MEA
Information Technology

WorldClient
for MDaemon®

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Local Leaders WorldClient E-mail Documentation

How to Access MyMEA (WorldClient) E-mail

- Connect to the Internet
- Open Microsoft Internet Explorer
- Type mail.mymea.org into the address bar and press the Enter key on your keyboard – or go to www.mymea.org and left-mouse click on the Leaders e-mail link
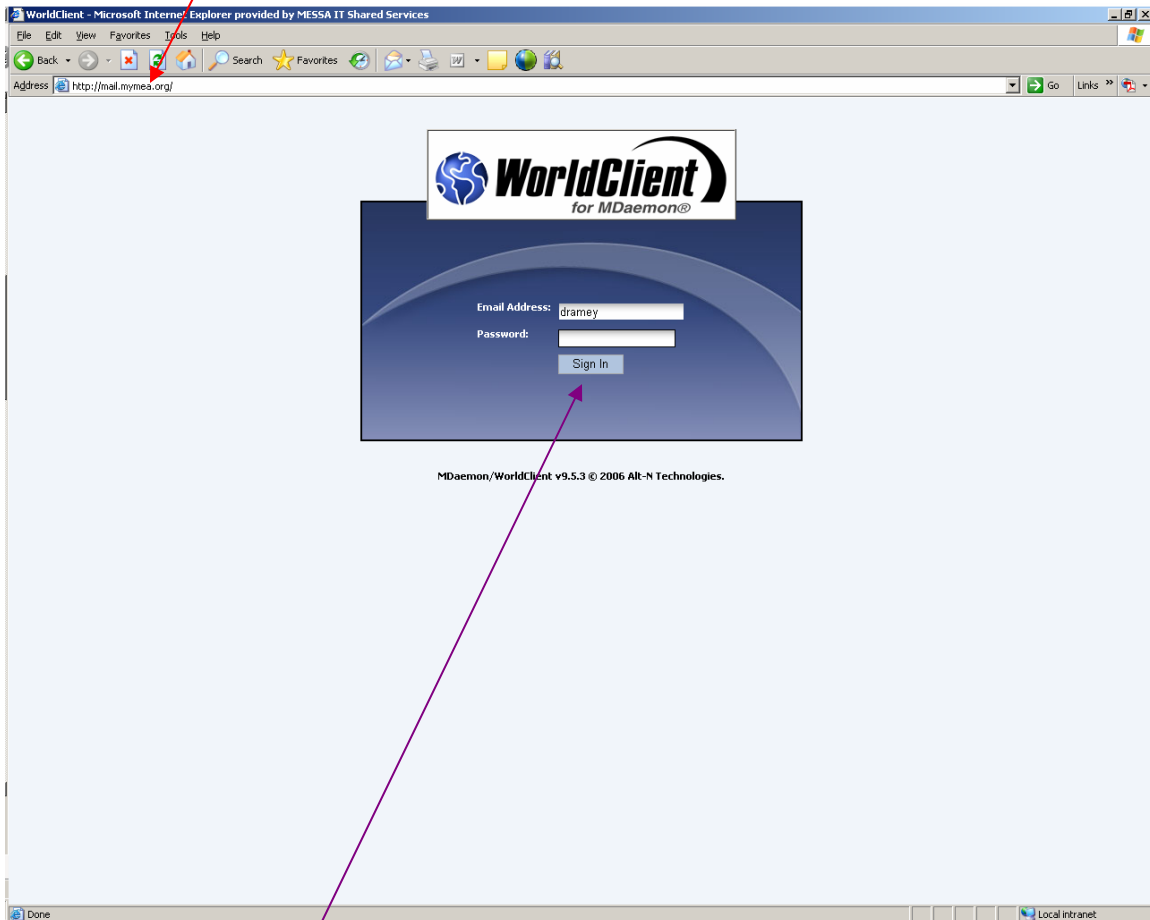

- The WorldClient login window pops up
- Enter your User name (generally first initial + last name, e.g. jdoe)
- Enter your Password (first initial + last initial + last 4 digits of Soc Sec Num, e.g. jd9999
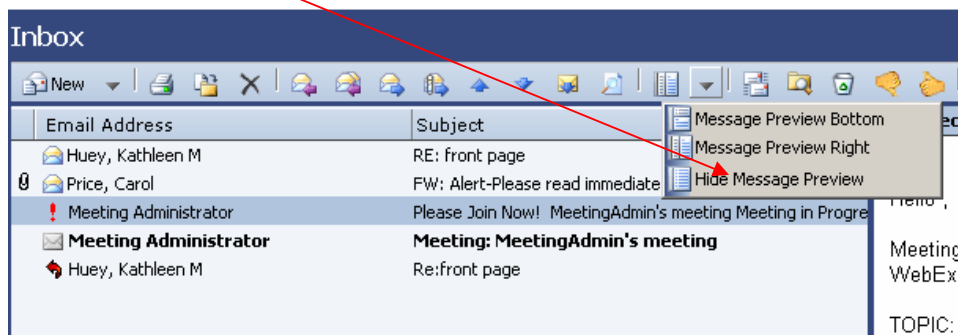- Left-mouse click Sign In

The Preview Pane

The first time you access your e-mail account, you may need to left-mouse click your inbox folder in order for your mail to be displayed. Initially, you will see this view which opens with the "preview pane" on the right. This feature allows you to browse through your list of messages without opening them up completely. By using a single left-mouse click to select a message from the list, the top part of that e-mail will display in the preview pane. Many people do not like this feature. Please follow the directions below to turn off the preview pane.
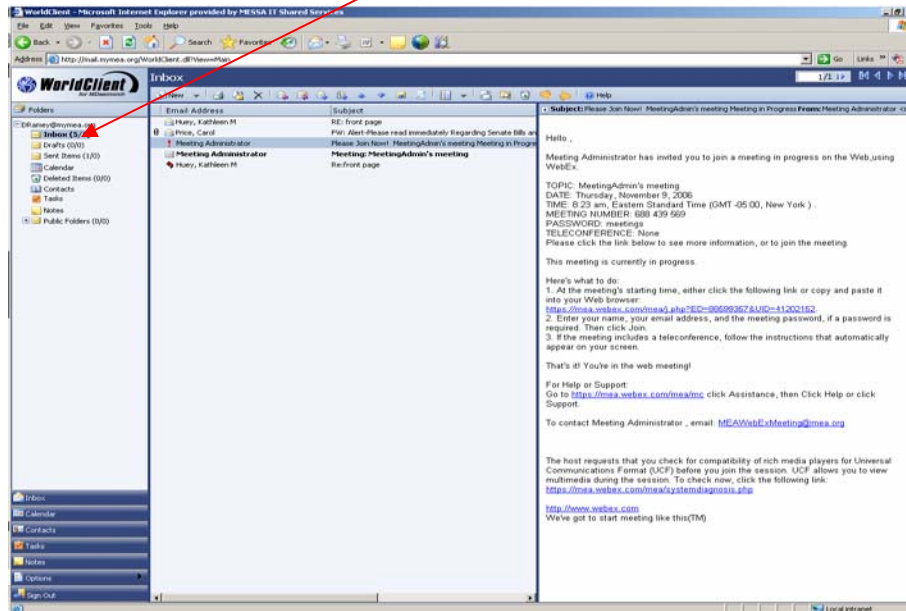
- Left-mouse click the drop down arrow to the right of the Show/Hide Preview Pane icon at the top of your screen
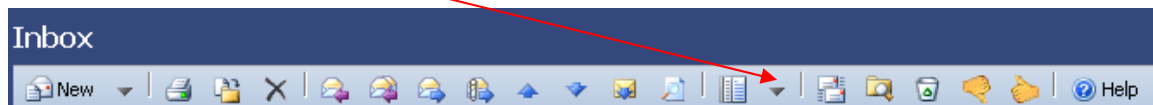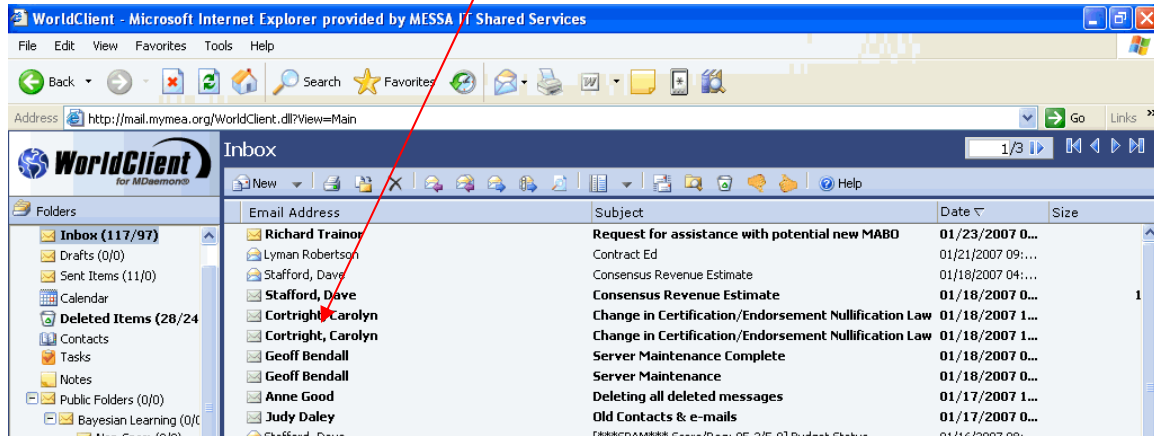

- Left-mouse click Hide Message Preview to hide the reading pane
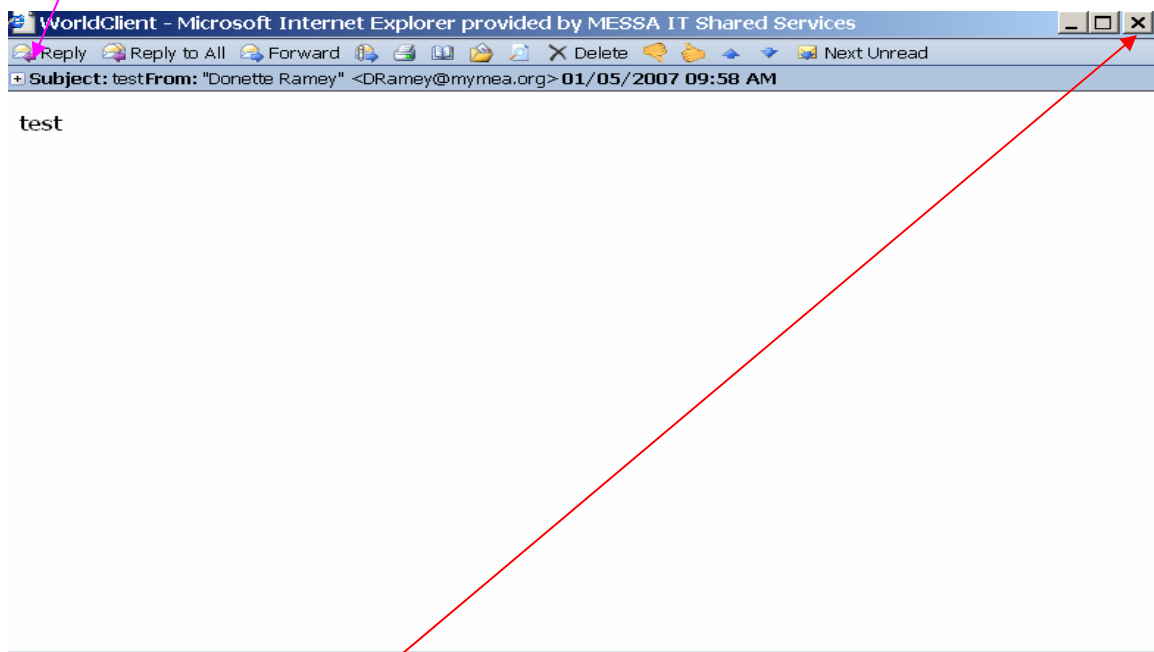
Open a Message

- Left-mouse double click the message you wish to open

- Left-mouse click the + sign to the left of the subject to open up header information. You will only need to do this once.
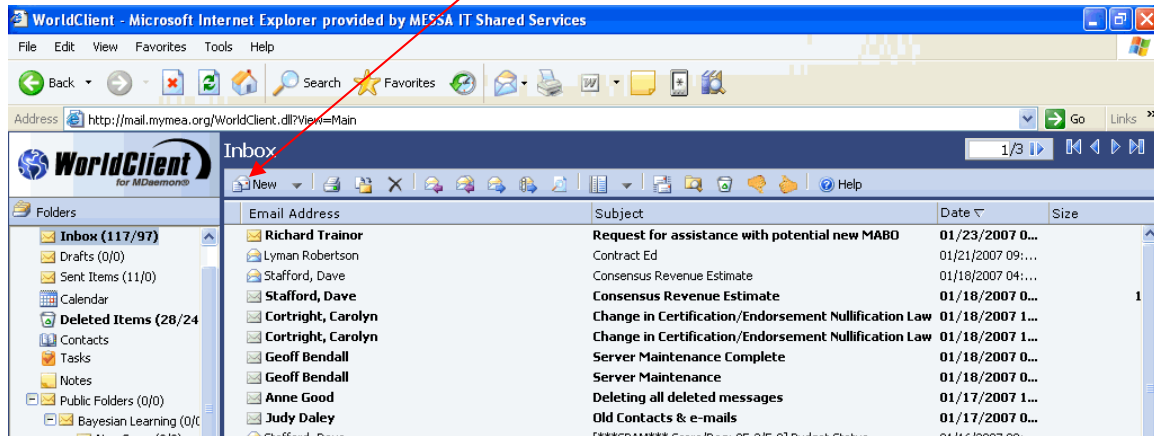

Close a Message

- Left-mouse click the [×] to close an open message

Compose a Message

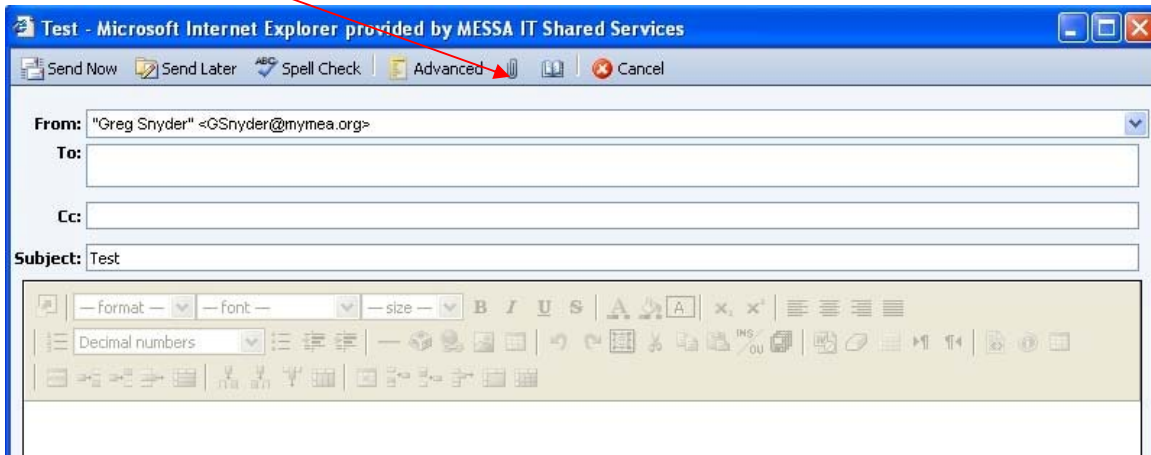- In the Inbox, on the toolbar, left-mouse click 📧 New

- Left-mouse click Address Lookup 📖 to add recipients or type the addresses individually into the To: box, remembering to separate each e-mail address with a comma
- In the Subject box, type a brief subject
- Type your message in the message body
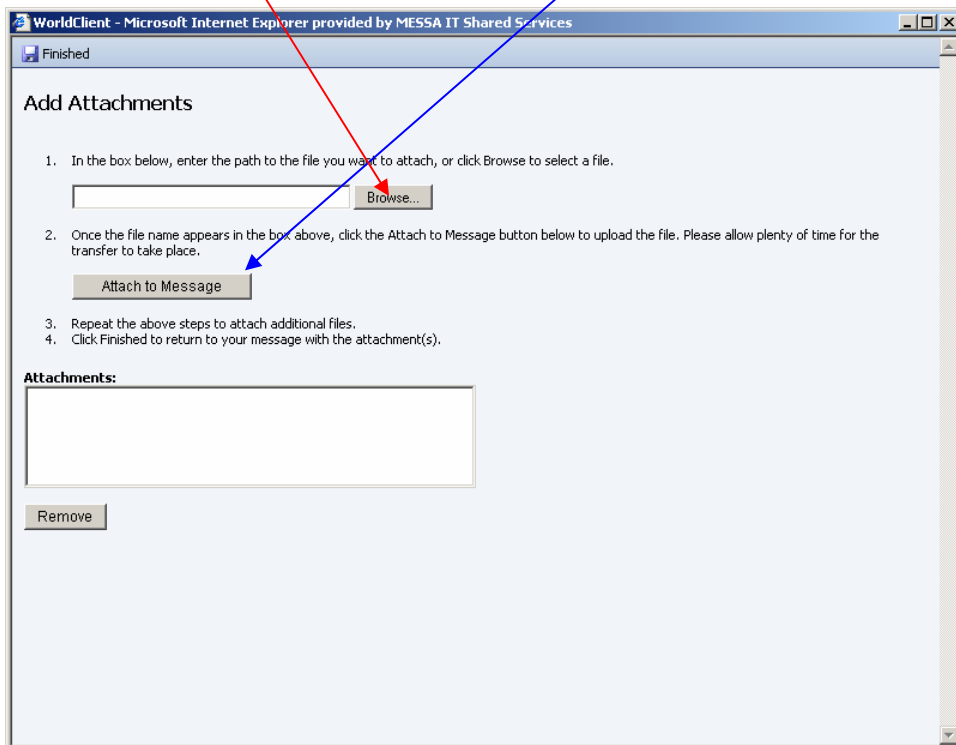- Left-mouse click Send Now to send your message
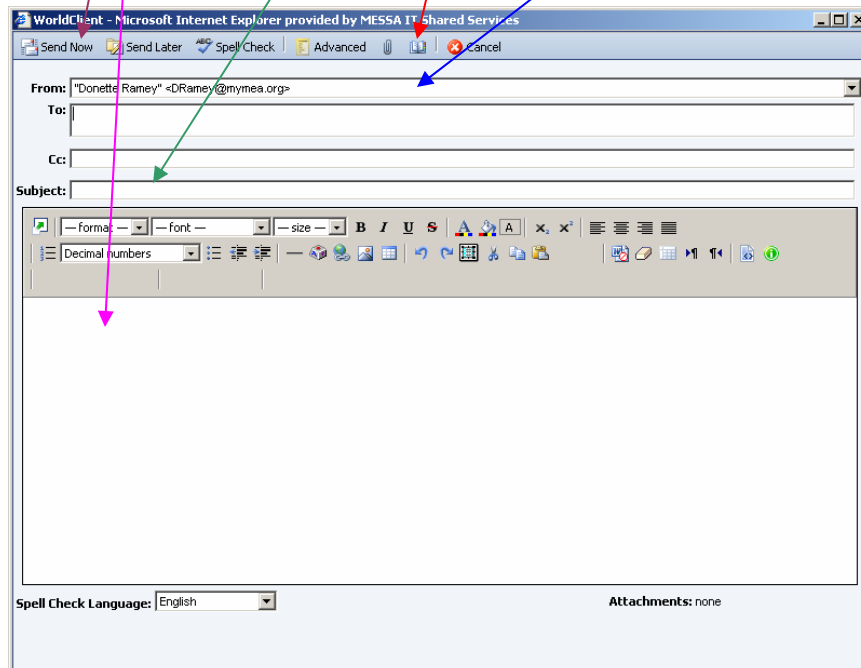
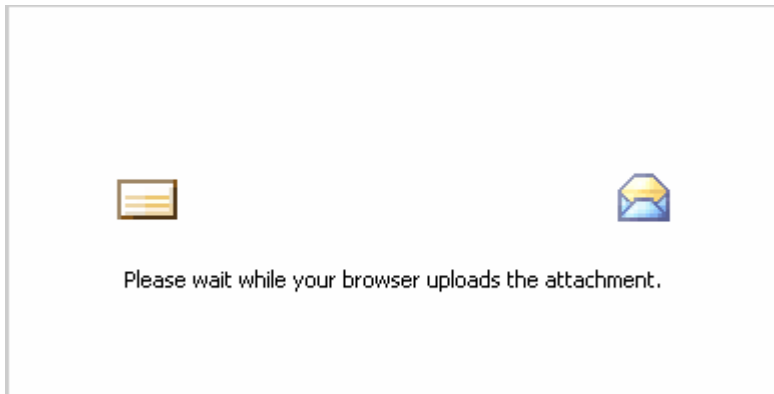## Add an Attachment to an Outgoing Message

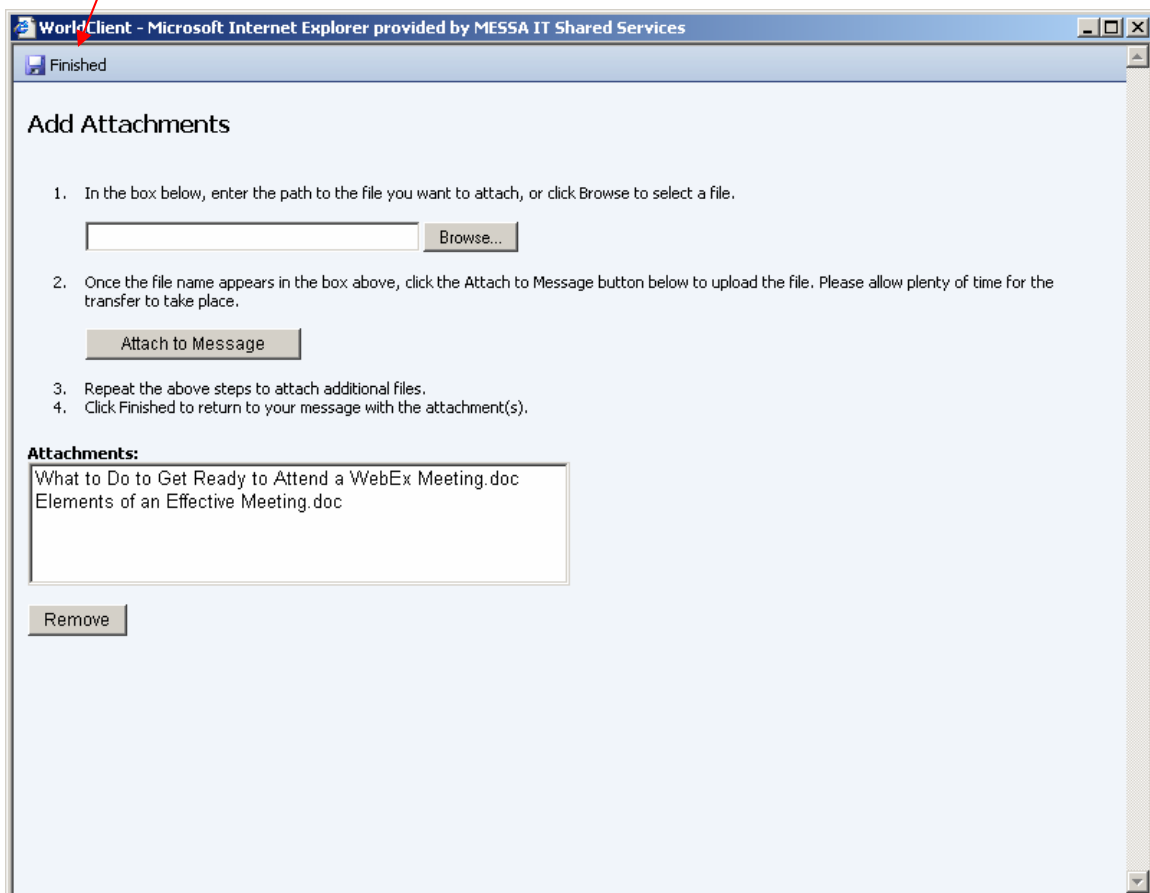- Left-mouse click [paperclip icon] to add an attachment to your e-mail

- Left-mouse click the Browse… button to find your file
- Double left-mouse click on the file you want to attach
- Once the file name appears in the Attachments box, left-mouse click the Attach to message button to upload the file

- Please wait while your browser uploads the attachment

Please wait while your browser uploads the attachment.

- Left-mouse click Finished to return to your message with the attachment(s)

WorldClient - Microsoft Internet Explorer provided by MESSA IT Shared Services

Finished

Add Attachments

1. In the box below, enter the path to the file you want to attach, or click Browse to select a file.

[   ] Browse...

2. Once the file name appears in the box above, click the Attach to Message button below to upload the file. Please allow plenty of time for the transfer to take place.

Attach to Message

3. Repeat the above steps to attach additional files.
4. Click Finished to return to your message with the attachment(s).

Attachments:

What to Do to Get Ready to Attend a WebEx Meeting.doc
Elements of an Effective Meeting.doc

Remove

- Left-mouse click Send Now to send your message.

Forward a Message

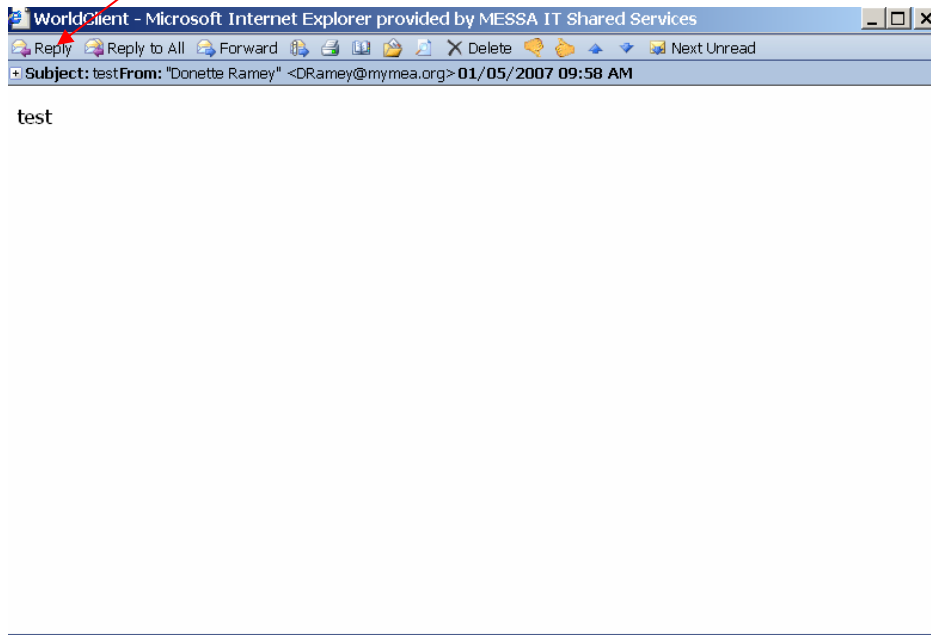- Left-mouse click ⬜Forward to forward a message
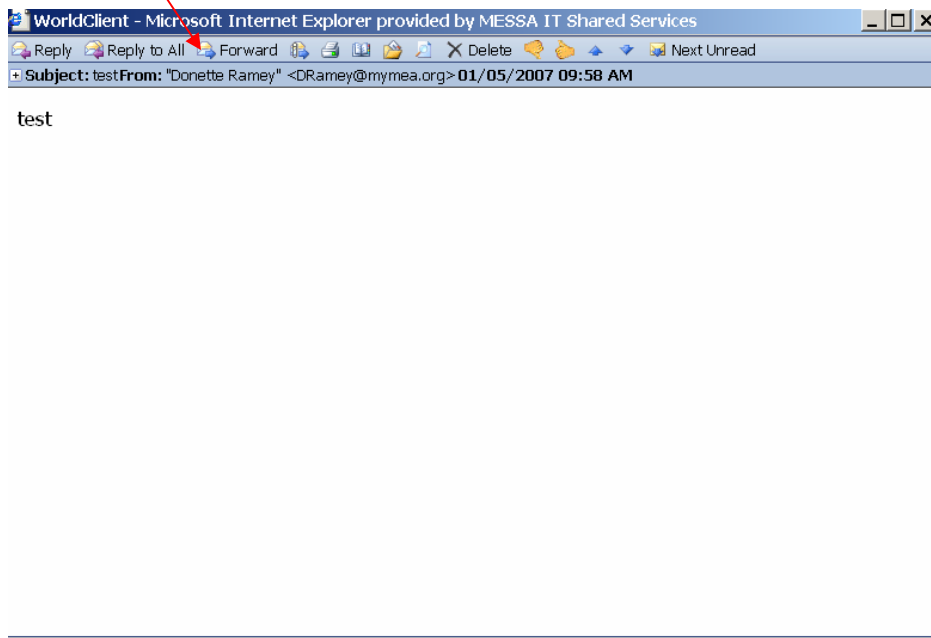
- Left-mouse click Address Lookup 📖 to add recipients or type the addresses individually into the To: or Cc: boxes, remembering to separate each e-mail address with a comma
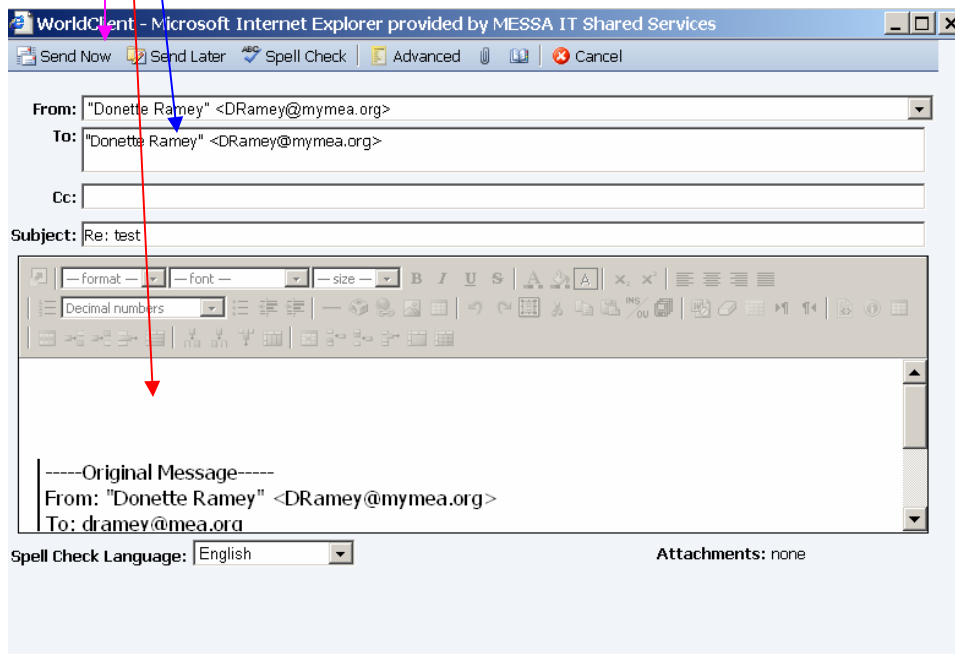- Left-mouse click Send Now to send your message
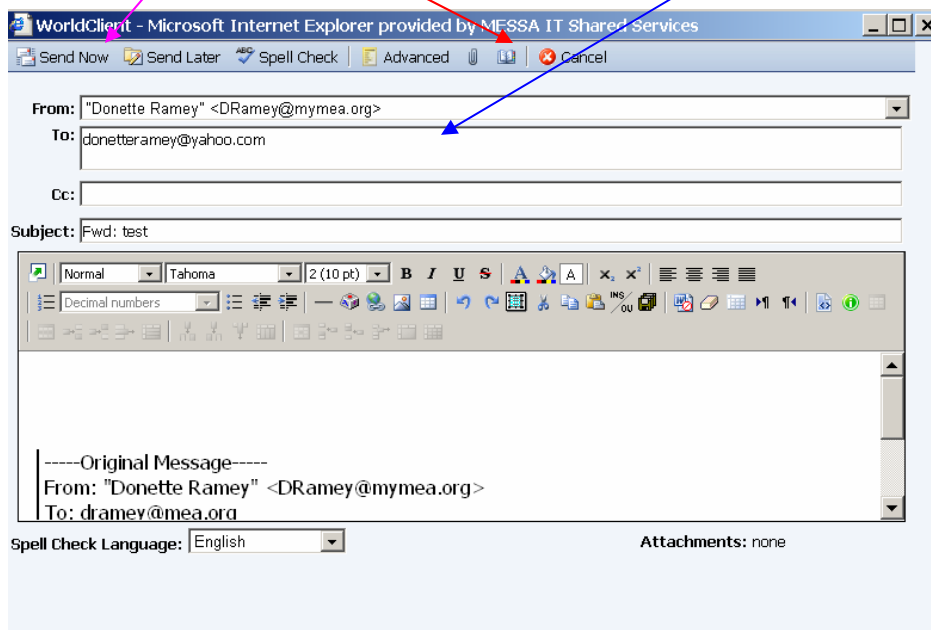
Reply to a Message

- Left-mouse click [Reply] to reply to a message


- Type your reply in the body of the message
- NOTE the To: box has been pre-filled with the recipient's address
- Left-mouse click Send Now to send your message

Delete Messages

- Left-mouse click the message you wish to delete
- If there are multiple messages you wish to delete, hold down your ctrl key and left-mouse click on each message you wish to delete (they should all be highlighted)
- If there are multiple messages that are all together that you wish to delete, hold down your shift key and then left-mouse click on the first and last messages in the group you want to delete (they should all be highlighted)
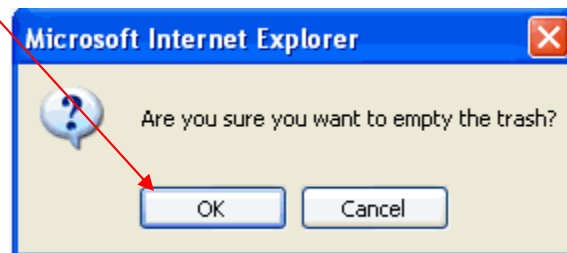
- Left-mouse click ☒ to delete the message(s)
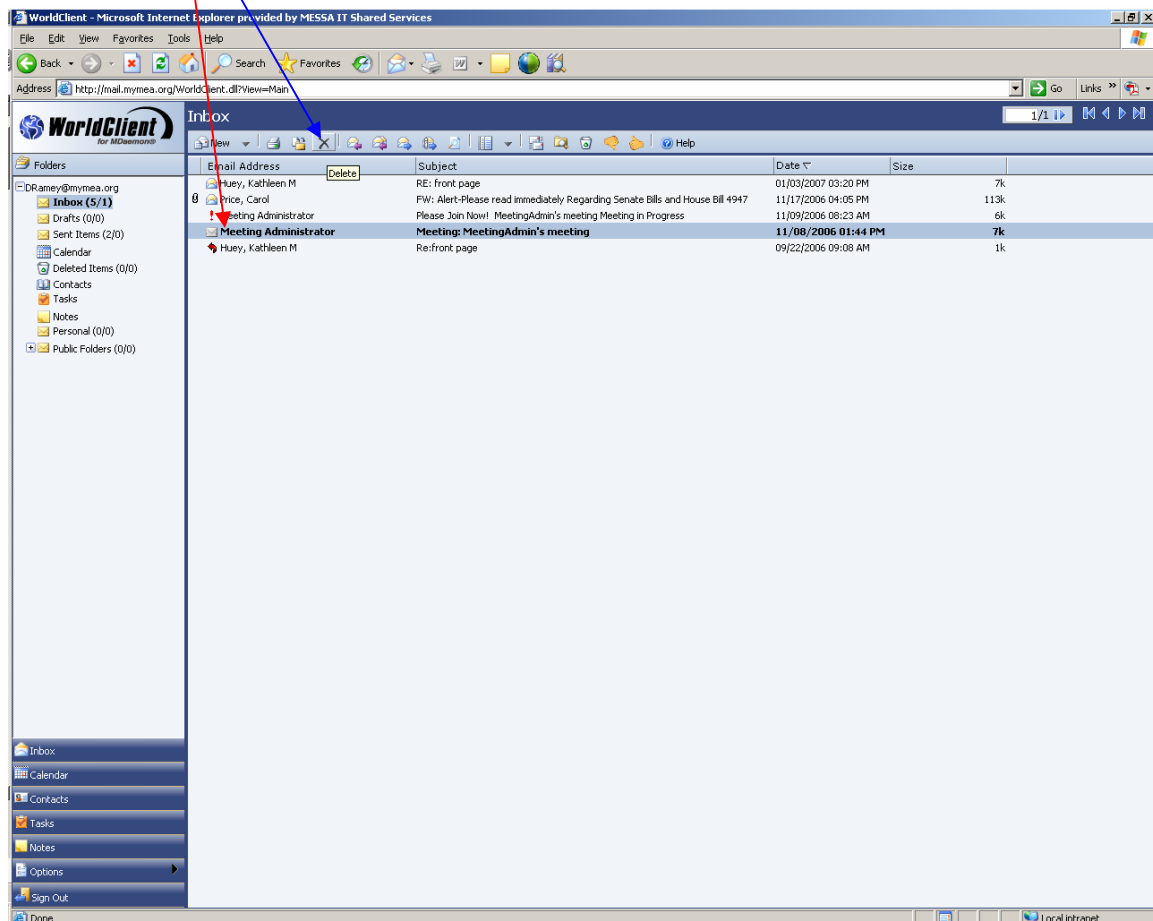
Empty Trash (Deleted Items Folder)

- Left-mouse click on the Deleted Items Folder

- Left-mouse click on [icon] to empty your trash – which means that you will delete all messages in your Deleted items folder
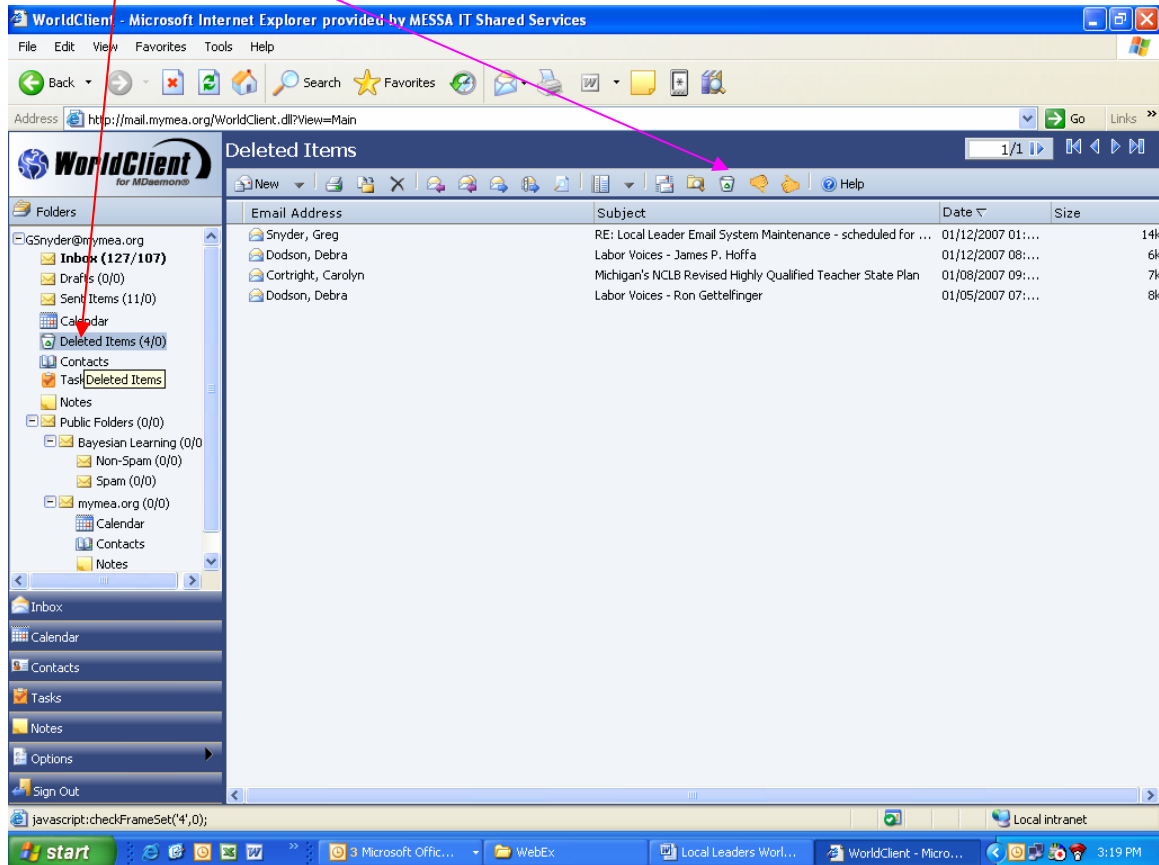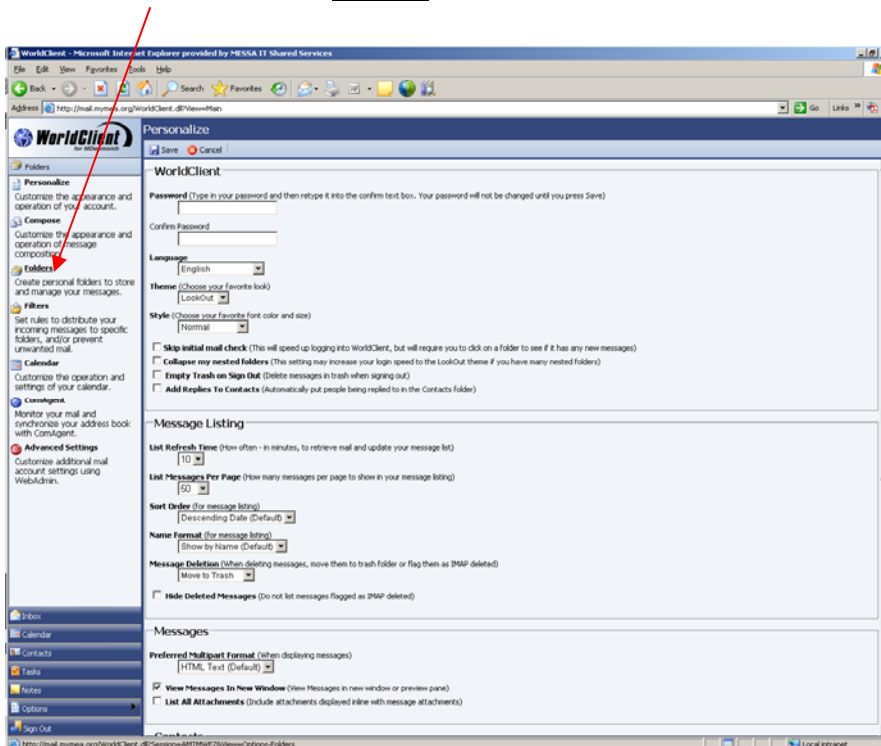

- Left-mouse click OK

Create Folders

- In the Inbox, left-mouse click **Options**
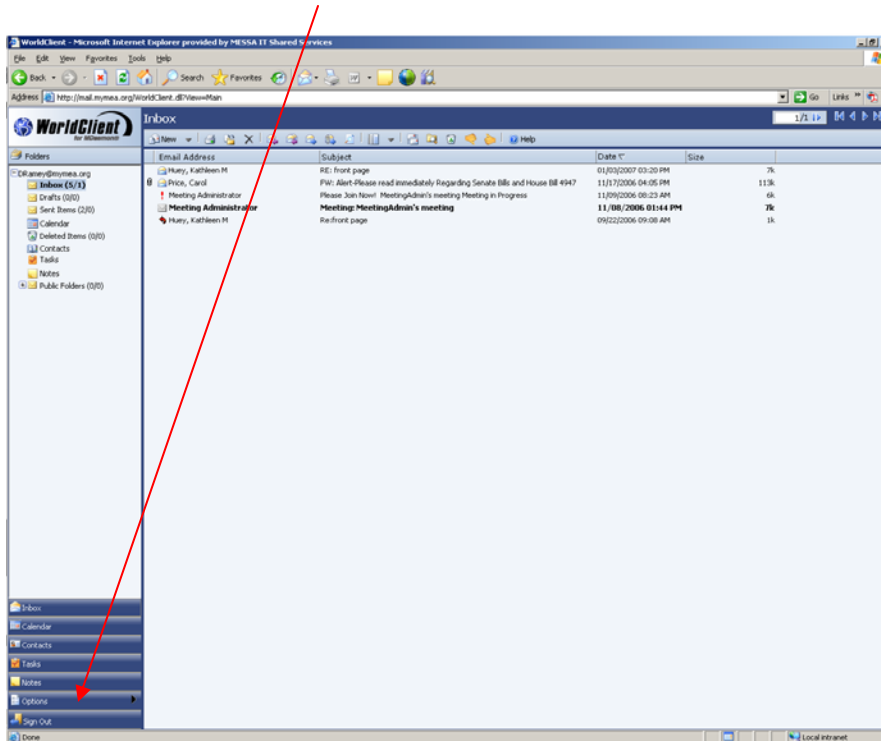
- Left-mouse click <u>Folders</u>

- Type the name of the folder in the New Folder text box
- Left-mouse click the drop down arrow to the right of the "subfolder of" text box if you want to create the new folder inside an existing folder
- Left-mouse click the Create button
- Left-mouse click Inbox to return to see the folder you have created
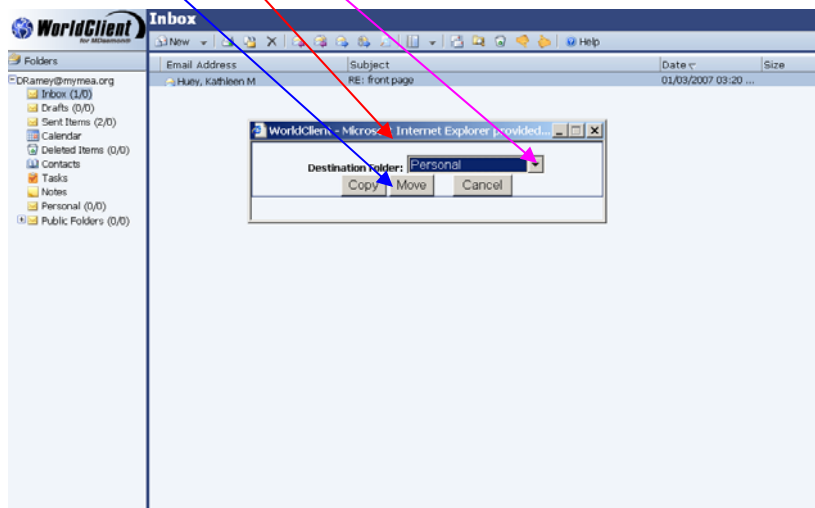- Repeat these steps to add new folders
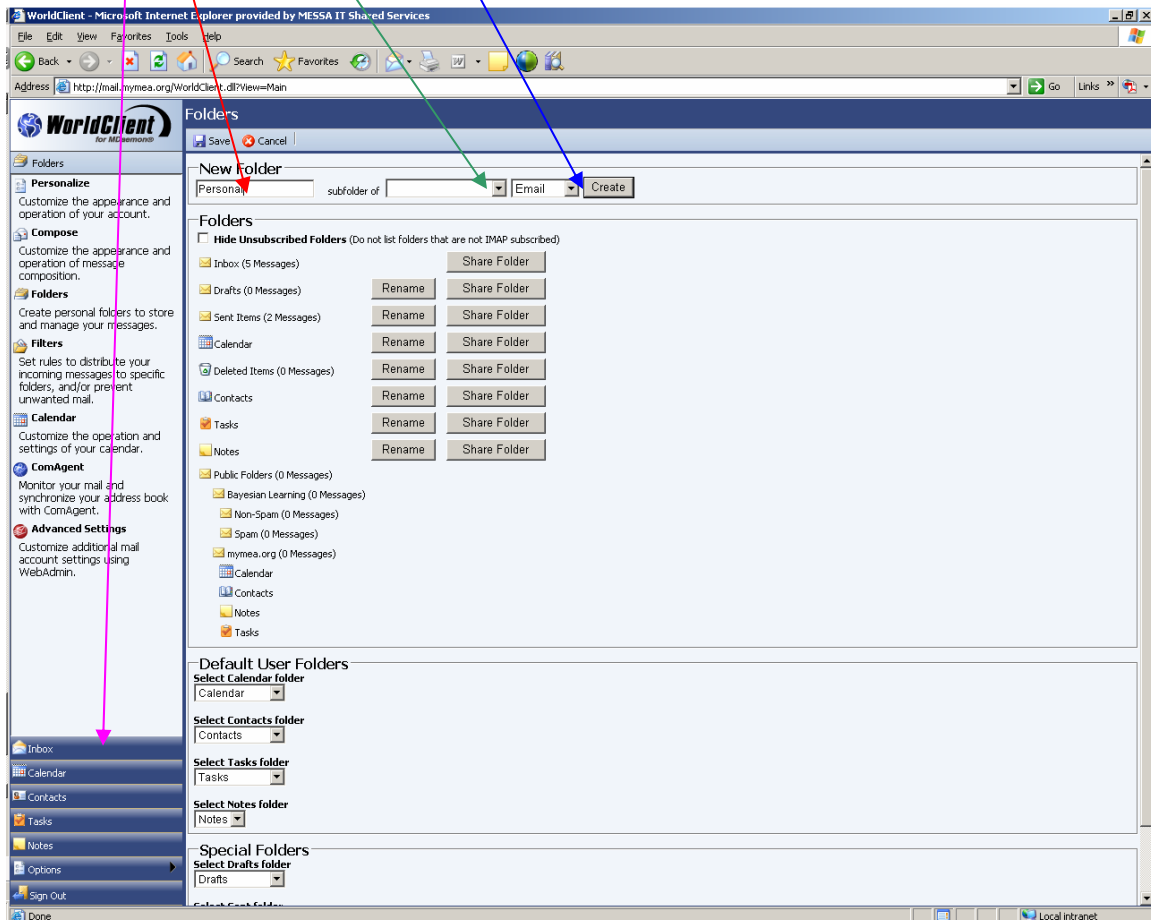
Move Messages

- Left-mouse click the message you wish to move
- Left-mouse click [icon] Copy/Move
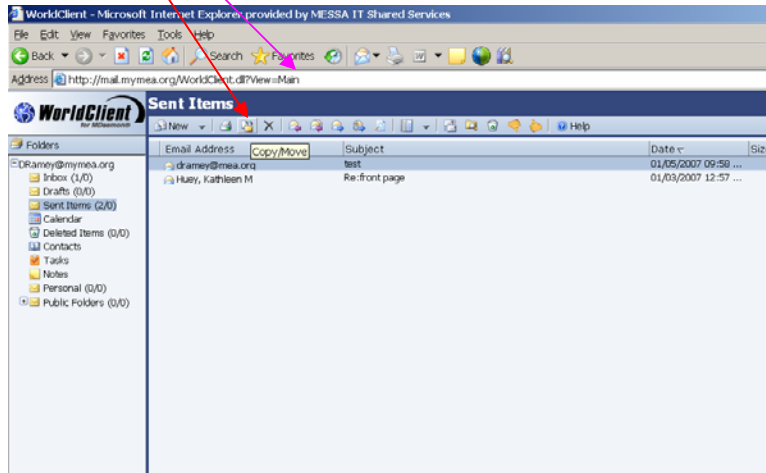
- The Folder Destination pop up window will appear
- Left-mouse click the Destination Folder drop down list and select the folder you want to move the message to
- Left-mouse click the Move button to move the message

Shortcut to Move Messages: Drag and Drop

- Press and hold the left-mouse button and drag the message to the folder you want to move the message to
- The mouse-pointer will change to an arrow as you hover over the folder – just release your mouse and the message will get moved into that folder
- NOTE: This shortcut may not work with browsers other the Internet Explorer

Sort Messages

All messages contained in any folder are listed in sortable columns. You may sort on any column heading in the folder.
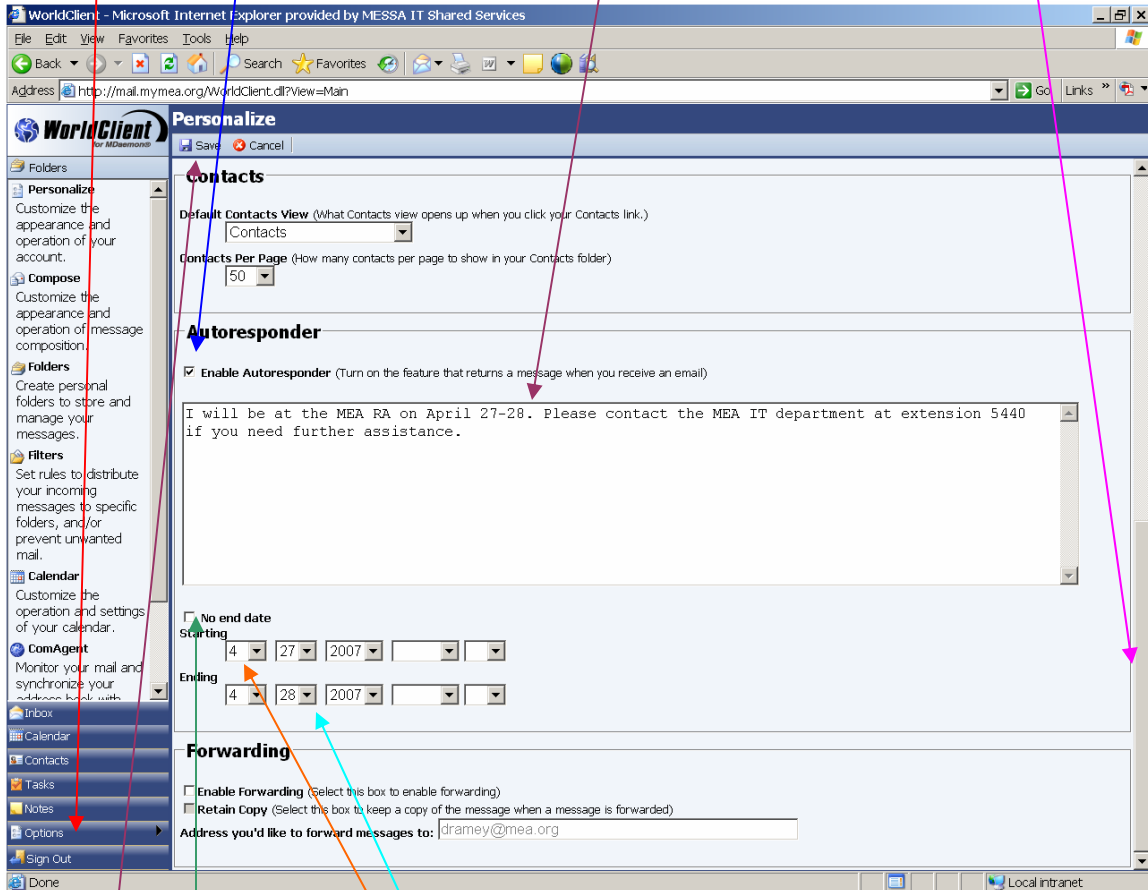
- Left-mouse click any column heading to sort by that column
- Left-mouse click the column heading again to reverse the sort order
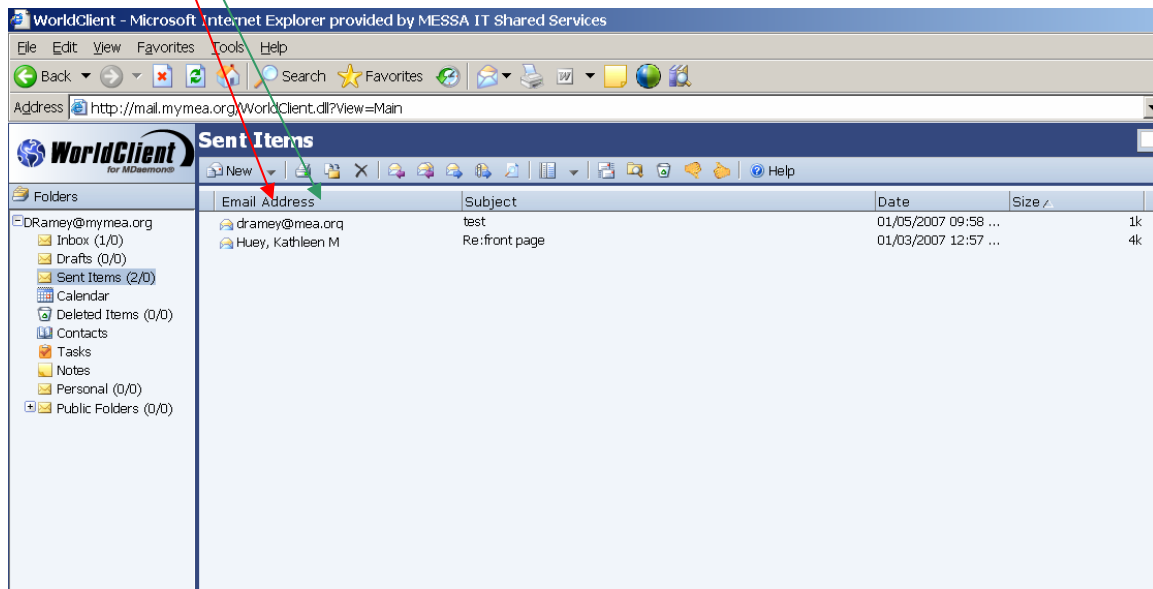
NOTE: By default, your e-mail messages are sorted by date, most recent at the top. If you sort your messages in a different order in order to look for related messages, clean up spam, delete old messages, etc., don't forget to re-sort them back by date, most recent first, when you are done – otherwise the next time you get into your mail your new messages may not be at the top where you expect them.

Automatically Reply to E-mail Messages You Receive

- Left-mouse click **Options ▶**
- Scroll down to **Autoresponder**
- Left-mouse click the Enable Autoresponder checkbox
- Type your auto reply message in the text box

- Uncheck the No end date check box
- Enter the auto reply start date (month/day/year)
- Enter the auto reply end date (month/day/year)
- Left-mouse click Save

How to Use the Address Book

The address book is comprised of three groups of contacts: All Contacts, My Contacts and Public Contacts.

- My Contacts contains a list of your personal contacts
- Public Contacts contains a list of all MEA staff and MyMEA local leader contacts
- All Contacts contains all of the contacts in My Contacts and Public Contacts

When you add a contact, it automatically gets added to the My Contacts group. You may not add a contact to the Public Contacts group – these are maintained by the system administrator.

- When composing a message, Left-mouse click Address Lookup to open the address book
- Choose All Contacts, Contacts, or mymea.org/Contacts from the drop down list
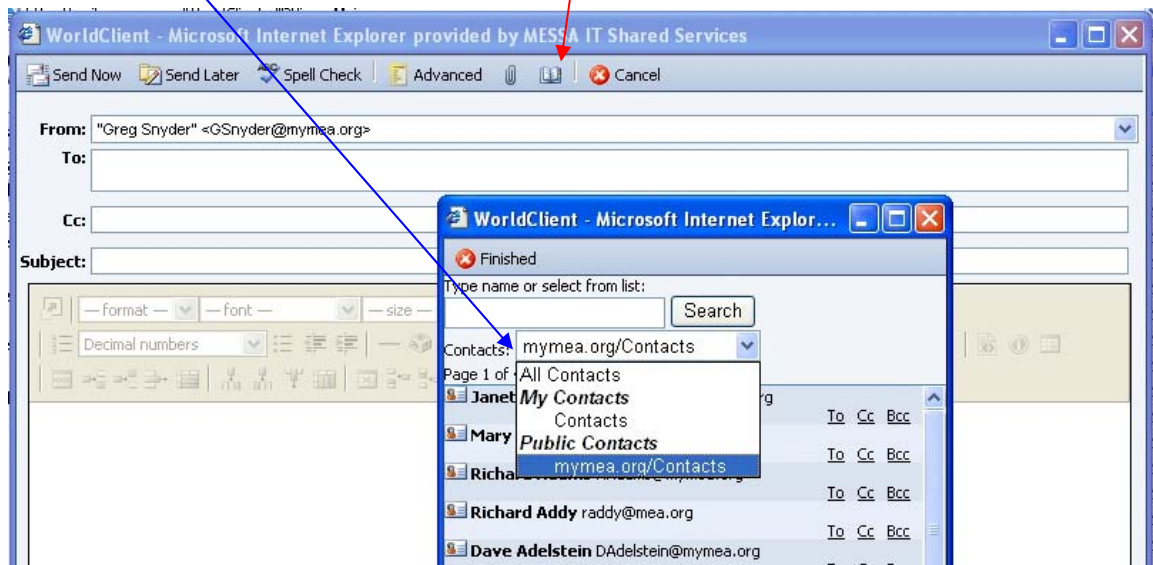
- To search for a name, enter a partial name in the Search field and left-mouse click on the "Search" button. The results will include any first or last names that contain the text you entered
- Left-mouse click the "To" "Cc" or "Bcc" next to the name(s) to include it in the specified address field
- Left-mouse click the "Finished" button when you are done using the address book to address your message.
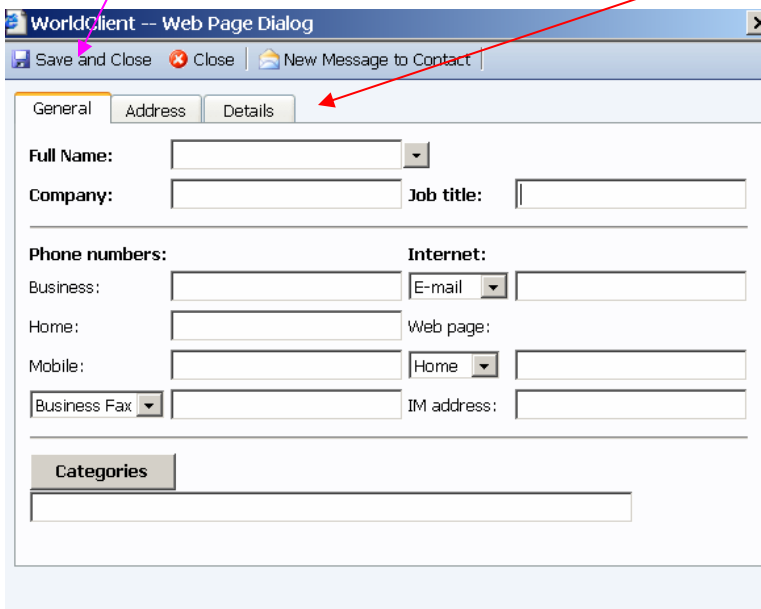- You can type in other e-mail addresses, just make sure they are separated by a comma
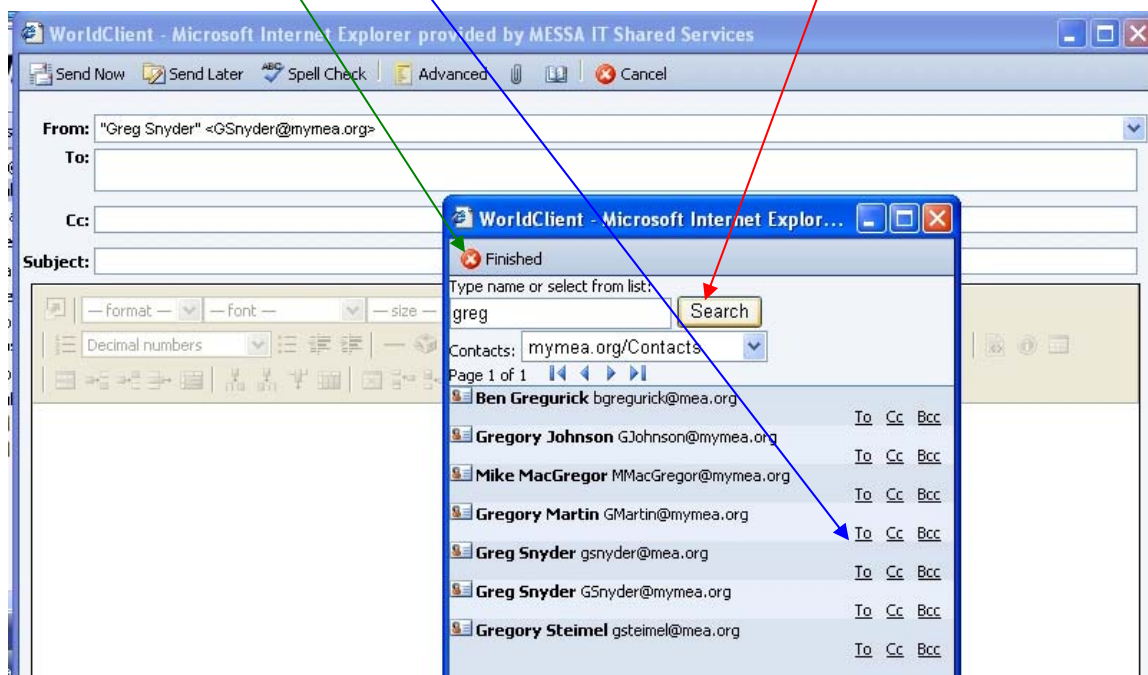
Add Personal Contacts

- Left-mouse click **Contacts**
- Left-mouse click the drop down arrow to the right of the new toolbar **New** ▼
- Left-mouse click Contact
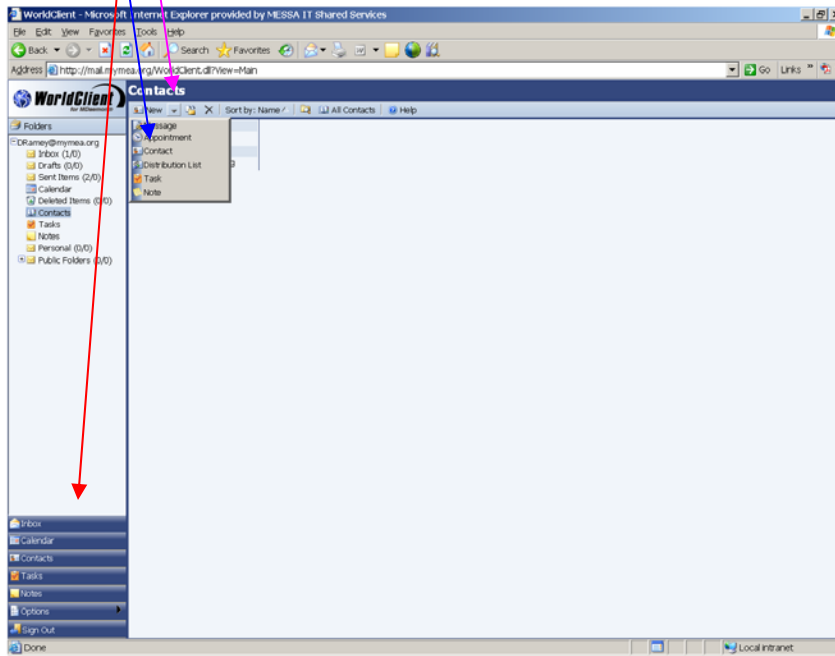
- Enter the Contact's general information, address and details
- Left-mouse click Save and Close
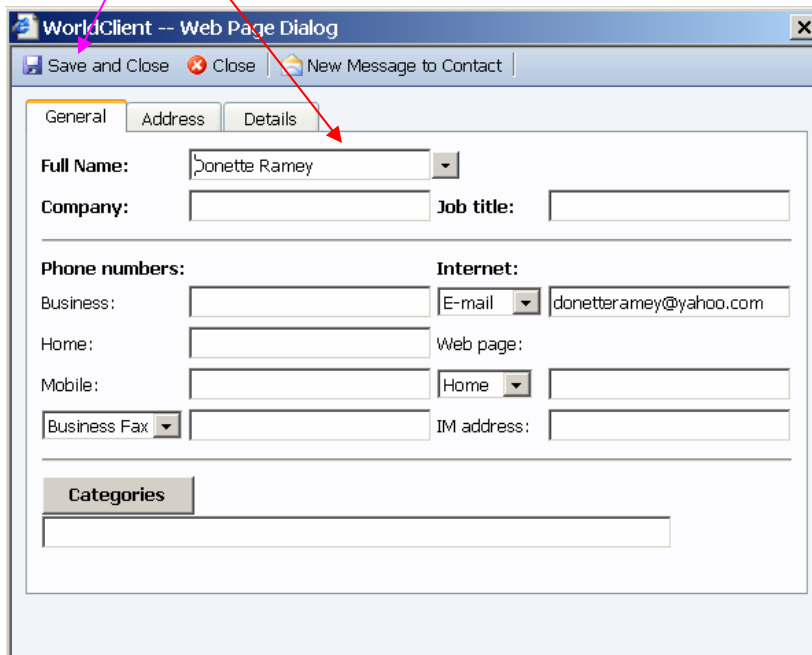
Edit Personal Contacts

- Left-mouse click **Contacts**
- Left-mouse double click the contact you wish to update
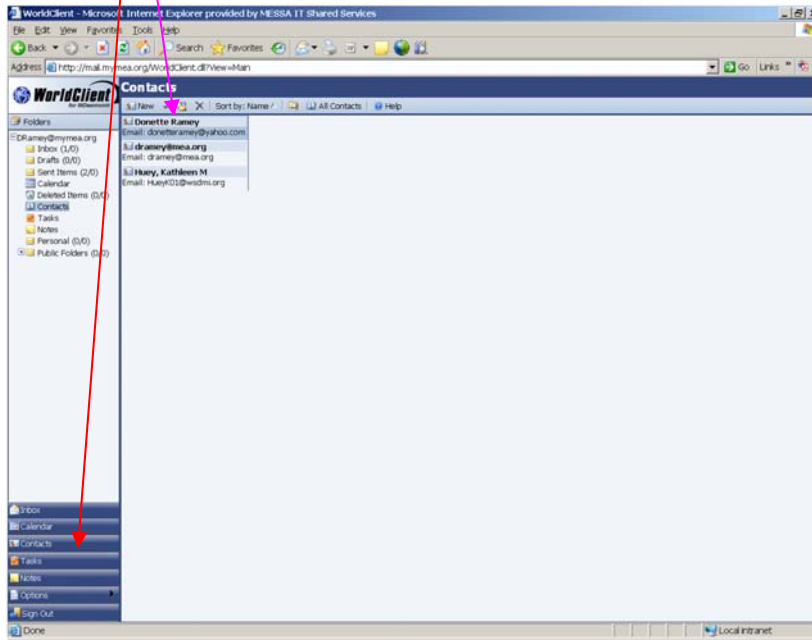
- Enter the changes for this contact
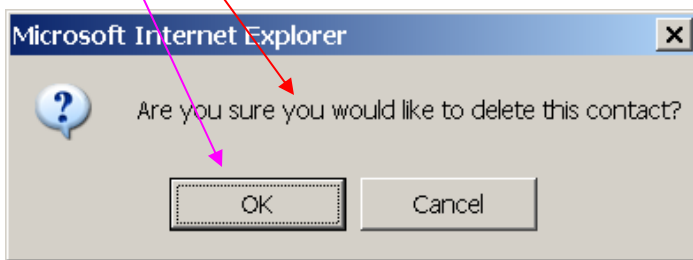- Left-mouse click Save and Close to save your changes

Delete Personal Contacts

- Left-mouse click [Contacts]
- Right-mouse click the contact you wish to delete
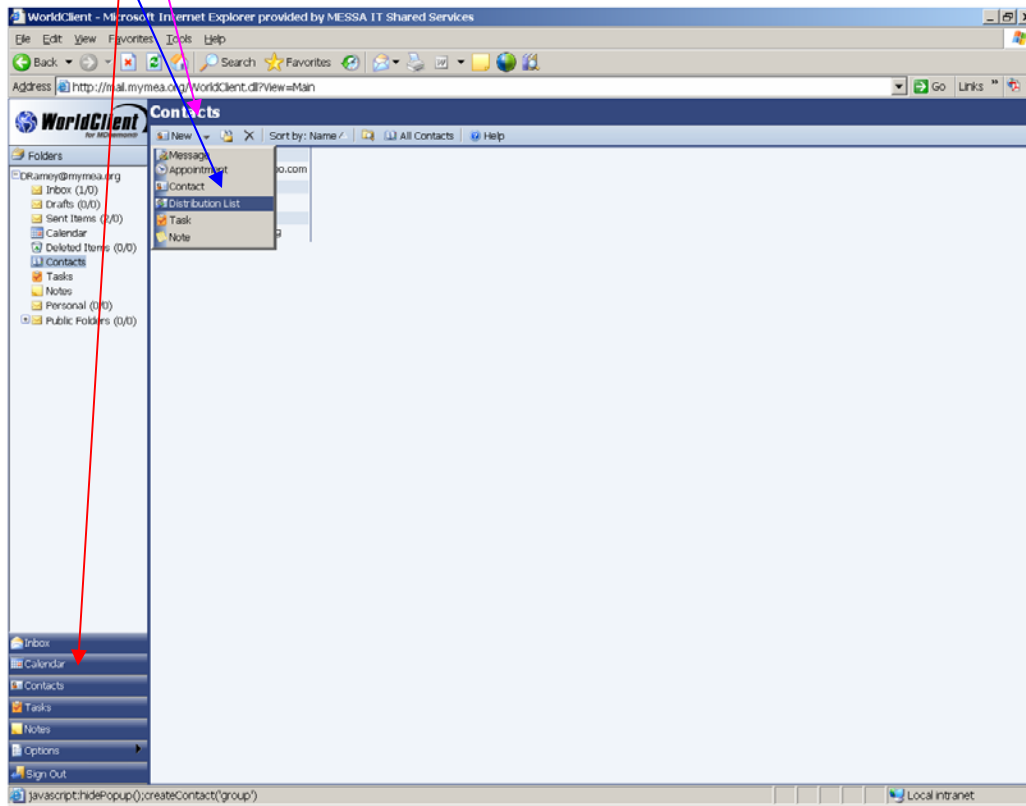- Left-mouse click Delete
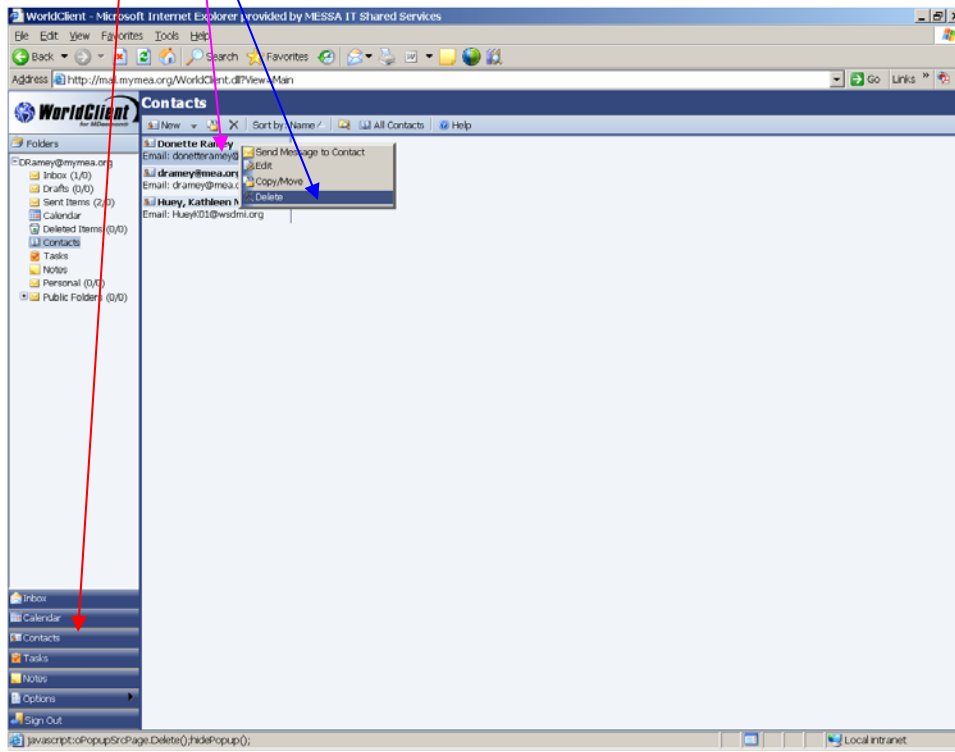
- You will be asked "Are you sure you would like to delete this contact?"
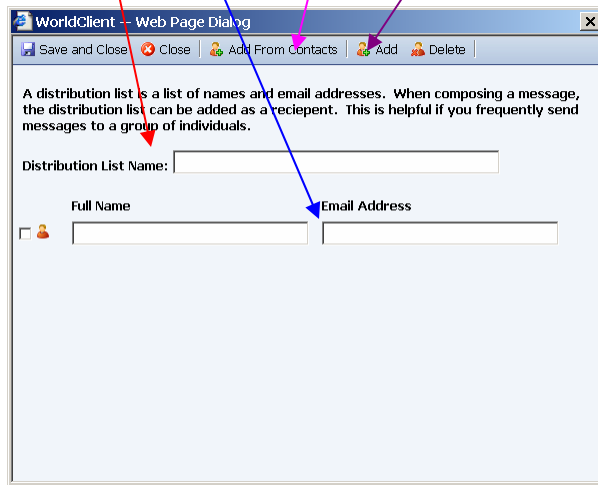- Left-mouse click OK to delete this contact

Create a Personal Distribution List

- Left-mouse click **Contacts**
- Left-mouse click the drop down arrow to the right of the new toolbar **New**
- Left-mouse click Distribution List

- Type the name of the Distribution List in the Distribution List Name textbox
- To enter names that would not be found in your personal contact or the address book, enter the name and e-mail address here
- To add another contact, left-mouse click the Add button
- Left-mouse click **Add From Contacts** to add names from the Address Book

- Left-mouse click the drop down arrow to the right of the Contacts list to choose a contact list
- Left-mouse click the checkbox to the left of each name you wish to add to this distribution list
- Left-mouse click **Save and Close** to save this distribution list

How to Forward Your E-mail to another E-mail Account

- Left-mouse click [Options] and scroll down to the Forwarding section
- Left-mouse click Enable Forwarding check box
- Type the e-mail address you wish to forward messages to in the "Address you'd like to forward messages to" text box
- Left-mouse click [Save]
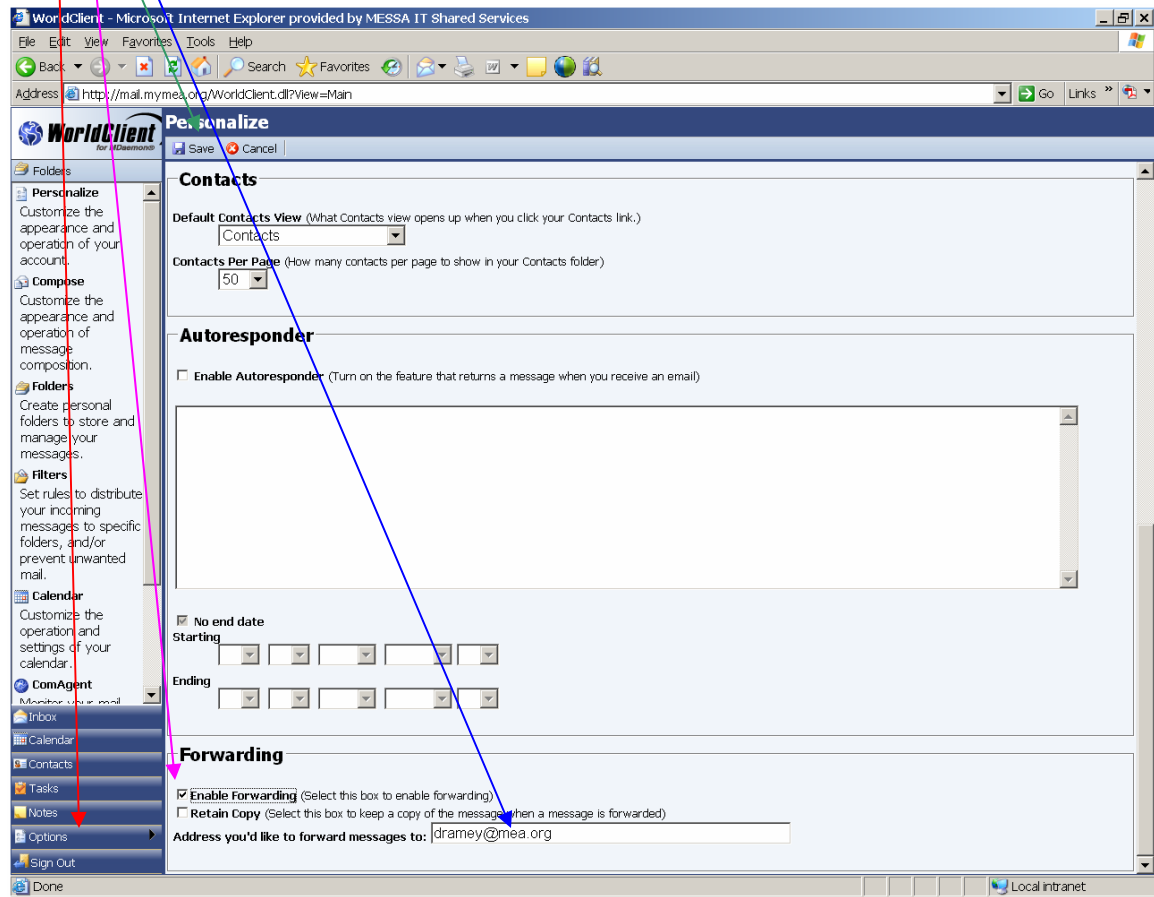
Delete Spam – Help the System Identify Spam

WorldClient will attempt to identify potential spam messages for you by placing a warning in the subject of the message. Rather than just deleting these messages or any other messages you believe are spam, WorldClient provides a method for all users to help the system get smarter about blocking spam.

- Left-mouse click a message you have identified as spam and left-mouse click . This will move the message(s) to your deleted items folder and provide information to the spam filtering algorithm. (Follow the steps identified in the Delete Messages section to highlight multiple messages.)

- If you get a message identified as potential spam that is NOT spam, left-mouse click on the message to highlight it and then left-mouse click on . This will tell the spam filtering algorithm that messages from this source are not spam.
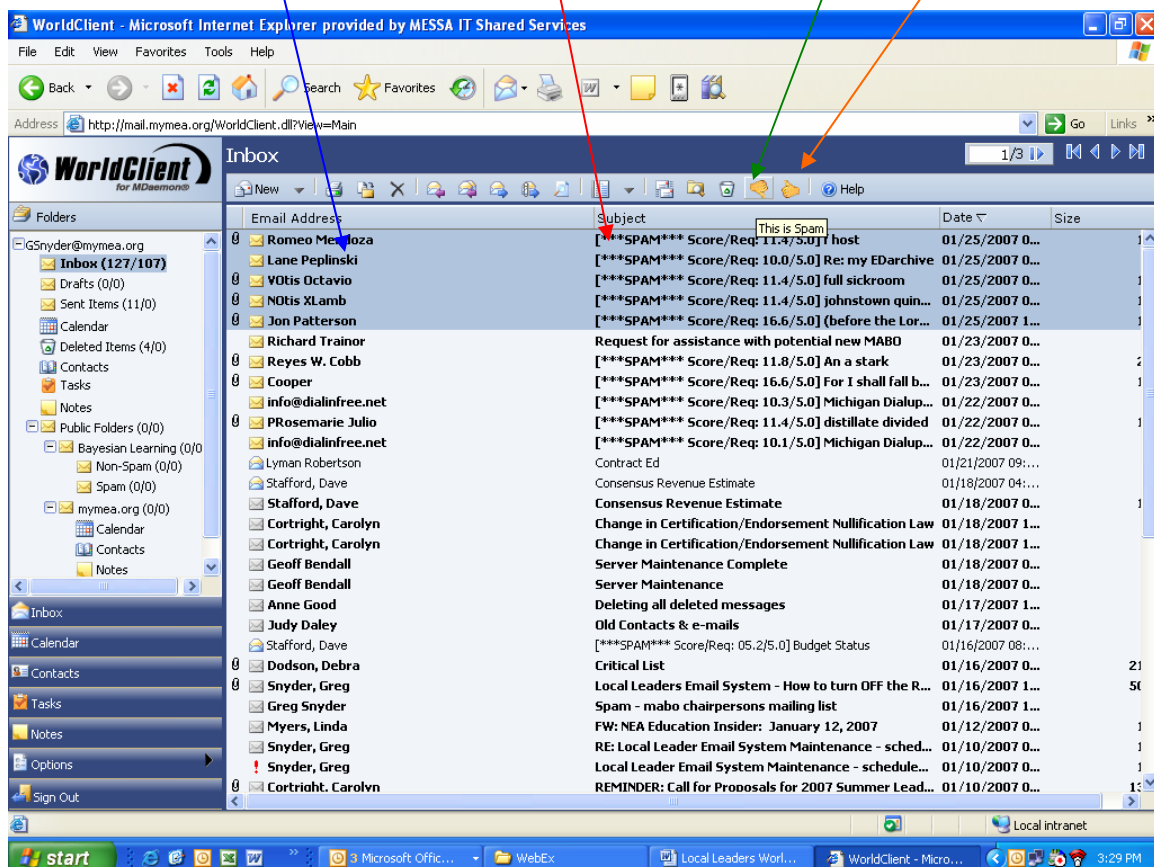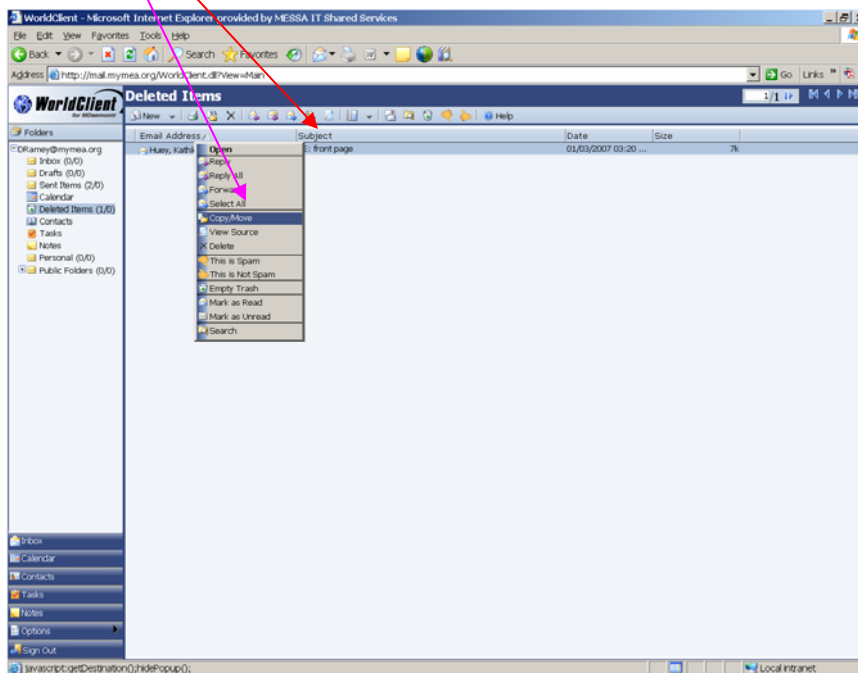
Recover Items you've deleted

Deleted items may be recovered if you have not emptied the trash since the item was deleted.
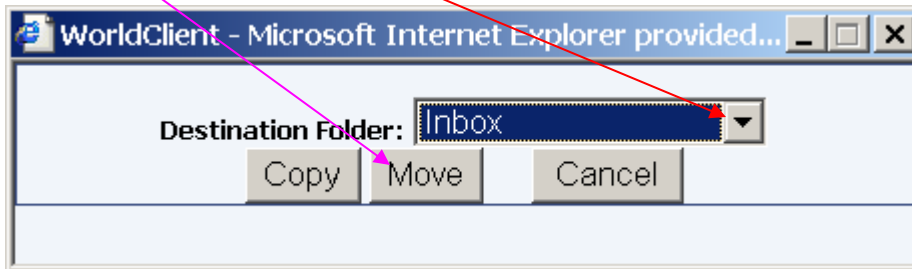
- Left-mouse click your Deleted Items folder
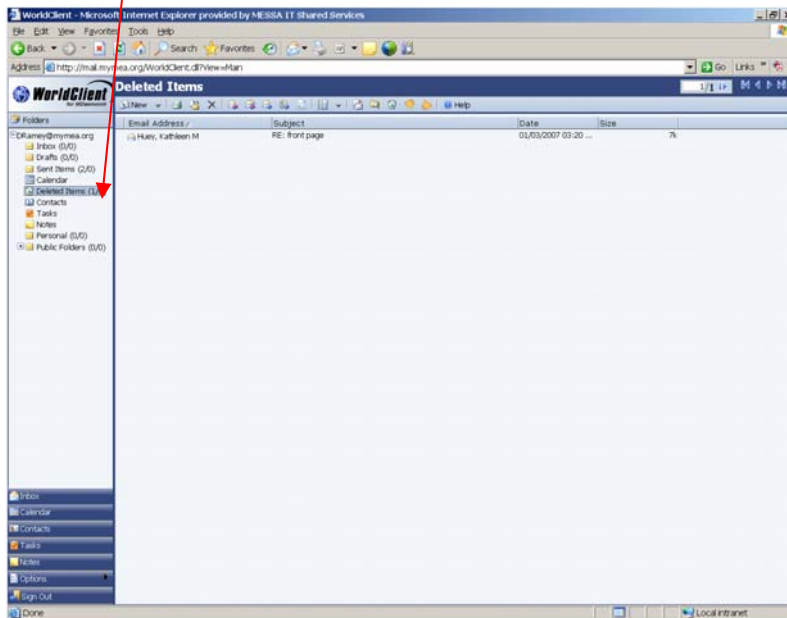
- Left-mouse click the message you wish to recover
- Left-mouse click Copy/Move

- Left-mouse click the drop down arrow to the right of the Destination Folder to select the folder where you want the deleted message to be moved
- Left-mouse click Move to move the message to the selected folder

Questions?

If you have any questions, please contact the MEA IT department:

Call MEA IT at (517) 337-5440 or (800) 292-1934 x5440
E-mail MEA IT at mea-it@mea.org