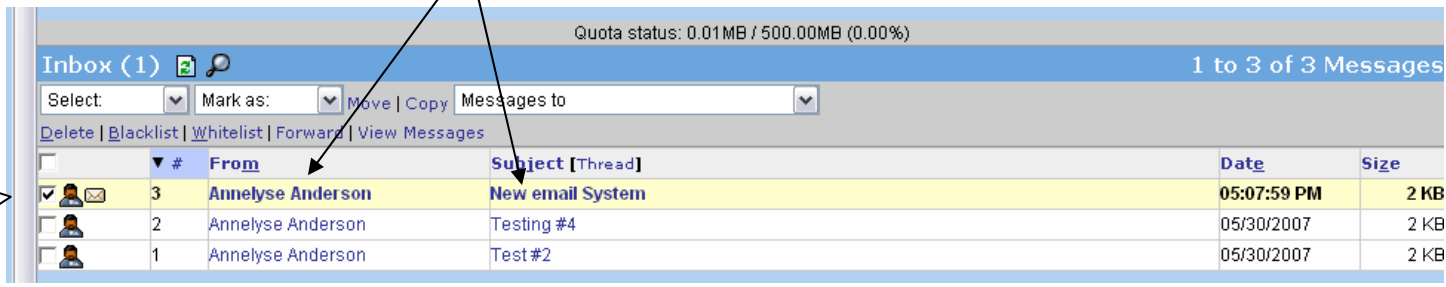
- Type your old password in appropriate box marked 'Old password'.
- Type your new password in the appropriate box, 'New password'.
- Confirm your new password by entering it in the appropriate box, 'Confirm new password'.
- Click the **CHANGE PASSWORD** button.
- To test, log in using your new password.

***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.

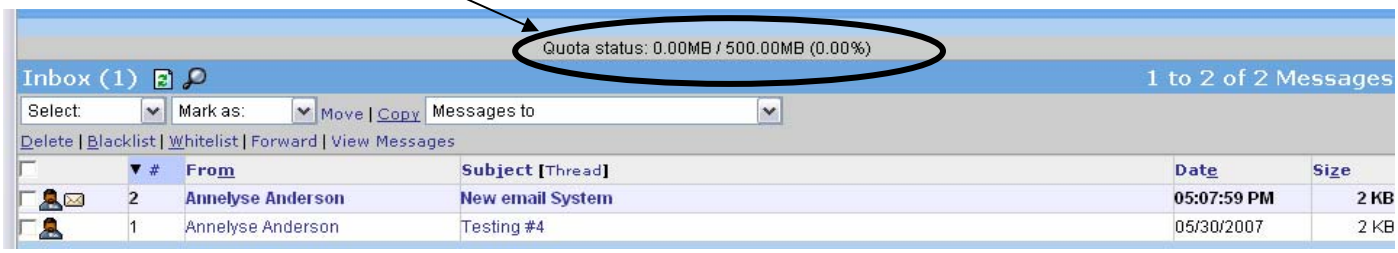


In order to **Delete**, **Flag**, or **Move** messages, you must first select the message using the small check box. In the view above, only the first message is selected. If you now select **Delete**, only that message will be deleted. *This will move the selected email into your 'Trash' folder.
TIP: You may select more than one email at a time.

To move an email to another folder:

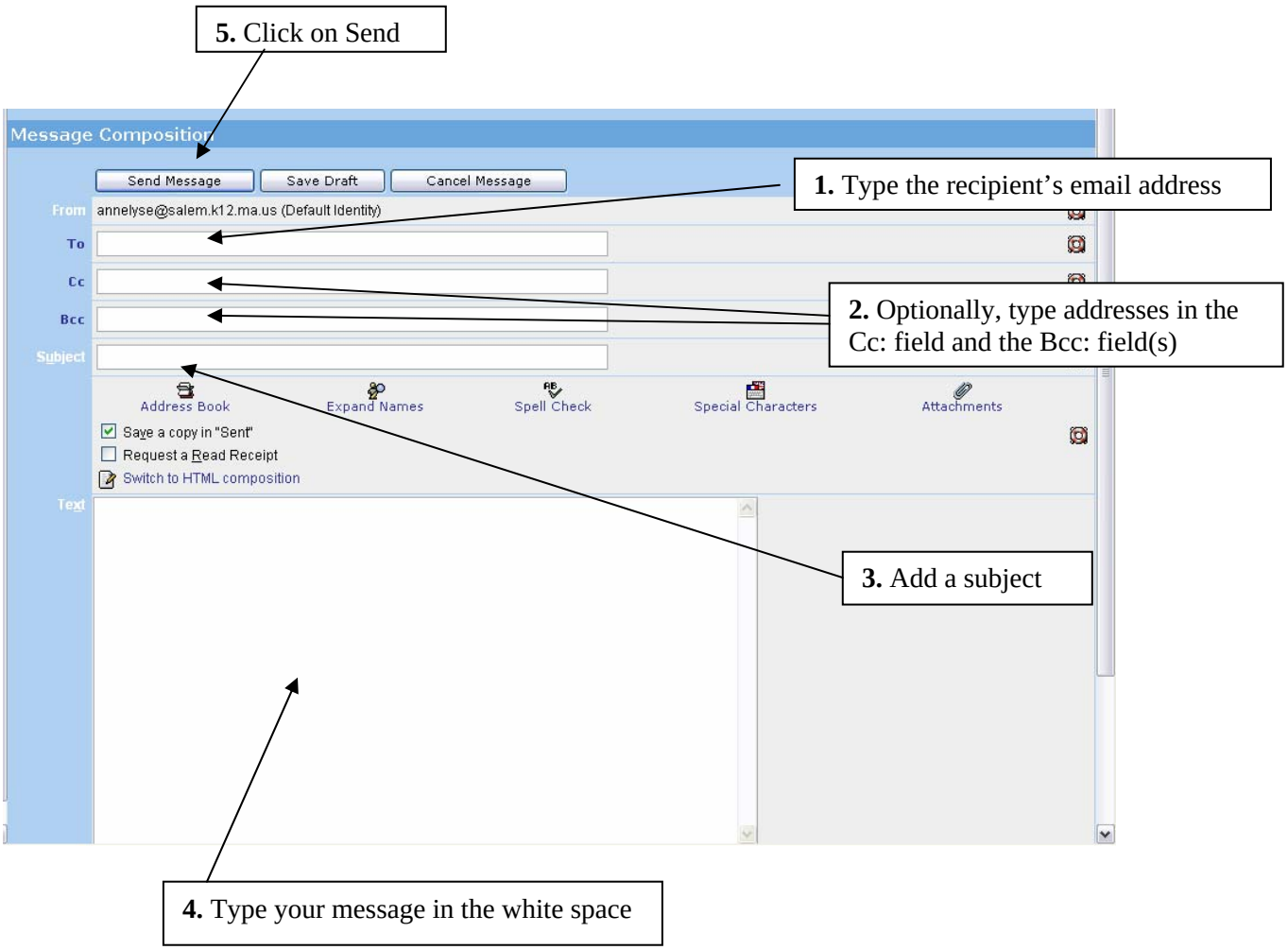
- Be sure the message you want to move is selected (a check mark appears in the check box)
- Select a folder from the drop down menu located to the right of the **Move** link
- Click on the **Move** link

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.

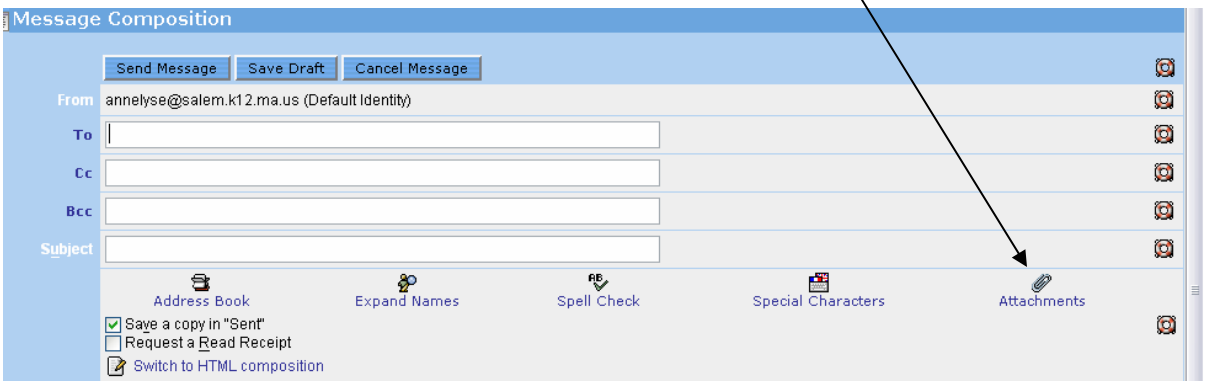


After you click on the **Send Message** button, a confirmation message will appear to indicate your email has been successfully sent. If you want to turn off this option, see the **Configuration Tab** > Under the **Message Options** column click **Message Composition.**

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 Norwood Public Schools 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.

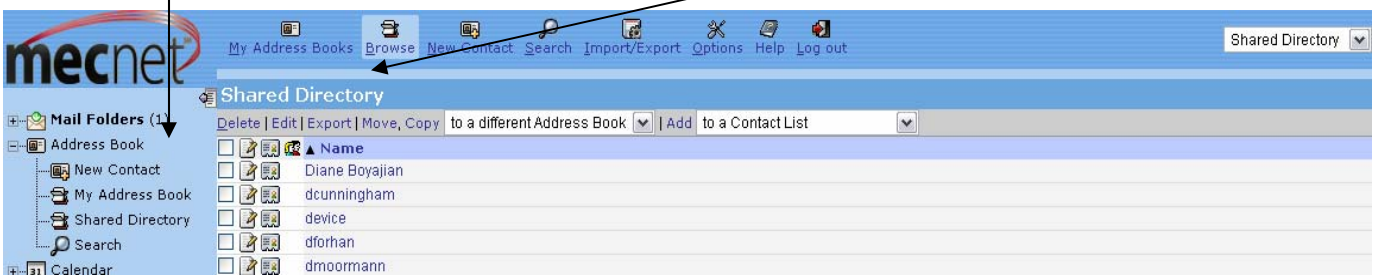


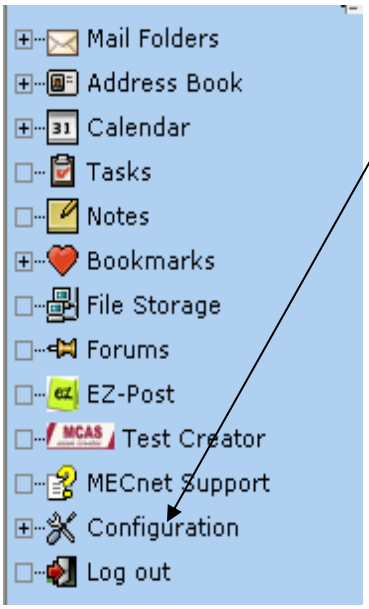
You will be brought to the bottom of your composed email. Click on the **Browse** button and locate the file you would like to attach.

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 Norwood Public Schools. To e-mail a Norwood Public Schools 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.