

How to Access your 'mooseunits.org' E-Mail Account

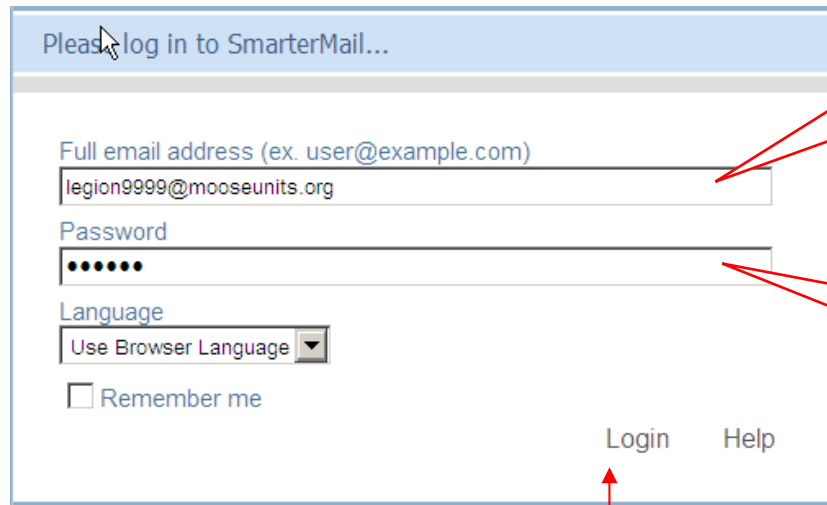
1. Open your **Internet Browser** from the Start bar at the bottom left-hand corner of your screen as shown below:



2. Type **http://www.mooseintl.org/webmail** in the browser address field (as shown below), and then press **Enter**.



3. Enter your *Full Moose Legion Address* and your *Moose Legion Password* at the following SmarterMail login window:

A screenshot of the SmarterMail login window. The title is 'Please log in to SmarterMail...'. It contains three input fields: 'Full email address (ex. user@example.com)' with the value 'legion9999@mooseunits.org', 'Password' with masked characters, and 'Language' with a dropdown menu set to 'Use Browser Language'. There is a 'Remember me' checkbox and 'Login' and 'Help' buttons at the bottom right. A red box highlights the 'Login' button.

Example:
Legion9999@mooseunits.org

Contact Member Services if you forgot your Moose Legion password.

Click on the **Login** link.

To Open Your Messages:

1. The following **home page** will appear after you've successfully logged into your SmarterMail account. New Messages will be identified in the Inbox under the Folders area or under the Unread Messages area.
 - Click either **Inbox** to open your new messages.

SmarterMail Professional 4.3 moosetrainers.org

Reports Settings Help

Logged In As: **legion9999**
My Today Page | Log Out

My Today Page (1)

Wednesday, December 02, 2009

Calendar
No events scheduled

Latest RSS Items
No news items

Unread Messages

Inbox	1
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Disk Space Limits

Limit	15 MB
Currently Used	13 KB
Junk E-Mail Folder	Empty



[Clear Junk E-Mail Folder](#)

Tasks
No tasks scheduled

Navigation: Folders, New Message, **Inbox (1)**, Sent Items, RSS Feeds

2. A list of messages will appear (similar to the one shown below).

- **Click on the desired message** to read the message.

Inbox ^{1/2}					2 message(s), 0 deleted, 0 unread	
Action	Move	Search	0 MB	15 MB	Refresh	
<input type="checkbox"/>	From	Subject	Date	Size		
<input type="checkbox"/>	 Sue Hawkins	RE: Nashville 2010 Trainers Meeting	Tue, 3:15 PM	6 k	Delete	
<input type="checkbox"/>	 Sue Hawkins	Nashville 2010 Trainers Meeting	11/25/2009	1 k	Delete	

- **To respond to the Sender**, click the **Reply** button.

From: +Sue Hawkins Print **Reply** Reply All Forward

To: "Barb Tuma" <btuma@mooseintl.org> **Date:** Wednesday, November 25, 2009 4:02 PM

Subject: Nashville 2010 Trainers Meeting HTML | Plain Text | Header | Raw Content

Hello Trainers,

In anticipation of the large number of attendees for the 2010 Nashville Convention, I need to get an estimate of the number of trainers that are planning to attend the Education & Training meeting.

Education & Training will NOT be holding a Trainers reception for the Nashville 2010 Convention, but we will be meeting to discuss current programs and future goals. This meeting will be held from 5:00 p.m. to 6:00 p.m., on Saturday July 3, 2010 in Nashville TN. Please respond ONLY if you will be attending, to Barb Tuma, at btuma@mooseintl.org, by December 15, 2009.

NOTE: This is not a confirmation, just trying to get tentative head count.

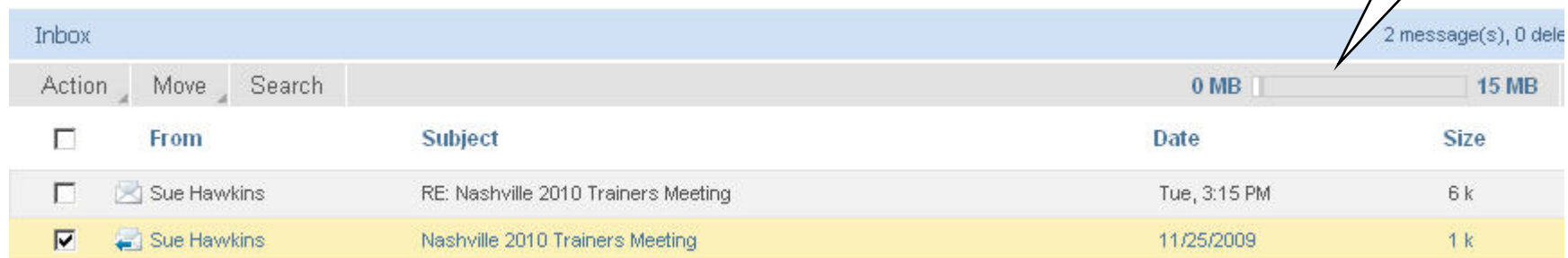
Best wishes to you and yours for a Happy Thanksgiving!

Cordially & Fraternally,

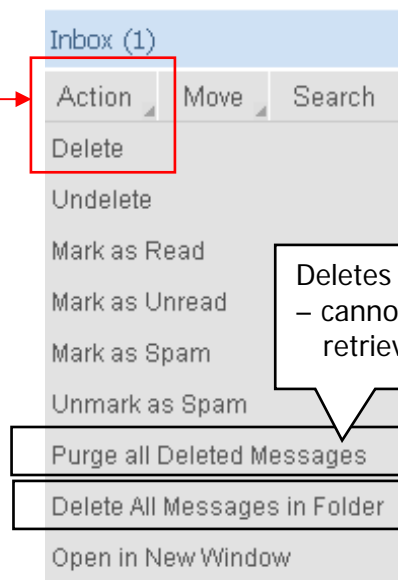
Susan E. Hawkins

To Delete a Message:

1. Click the **Inbox** to display your message list. **Click in the box** to the left of the message that you would like to delete.



2. Click on the **Action** tab above your messages and then select **Delete** from the drop-down options.



*****IMPORTANT: DO NOT keep, or store, emails in any SmarterMail account folder. Stored emails will quickly eat up the maximum 15MB capacity!**

- REMEMBER to *Purge all Deleted Messages* from your SmarterMail folders to free up space. This includes all folders: Inbox, Sent, Delete, Junk, or any other folder you may have created in your SmarterMail account.
- SUGGESTION: Set up your SmarterMail account to automatically forward messages to your personal email account, your cell phone, blackberry, etc AND automatically delete SmarterMail messages upon the forward (see Settings tab / My Settings options).
- See the *Additional Notes* section of this document for more information.

To Forward SmarterMail Messages to a Personal Account:

1. From your SmarterMail home page, click the **Settings** Tab and then **My Settings** from the drop-down options.
2. Click the **Forwarding** tab. The following view should appear:

3.

SmarterMail Professional 4.3

Reports Settings Help

Logged In As

My Settings

Save

legion9999

My Today Page | Log Out

Mailbox Webmail Compose Forwarding Plus Addressing

Forwarding Address

Forwarding Exclusions

No restriction - forward all mail

Delete message on forward

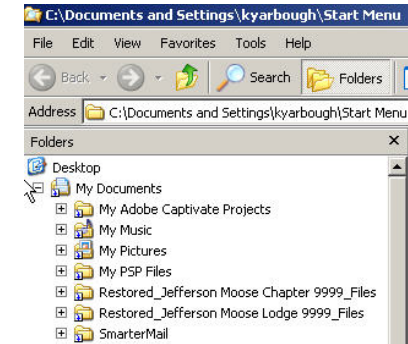
Where you want to forward your SmarterMail emails.
(e.g. ssecretary@aol.com)

4. In the **Forwarding Address** field, type the address that identifies where you want your SmarterMail messages to go.
5. **Check the 'Delete message on forward' box.**

NOTE: If you do not check this box, email will be forwarded to the forwarding address account but will NOT be deleted from your SmarterMail account. If this happens, your SmarterMail mailbox will eventually become full and you will not receive any email to your moosetrainers.org account.

To Save Smarter Mail Messages to Your Computer:

1. **Create a SmarterMail folder** in your computer's My Documents folder.



2. Log into your SmarterMail account and then click on an email to open it.

3. Click **File** in the Menu Bar at the top of the screen.

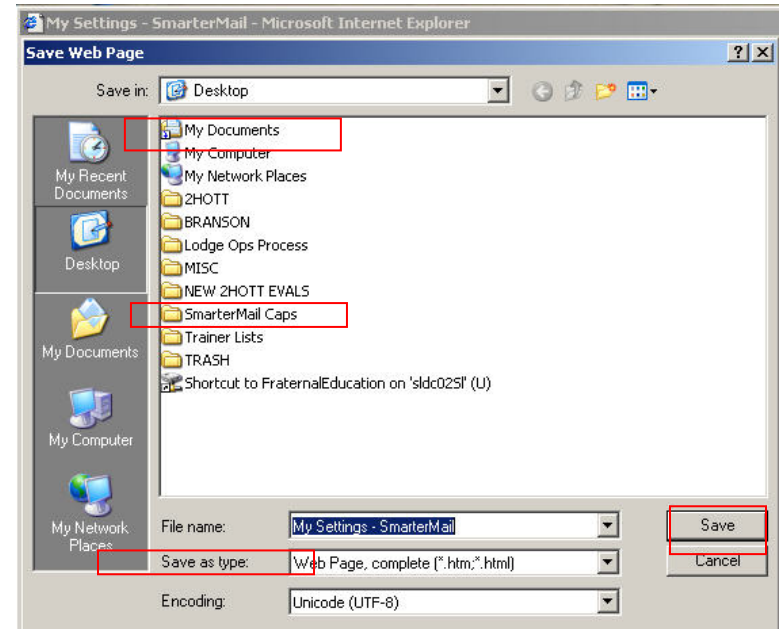
4. Click **Save As** in the drop-down menu.

5. Select **My Documents** from the Save In drop-down menu.

6. Double-click the **Smarter Mail folder** you created in your **My Documents** folder. (The SmarterMail folder name should appear in the Save In field.)

7. Type a **File Name** for the email in the File Name field.

8. Click **Save**.



9. **Delete the email from your SmarterMail Inbox.**

To Create a New Message:

1. From your **home page**, click **New Messages** in the Folders area.

3) Click **Send**.

2) **Enter the e-mail address** of the person that you'd like to send your e-mail to (To) carbon copy (cc) or blind carbon copy (Bcc). Or, choose a name from the drop-down options.

1) **Type your message** here.

To Log Out of Your Email:

1. Click the **Log Out** link.
Close remaining Internet Explorer windows as desired.



Additional Notes:

- 1 Don't forget to use the HELP tab (see examples of help topics in the expanded views at the right) .

