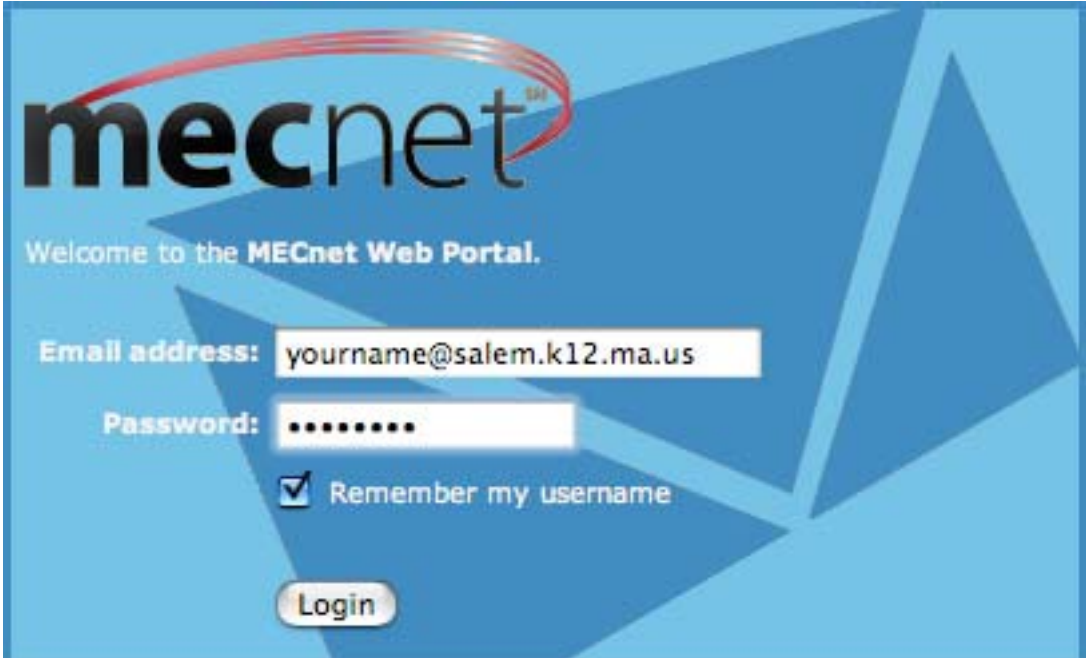


User Manual

MECnet Portal: Using Web-Based Email



The image shows a screenshot of the MECnet Web Portal login page. The background is blue with a geometric pattern of triangles. The MECnet logo is at the top left, featuring the word "mecnet" in a bold, lowercase sans-serif font with a red and white swoosh above it. Below the logo, the text "Welcome to the MECnet Web Portal." is displayed. The login form consists of two input fields: "Email address:" with the placeholder text "yourname@saalem.k12.ma.us" and "Password:" with a masked password of seven dots. Below the password field is a checked checkbox labeled "Remember my username". At the bottom of the form is a "Login" button.

Salem Public Schools




Salem, Massachusetts

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Logging in at School or at Home

Begin Here at School:

1. Log into Workgroup Manager.
2. Open your browser by clicking once on  or  or  located on your dock. Your browser should open to the Salem Public Schools page.
3. Use the following URL to access your Portal account: portal.salem.k12.ma.us
OR

Begin Here at Home:

Go to the Salem Public Schools page at salem.k12.ma.us or www.salem.k12.ma.us
Click on the Staff Resources link as shown below.

The screenshot shows the Salem Public Schools website home page. The navigation menu includes 'District Information', 'Student Resources', 'Parent Resources', and 'Staff Resources'. The 'Staff Resources' link is highlighted with a callout box that says "Click here to connect to Staff Resources." The page also features a sidebar with 'District Information' and 'School Sites', and a main content area with various announcements and a calendar for August 2008.

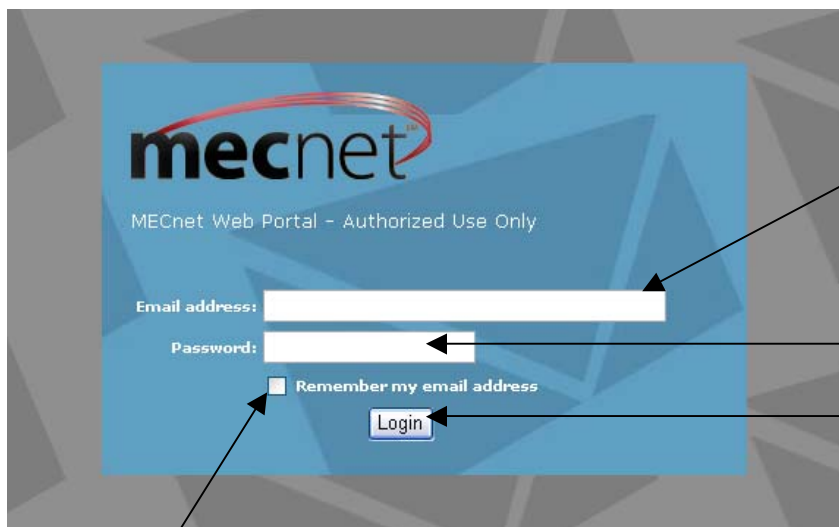
On the **Staff Resources** page, click **Salem Mail** and the following will appear.

The screenshot shows the Salem Public Schools Staff Resources page. The 'Salem E-Mail' link is highlighted with a callout box that says "Click here to connect to E-mail portal." The page features a table of useful links and resources for staff members.

USEFUL LINKS	DESCRIPTION
Salem E-Mail	Salem e-mail is provided to employees for professional communications. Please change your password periodically for security reasons.
IPASS	IPASS is the Salem district's Integrated, browser-based student and staff information system. A password is required and provided by the Department of Information Systems when necessary for you to access IPASS.
eSPED	eSPED is used to support Special Education services and a username and password is provided by Pupil Personnel Services when necessary.
TSS	TSS is the Technical Support System used to report hardware issues to the Department of Information Systems to schedule service.
Massachusetts Department of Elementary and Secondary Education	This link will take you to the Massachusetts education site. The department was formerly known as the Department of Education and has recently undergone a name change.
MassONE	MassONE is the Commonwealth's set of web-based tools for communication, collaboration, and curriculum planning, which are designed to support K-12 standards-based teaching and learning.
Atomic Learning	Online Professional Development for Teachers

USEFUL RESOURCES	DESCRIPTION
E-Mail User Guide	The MECnet Portal: Using Web-Based Email Manual is included as information to learn how to use the features of the Salem Public Schools e-mail system.
Staff Acceptable Use Policy	The Staff Acceptable Use Policy is signed every school year and is required for use of Salem technology resources.
Superintendent Bulletins	District Position announcements are announced here.

- 4) Enter your Email address and Password as requested. Click **Login** button.



1. Enter your complete email address; i.e. johnsmith@salem.k12.ma.us

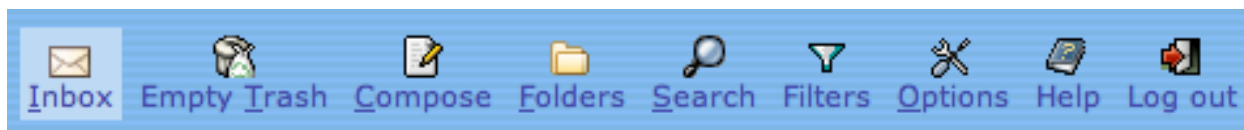
2. Enter your password

3. Click to log in

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

The Top Navigation Bar

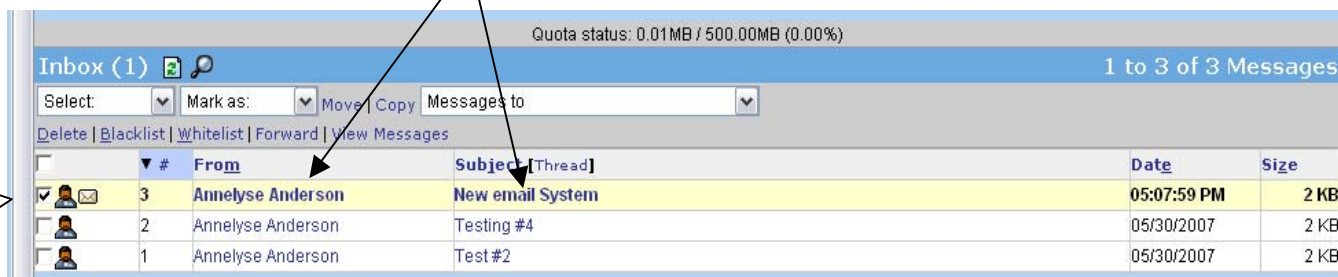
The **Top Navigation Bar** shown below is located at the top of the page.



The Inbox Icon (in the top navigation bar)

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.



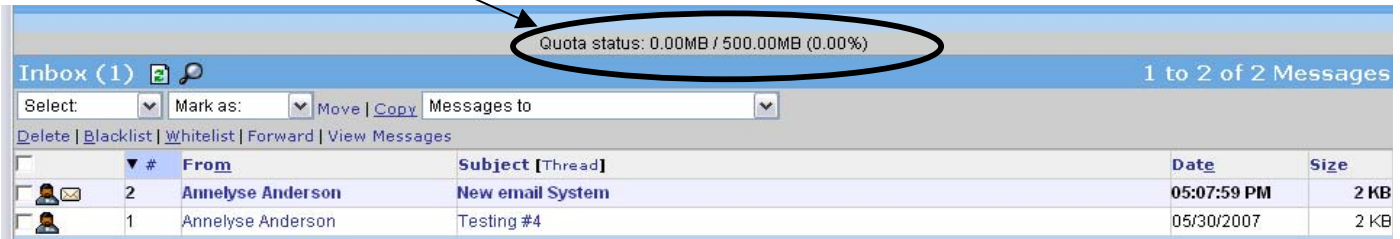
In order to **Delete**, **Flag**, or **Move** messages, you must first select the message using the small check box. In the view above, only the first message is selected. If you now select **Delete**, only that message will be deleted. *This will move the selected email into your 'Trash' folder.

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.

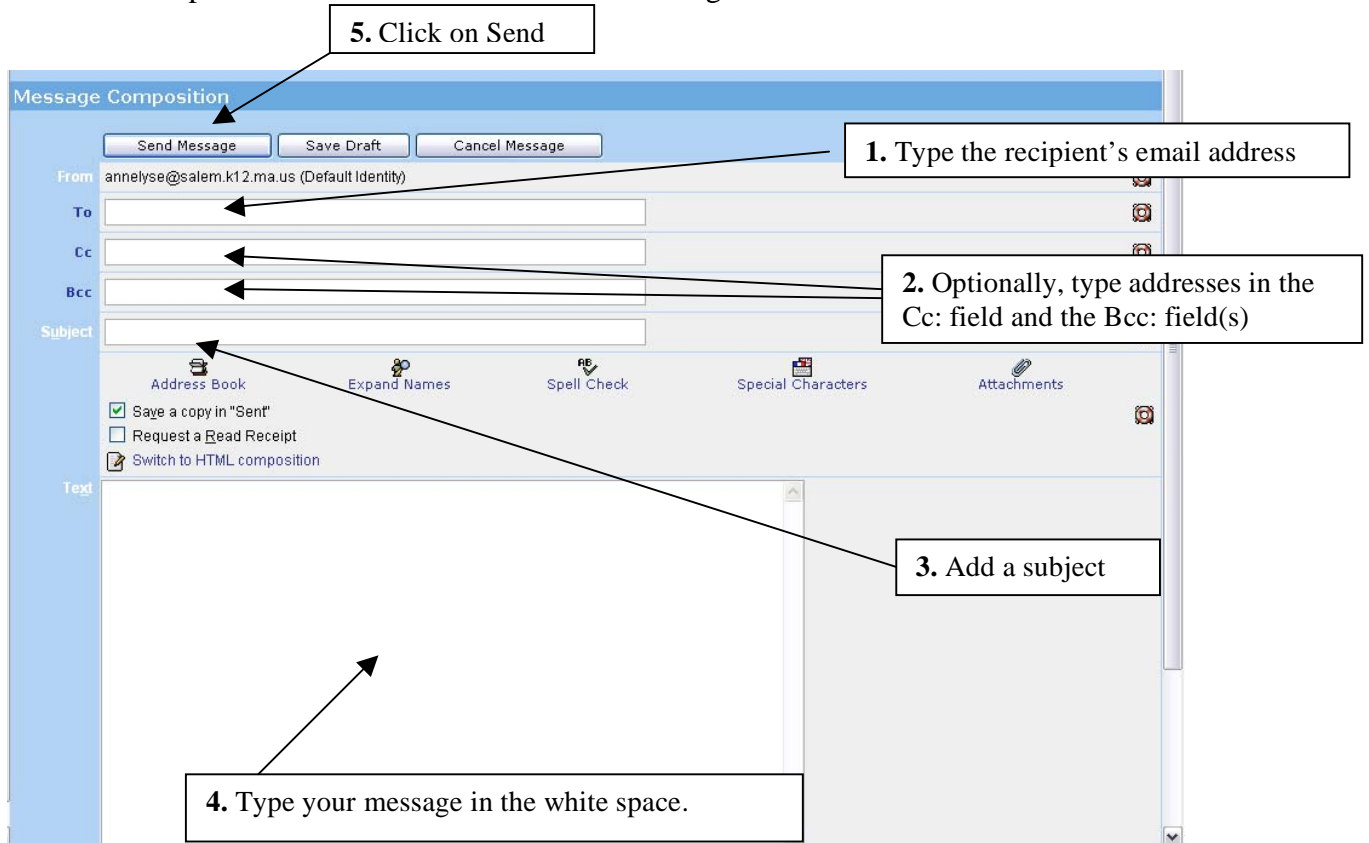


The Empty Trash Icon (in the top navigation bar)

Click this icon when you want to empty the trash. That is, delete the items you have already placed in the trash.

The Compose Icon (in the top navigation bar)

Follow the steps below to create and send email messages.

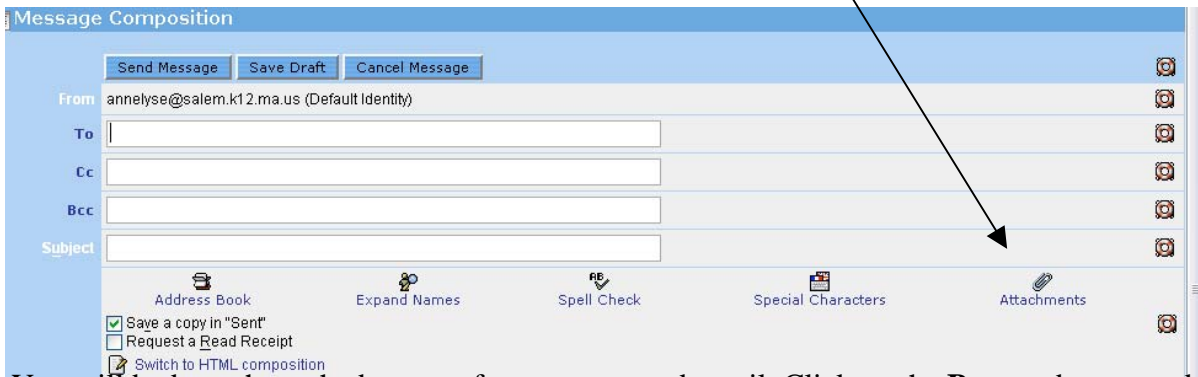


After you click on the **Send Message** button, a confirmation message will appear to indicate your email has been successfully sent. If you want to turn off this option, see the **Options Icon** > Under the **Message Options** column, click **Message Composition**.

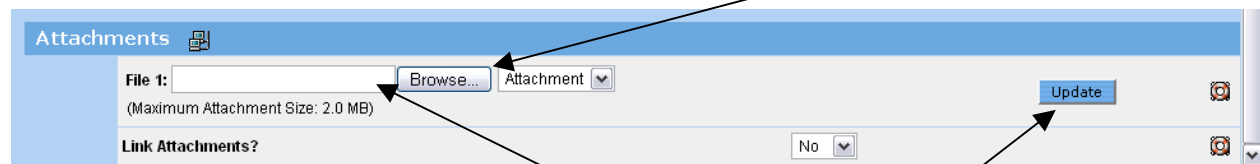
TIP:

- If you have email addresses stored in **My 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 Salem but not in **My Address Book**, select the **Shared Directory** to find that address.

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

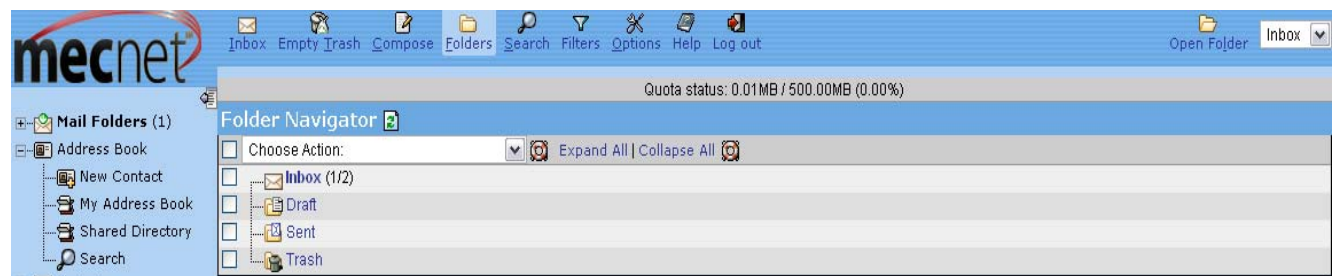


You will be brought to the bottom of your composed email. Click on the **Browse** button and locate the file you would like to attach.



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 Folders Icon (in the top navigation bar)



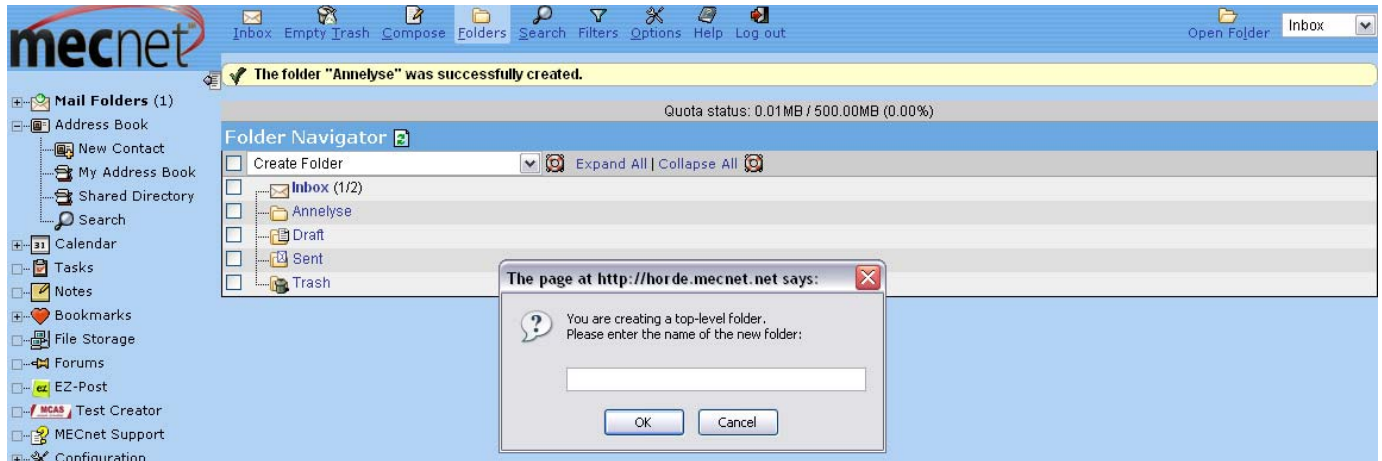
This is where you will create folders to help with organization of your email messages. Creating folders to organize your email will save you a great deal of time and it's easy to do. Note, however, that mail moved out of the Inbox will no longer be hosted on the mail server and therefore not available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

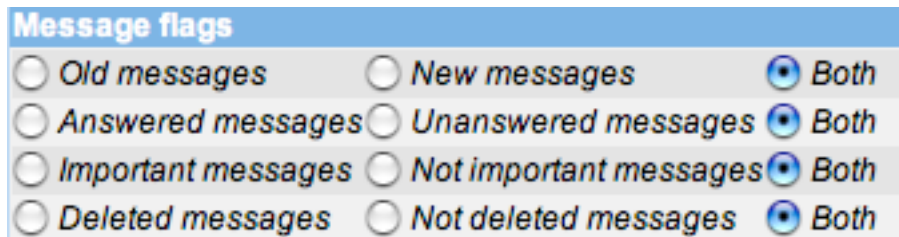
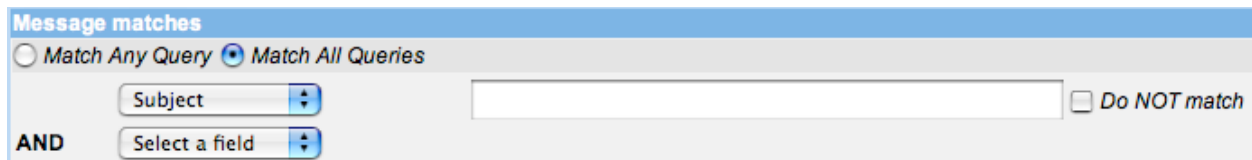
- Select 'Create Folder' from the drop-down menu.
- Type the name of the folder in the pop-up box.
- Click the 'Ok' button

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



The Search Icon ( in the top navigation bar)

When you need to search through your e-mails for those related to a specific subject or e-mail address, you can use the SEARCH feature. Click SEARCH and the following page will appear with options for you to complete with your search request. Finally, choose which folders you want to be searched.





The Filters Icon (Filters in the top navigation bar)

This option will be covered in a later training issue.



The Options Icon (Options in the top navigation bar)

Click on the **OPTIONS** icon and the following page will appear.

Options for Mail Folders Edit options for: Choose Application: Go

General Options	Message Options	Other Options
Personal Information Change the name, address, and signature that people see when they read and reply to your email.	Message Composition Customize how you send mail.	Mailbox and Folder Display Options Change display options such as how many messages you see on each page and how messages are sorted.
Login Tasks Customize tasks to run upon logon to Mail Folders.	Message Viewing Configure how messages are displayed.	Search Options Control options relating to messages searching.
	Deleting and Moving Messages Set preferences for what happens when you move and delete messages.	Filters Create filtering rules to organize your incoming mail, sort it into folders, and delete spam.
	New Mail Control when new mail will be checked for, and whether or not to notify you when it arrives.	Password Change your password.
		Vacation Change your Vacation/Away message.
		Forward Forward your email to another address.
		Address Books Select address book sources for adding and searching for addresses.

Below are the areas you can modify to your preferences. Most are self-explanatory. If you need help with any of these, please call the Department of Information Systems or see your school's technology integration specialist.

General Options:

- **Personal Information**
 - **Creating a signature file**
 - Click on **PERSONAL INFORMATION**.
 - You will create a signature identity and then type your name and contact information under **“Your signature”** at the bottom of the page. Type as you would like your signature to appear in your emails.
 - Place a check in the box next to **“Place your signature before replies and forwards?”**
 - Click **SAVE OPTIONS**.
- **Login Tasks**

Message Options:

- **Message Composition**
- **Message Viewing**
- **Deleting and Moving Messages**
- **New Mail**

Other Options:

- **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.
- **Search Options**
- **Filters**
- **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'.


REMEMBER THIS NEW PASSWORD BECAUSE I WILL NO LONGER BE ABLE TO GIVE YOU YOUR PASSWORD!

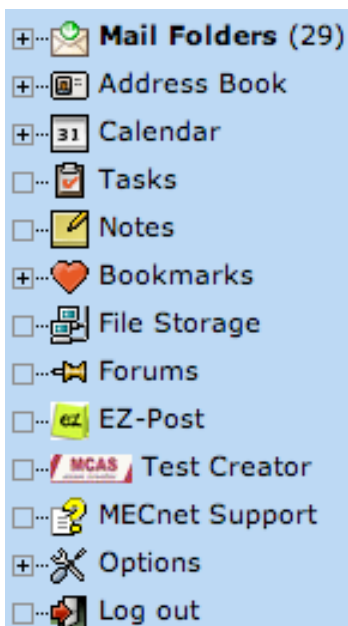
 - Click **CHANGE PASSWORD** button.
 - To test, log in using your new password.
All e-mail that was there under the old password will still be there!
- **Vacation**
 - Type your away/vacation message in the box provided.
 - Click the **Save** button.
- **Forward**
- **Address Books**

The Logout Icon (**Log out** in the top navigation bar)

To leave the mail portal, simply click this icon 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.

The Side Navigation Bar

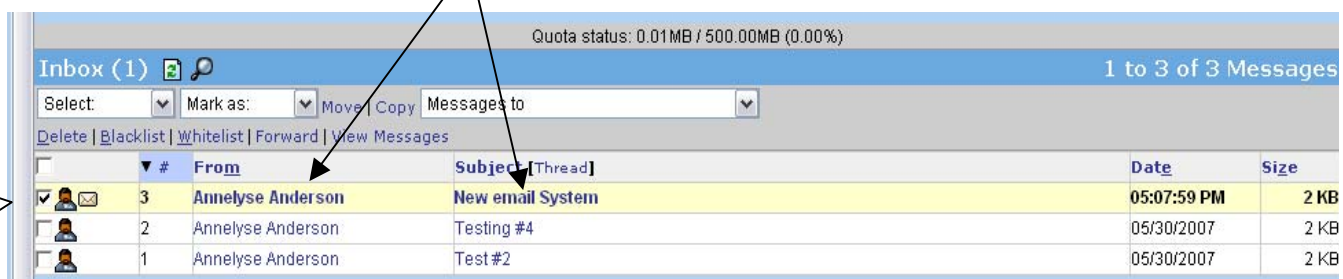
The **Navigation Bar** shown below is located on the left side of the page. The  icon indicates that this item can be expanded to view more details.



The Mail Folders Icon (Mail Folders at side navigation bar)

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.



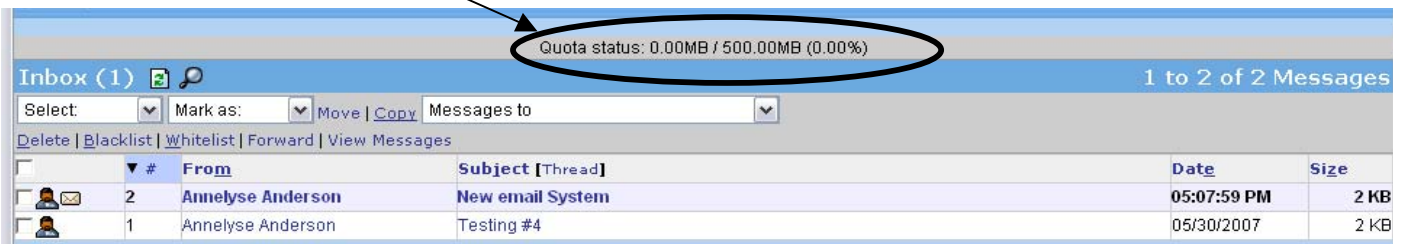
In order to **Delete**, **Flag**, or **Move** messages, you must first select the message using the small check box. In the view above, only the first message is selected. If you now select **Delete**, only that message will be deleted. *This will move the selected email into your 'Trash' folder.

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

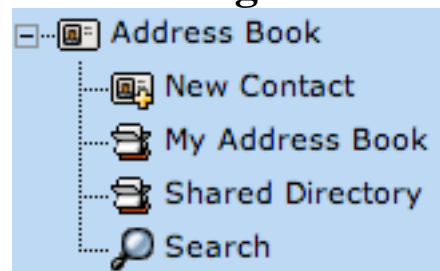
To move an email to another folder:

- 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.

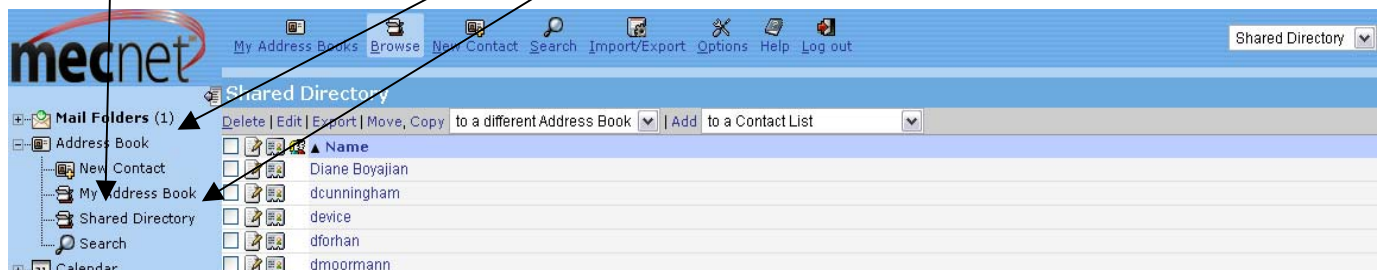


Address Book Icon (Address Book at side navigation bar)

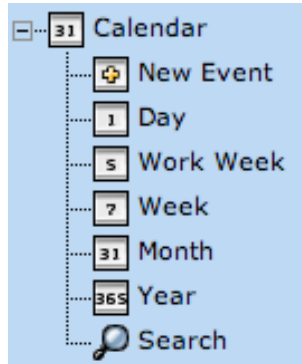


The expanded view shows Address Book options.

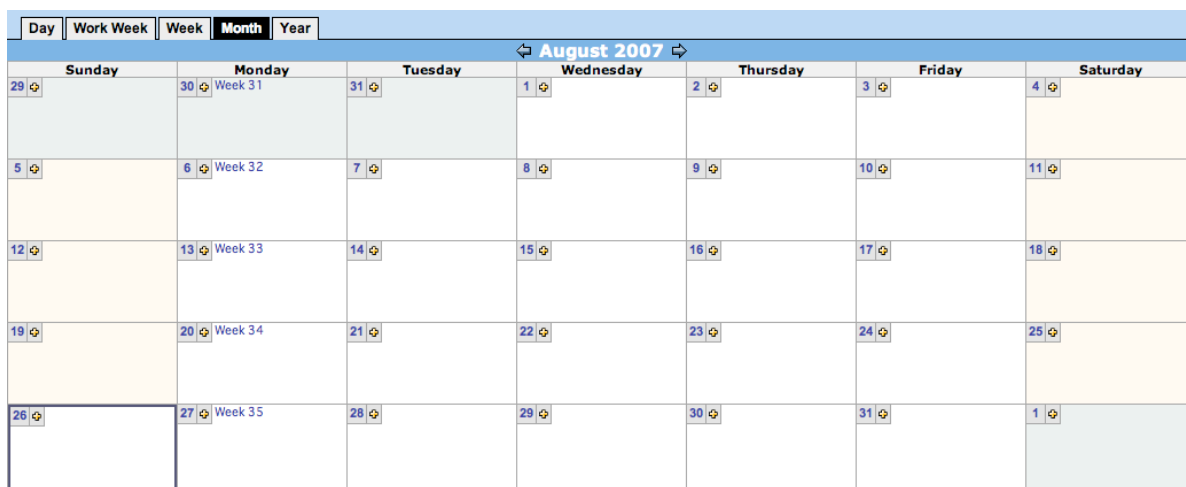
Your **Shared Directory** is located under the **Address Book** icon and is already set up with all of the e-mail accounts for Salem Public Schools. To e-mail a Salem Public School individual, click on the Address Book icon > then the **Shared Directory** and sort the list by Name. Choose the person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



The Calendar Icon (Calendar at side navigation bar)



Using the expanded calendar options, calendar events are created and stored here.



The MCAS Practice Test Creator Icon (Test Creator at side navigation bar)

This application allows teachers to quickly and easily create MCAS Practice Tests using real MCAS questions that have been publicly released.

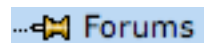
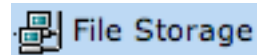
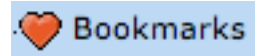
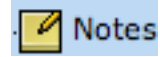
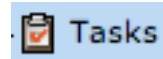
The MECnet Support Icon (MECnet Support at side navigation bar)

This icon links to the MECnet web site.

The Logout Icon (Log out at side navigation bar)

To leave the mail portal, simply click this Icon 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.

The following icon areas are still in development in the side navigation bar. As these areas are developed, directions will be sent out for you to store in your e-mail manual. The Ez Post, vacation/away message, and mail forwarding features are currently unavailable as we are continuing to resolve some residual issues.



The EZPost Icon (at side navigation bar)

EzPost is a web-based homework-posting site for teachers.

This feature requires an EZPost account to be setup by MEC. Please contact your technology specialist if you would like to use EZPost.



The screenshot shows the EZPost interface. At the top left is the MECnet logo. Below it is the EZPost logo, which consists of two yellow sticky notes with "ez" and "post" written on them. To the right of the logo is a green sidebar with the following items: "Welcome Mrs. Boyajian", "Your Information" (with sub-items: "Your Settings", "Your School(s)", "Manage Your List of Classes"), "EZPost Board" (with sub-items: "Teacher Message to Students & Parents", "Manage Postings to Your Classes"), and "Log-out". The main content area has a yellow background and is titled "Manage Postings to Your Classes". Below the title is a paragraph: "It's EZ to post homework assignments, web site links and attach files! Click on the buttons below to add a new post, edit an existing post or delete an old post." At the bottom of this area are three buttons: "Add a Post", "Edit a Post", and "Delete a Post".