MCmail Helps

To Change Password:
1. Go to http://it.mc.edu/mcnet/change_password.php
   a. Or go to www.mc.edu
   b. Then click Email
   c. Then click Change Password on the right hand side
2. Enter your MC username and password
3. Enter your new password twice to confirm

To Setup Signature:
1. Sign in to MCmail.
2. Click Settings at the top of any Gmail page.
3. Enter your new signature text in the box at the bottom of the page next to the Signature option. As you type, the radio button will shift from No Signature to the text box.
4. Click Save Changes.
5. For more help on signatures check the IT knowledge base:
   http://www.mc.edu/computerservices/kb/articles/article.php?id=59
Folders / Labels in MCmail Powered by Google

Actually, MCmail doesn't use folders. To help you organize your mail more effectively, MCmail uses Labels instead.

Here's why we think labels are better than folders:

<table>
<thead>
<tr>
<th>Labels</th>
<th>Folders</th>
</tr>
</thead>
<tbody>
<tr>
<td>A conversation can have more than one label</td>
<td>You can only put a message in one folder</td>
</tr>
<tr>
<td>A conversation can be in several locations (Inbox, All Mail, Sent Mail, etc.) at once, making it easier to find later</td>
<td>You have to remember where you filed a message to retrieve it</td>
</tr>
<tr>
<td>You can search conversations by label</td>
<td>You can't always do folder-specific searches</td>
</tr>
</tbody>
</table>

Using labels

Labels do all the work folders do and give you an extra bonus: you can add more than one to a conversation. Once you've created a label, you can view all the messages with that label by searching, or by clicking the label name along the left side of any Gmail page.

To create a label:

1. Click the Labels drop-down menu or if you have keyboard shortcuts enabled, type l. Or, just click Settings > Labels.
2. Select Create new.
3. Type the name of your new label and click Ok

Any selected messages will automatically be categorized under your new label. If you'd like to keep organized, you can remove a labeled conversation from your inbox by archiving it and view it later by clicking All Mail, or by clicking the label name along the left side of any Gmail page.

To apply a label to a message, you can select the checkbox next to the message(s) in question, and then select the label name from the Labels drop-down menu (or you can label a single message while you're reading it by using the drop-down menu or the keyboard shortcut L). You can also drag a message to a label's name to move that message to a label.

To edit a label name:

1. Click the down-arrow to the left of the label.
2. Select Rename.
3. Enter the new label name, and click OK. All the messages categorized under your old label name will now be categorized under your new label.
How to enable nested Labels

This is a lab and may not be reliable - use at your own risk.

1. Click Settings > Labs
2. Scroll down to Nested Labels
3. Click Enable
4. Scroll down to the bottom and click Save Changes

How to use nested Labels

Add slashes (/) to label names to express inheritance. For example, if you want a Home label with two child labels named Kids and Shopping

Create the three following labels: **Home**, **Home/Kids** and **Home/Shopping**.

MCmail Archive is Different from GroupWise

**NOTE:** Mail is NEVER deleted in MCmail unless you click delete. Unlike GroupWise where mail is deleted after 90 days in your inbox.

Archiving mail in MCmail Powered by Google

[Watch a video on archiving](#)

Archiving moves messages out of your inbox and into **All Mail**, letting you tidy up your inbox without deleting anything. Any message you've archived can be found in **All Mail**, in any labels you've applied to it, and in MCmail search results. When someone responds to a message you've archived, the **conversation** containing that message will reappear in your inbox.

To archive messages:

1. Select a message by checking the box next to the sender's name.
2. Click **Archive**.

If you have a conversation open, you can archive it by clicking **Archive** at the top of the page.

To move an archived message back to your inbox, follow these steps:

1. Click **All Mail** (If you don't see **All Mail** along the left side of your Gmail page, click **more** above **Contacts** on the left side of the page.) **OR search for the message** in the search box at the top of the page
2. Check the box next to the sender's name.
3. Click **Move to Inbox**.
Contacts: Contacts for MCmail

For information on how to import contacts from **Groupwise CLICK HERE**

Contacts makes it easy to keep track of the people you communicate with most often. You'll be able to access the same contacts across Mail, Calendar, and all of your other Apps.

**Choosing Contacts**

The contact picker displays a list of your individual contacts and contact groups. To access a list of your contacts when composing a message, click **To:** and the contact picker will display in a new window. Select the name or address of the person you'd like to email and click **Done.**

Your contacts will also auto-complete when you enter text in the **To:** field when composing a message. Simply start typing and select the appropriate contact from the resulting list.
Managing Contacts

To manage your contacts list in Mail, click the Contacts link on the left sidebar.

The Contacts Manager that is shown below will be displayed. Here, you can add, delete, edit, view and sort your individual contacts and contact groups.

For information about Faculty/Staff and Students use the search bar to search for the person of inquiry and click on their name in the search results:
Add a contact to your list

In the Contact Manager:

- **+** adds individual contacts to your list.
- **+** creates a new contact group.

When you're done managing your contacts, be sure to click **Save**.

Note that when you **Reply**, **Reply to all**, or **Forward** mail, email addresses will automatically be added to your Contacts list.
Contact Groups in MCmail Powered by Google

Creating contact groups

To create a contact group:

1. Click Contacts along the side of any page.
2. Click the New Group button located in top portion of the Contact Manager.
3. Enter the name of the group.
4. Click OK.

To add contacts to a contact group:

1. Select the contacts in the Contacts list.
2. Open the Groups drop-down menu.
3. Under Add to..., select the group you'd like to add the contact to, or select New group to create a new group.
Managing contact groups

To edit the contact group name:

1. Click **Contacts** on the side of any page.
2. Select the group you'd like to edit.
3. Click **Edit** at the top of the page.
4. Make your desired changes.
5. Click **Save** at the top of the page.

To remove contacts from a contact group:

1. Select the contact in the Contacts list.
2. Open the **Groups** drop-down menu.
3. Under **Remove from...**, select the group you'd like to remove the contact from.

To delete a contact group:

1. Click **Contacts** on the left side of any page.
2. Select the contact group from the groups list.
3. Click **Delete Group** at the top of the page.
4. Click **OK**.

This will delete the group but not the actual contacts themselves. Those will remain in your Contacts list.

Sending to a contact group

It's easy to send to contact groups. There are two ways to address a message to a contact group you've created:

From the Contact Manager:

1. Log in to Gmail.
2. Click **Contacts**.
3. Select the group you'd like to send to.
4. Click **All** at the top of the contact list or select the individuals you'd like to send to.
5. Click **Email** in the group details pane.

From the Compose window:

1. Log in to Gmail.
2. Click **Compose**.
3. In the **To:** field, enter the first few letters of the name of the contact group to which you'd like to send the message.
4. Select your contact group from the list of addresses the auto-complete feature suggests.
5. Compose your mail.
**Formatting, fonts, and colors**

You can customize MCmail messages with rich formatting, add color to your greetings, underline key points, or make your words bold. Here's how to enhance your messages:

1. Click **Compose Mail** at the top of any Gmail page.
2. Click the icon for the formatting feature you'd like to use in the formatting toolbar above the compose window. If you don't see any icons, click **Rich formatting >>** to display all formatting options.
3. Type your message! (Please note that Gmail doesn't recognize HTML tags inserted in the body of a message.)

<table>
<thead>
<tr>
<th>Gmail's Formatting Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bold</strong> - bold all or some of your message</td>
</tr>
<tr>
<td><strong>Italics</strong> - italicize all or some of your message</td>
</tr>
<tr>
<td><strong>Underline</strong> - underline all or some of your message</td>
</tr>
<tr>
<td><strong>Font</strong> - select a special font</td>
</tr>
<tr>
<td><strong>Font Size</strong> - change the font size of all or some text</td>
</tr>
<tr>
<td><strong>Font Color</strong> - change the color of all or some text</td>
</tr>
<tr>
<td><strong>Highlight Color</strong> - highlight the text of a message</td>
</tr>
<tr>
<td><strong>Remove Formatting</strong> - remove formatting from selected text</td>
</tr>
<tr>
<td><strong>Hyperlink Text</strong> - hyperlink the selected text</td>
</tr>
<tr>
<td><strong>Numbered List</strong> - create a numbered list in your message</td>
</tr>
<tr>
<td><strong>Bulleted List</strong> - create a bulleted list in your message</td>
</tr>
<tr>
<td><strong>Indent Less</strong> - move text closer to the left of the page</td>
</tr>
<tr>
<td><strong>Indent More</strong> - indent text further to the right of the page</td>
</tr>
<tr>
<td><strong>Quote Text</strong> - format a block of text as a quote</td>
</tr>
<tr>
<td><strong>Left Align</strong> - align text along the left side of the page</td>
</tr>
<tr>
<td><strong>Center Align</strong> - align text in the center of the page</td>
</tr>
<tr>
<td><strong>Right Align</strong> - align text along the right side of the page</td>
</tr>
<tr>
<td><strong>Right to left</strong>* - changes the directionality of text composing</td>
</tr>
<tr>
<td><strong>Left to right</strong>* - changes the directionality of text composing</td>
</tr>
</tbody>
</table>

Rich formatting is not available in MCmail's **basic HTML view** or in your **signature settings**. At this time there is no way to save customized formatting options as a default MCmail setting.
**SPAM**

If you get emails in your mailbox that you consider Spam, please forward those emails to spam@postini.com

We have the complete Postini users guide on the web at:  http://www.postini.com/help/

You will receive a daily Quarantine Report if you have had spam sent to your email account. If you are missing an email that you know someone sent to you, check your Postini account to see if the email was caught by the spam filter. To do so, you can open an old Quarantine Report and click on the Message Center link at the top of the email, or you can visit http://login.postini.com and login using your full email address and password.

**Security**

If you are away from your desk for a meeting or lunch and would like your computer to be secure press ctrl-alt-del and click Lock Workstation or alternately press the windows key and L simultaneously.
Quick Contacts

- **MCnet Support** - hardware/network and general software function issues  
  E-mail: support@mc.edu  
  Phone: 601.925.3939

- **Trainer/Help-Desk** - specific software issues/Banner Web  
  Cindy Hampton  
  E-mail: hampton@mc.edu  
  Phone: 601.925.3485

- **Webmaster** - website issues  
  Mr. Justin Garcia  
  E-mail: www@mc.edu  
  Phone: 601.925.3358

- **Banner Web login/pin issues**  
  E-mail: registrar@mc.edu  
  Phone: 601.925.3210