


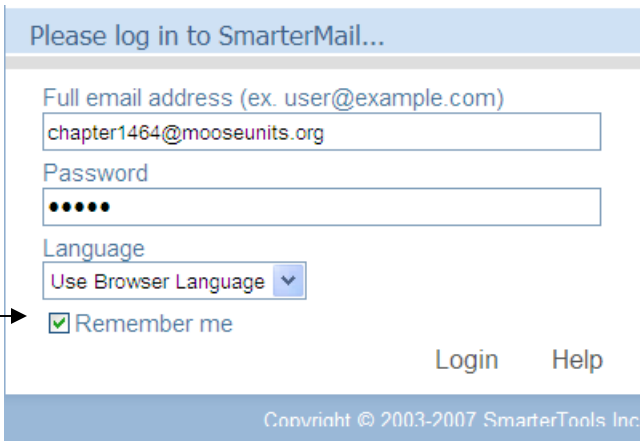
MOOSE “SMARTERMAIL” EMAIL

The Moose Family Fraternity is using SmarterMail as its email program. Every fraternal unit has been assigned an account. The assigned email and password can be found on the inside cover of the original LCL net disc provided to each fraternal unit. The assigned email is based on the type of fraternal unit (i.e., lodge, chapter, legion), the assigned fraternal unit number followed by @mooseunits.org. (i.e., lodge1234@mooseunits.org). Use the instructions below to access your Moose SmarterMail email account.

Open your Internet browser. (i.e., Internet Explorer, Netscape, Firefox, etc.)

Enter www.mail.mooseunits.org/Login.aspx in the address bar and click on the  icon or hit the enter key on the keyboard. If this email address does not work try entering <http://mail.mooseunits.org/Login.aspx>.

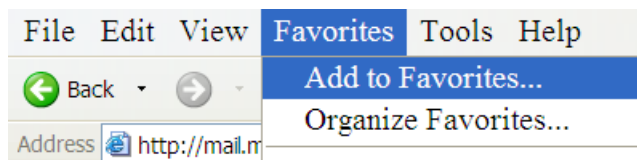
The following login screen will appear asking for your full email address and password.



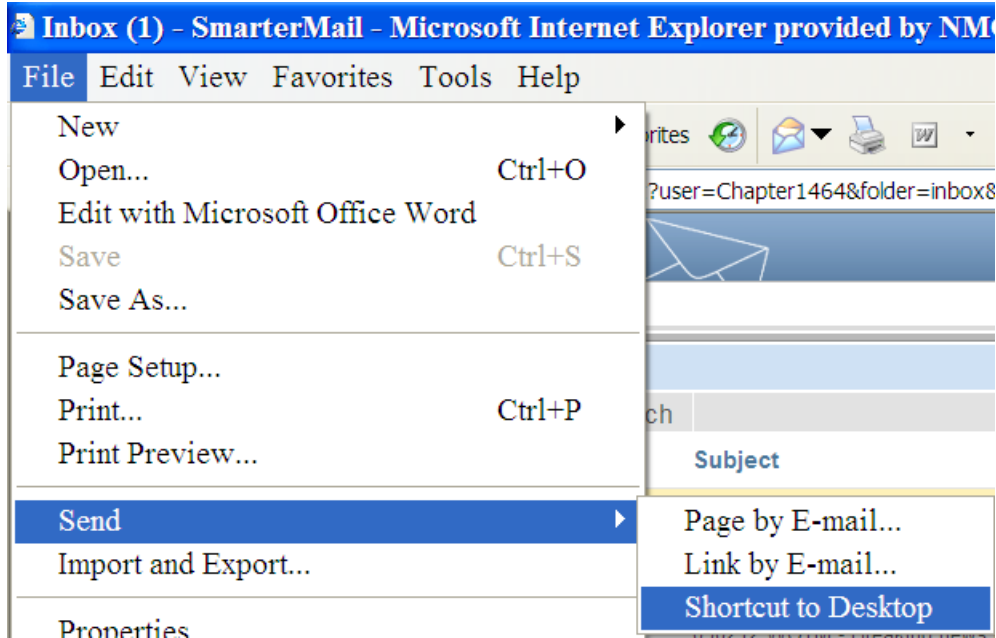
Your login will be chapterxxxx@mooseunits.org, lodgexxxx@mooseunits.org, or legionxxxx@mooseunits.org where xxxx represents your fraternal unit number as shown in the example above. The password will be “p” and four numbers. If the password has been misplaced contact the Moose International (MI) Call Center at 630-906-3658.

NOTE 1: Be sure and check mark the “**Remember me**” box if you want it to remember the information typed in this screen the next time you log in.

NOTE 2: You can set up a favorite in your internet browser so that you don’t have to remember this address the next time you want to log in. Go to the top of your browser and select “**Favorites**” (or **Bookmarks**), “**Add to Favorites**” and click “**OK**”.



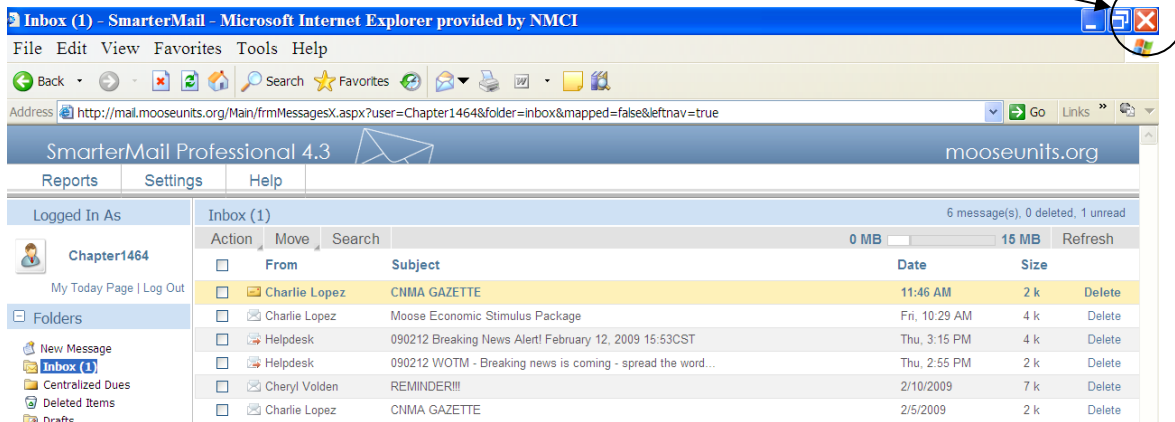
NOTE 3: You can also create a shortcut on your desktop so that you can simply double click on the shortcut on the desktop and it will take you directly into the SmarterMail “Inbox”. This can be done by going to the top of your browser and selecting “File”, “Send”, “Shortcut to Desktop”.

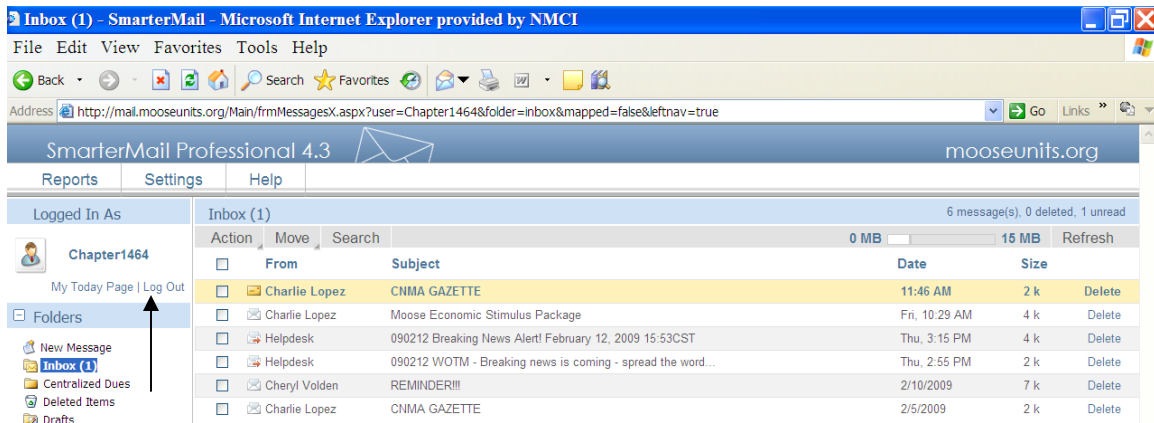


The icon that will be on your desktop should look like this:



If you create the shortcut it is important to remember to always close the SmarterMail by using the “X” in the upper right hand corner of the screen.





If you click **“Log Out”** it logs you out of SmarterMail and you will be required to log in again the next time you access SmarterMail. Using the **“X”** in the upper right hand corner of the screen allows you to double click the shortcut on your desktop each time and directly access SmarterMail rather than having to login each time.

There are some SmarterMail settings that can be set to assist with the maintenance of the fraternal unit’s SmarterMail mailbox.

Go to the top of the SmarterMail screen and select **“Settings”, “My Settings”**.



One of the things you can do is to set the name of your email account to reflect the name of your fraternal unit. This is done by entering the name of your fraternal unit in the **“Display Name”** field of the **“Mailbox”** tab of **“My Settings”**.

My Settings

Save

Mailbox Webmail Compose Forwarding Plus Addressing

Username Chapter1464@mooseunits.org

Display Name Oxnard Chapter 1464

Reply-to Address chapter1464@mooseunits.org

Time Zone (GMT-08:00) Pacific Time (US & Canada)

Bypass Greylisting

By clicking on the “**Webmail**” tab you can determine how you want the messages to be sorted or decide if you want the “**Preview Pane**” to display in the bottom of the screen when a message in your “**Inbox**” is highlighted

My Settings

Save

Mailbox **Webmail** Compose Forwarding Plus Addressing

Sort Messages by Date Descending

Use Preview Pane Enabled

Automatically Preview Enabled

Messages per Page 20

Auto Refresh Rate Never Minutes

Display Format Plain Text

Delete Action Auto purge folder

Enable hover bar in tables

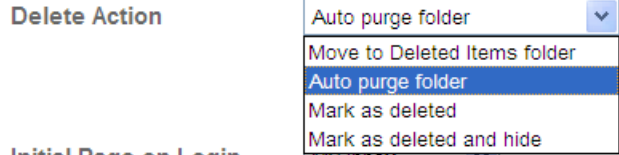
Disable scroll bars in pulldown menus

Initial Page on Login My Inbox

When the checkmark is in the box it is **Enabled** (that feature is being used) and when removed it is **Disabled** (that feature is not being used). You can also determine the number of messages you want displayed on a page using the “**Messages per Page**” selection.

Another thing that is useful is to set the “**Delete Action**” folder to automatically delete the items that you send to the “**Deleted Items**” folder. This is done by selecting “**Auto purge folder**” in the drop down under “**Delete Action**”.

The other options are:



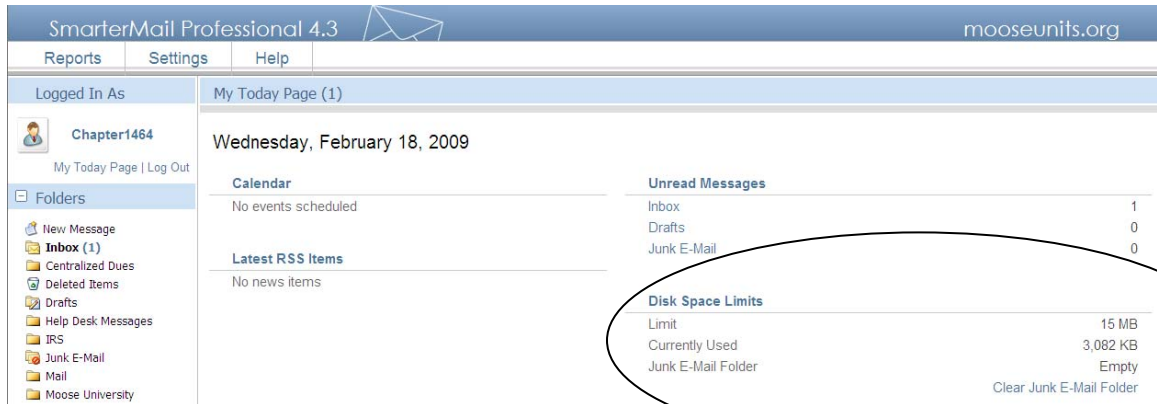
If the fraternal unit does not set it to “**Auto purge folder**” then items that are sent to this folder still have to be deleted from the “**Deleted Items**” folder. In other words just because the folder is entitled “**Deleted Items**” doesn’t mean they are automatically deleted from SmarterMail. Leaving items here uses storage that has been assigned to the fraternal unit.

NOTE: It is important for the fraternal unit to remember that all items that exist in any of the folders of their SmarterMail account reside on the MI server and take up part of the storage space allotted to a fraternal unit. Each unit has 15 MB of storage. If fraternal units do not keep these folders cleaned out then their storage will be exceeded and they will no longer be able to receive additional mail. To determine what your available storage is you must look at the storage indicators in SmarterMail.

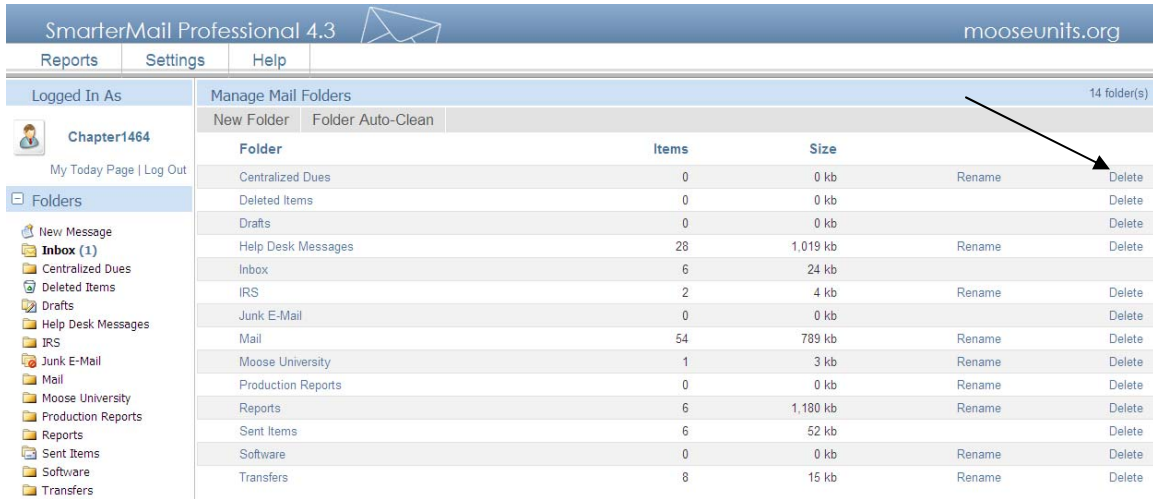
This example shows you the storage space indicator when in the “**Inbox**”. The white bar indicates its approximate used storage. The closer the bar is to 15MB the closer the fraternal unit is to reaching its storage capacity.



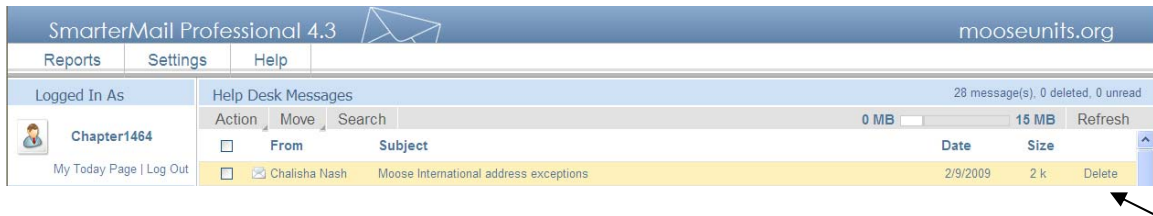
This example shows you the “**Disk Space Limits**” when on the “**My Today Page**”.



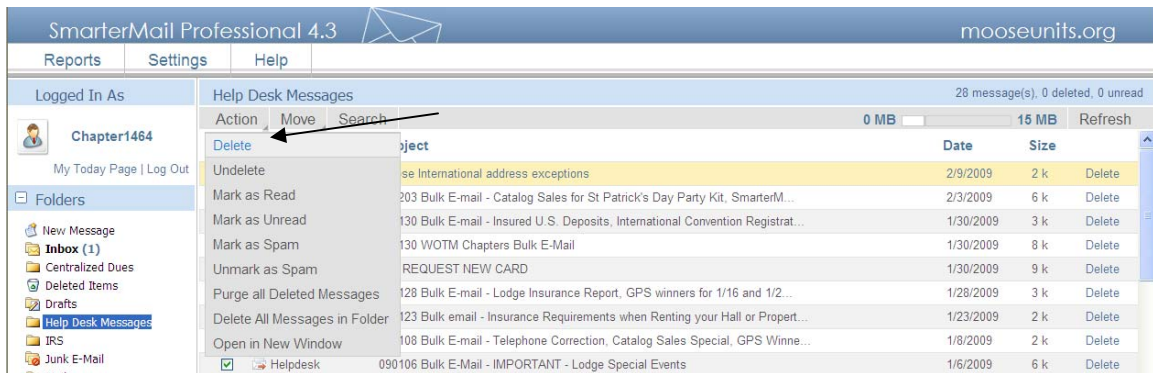
If it shows the “**Currently Used**” as 15 MB or if the bar in the other picture above is fully white, then your storage is totally used up and no additional mail will be received. If you do not understand where the storage has been used you can find out by selecting “**Settings**”, “**My Folders**” which will display the amount of space used by each individual folder.



It will be necessary for each individual folder to be cleaned out by deleting the items that the fraternal unit no longer needs to keep. By clicking on an individual folder all items in the folder will be displayed. **NOTE:** Selecting “**Delete**” on the right hand side of this screen will delete the complete folder and all of its contents.

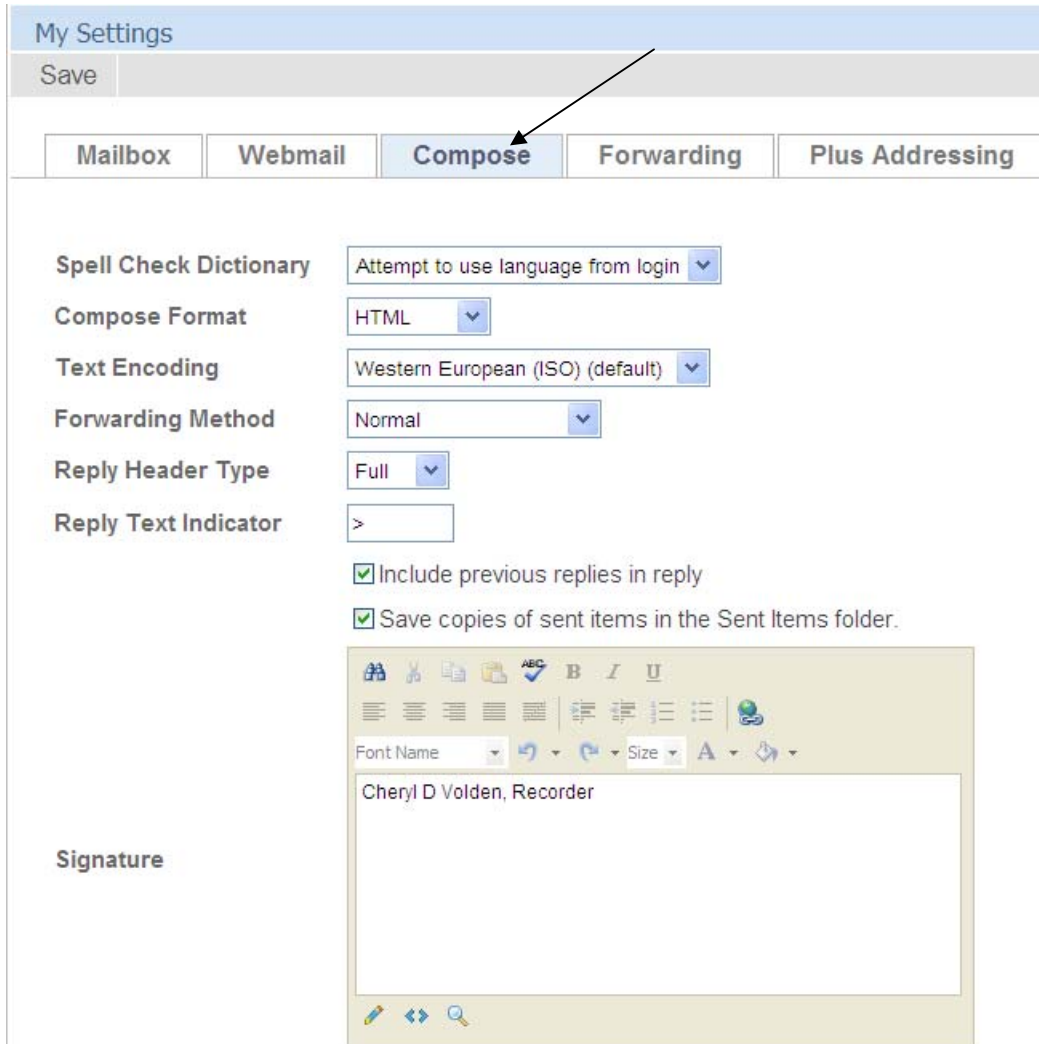


There are two ways that an item can be deleted; either by highlighting the item and then clicking the “**Delete**” button on the highlighted row; or by clicking in the box next to the item to put a checkmark in it and then selecting “**Action**”, “**Delete**”.



Using the method of putting a checkmark next to the items you wish to delete is the best way to delete multiple items displayed in the screen.

In the next tab entitled “**Compose**” there are additional settings that you might want to set.



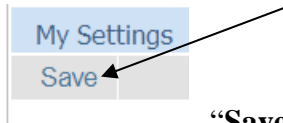
For example if it bothers you when you reply to a message that the original message is included in the reply you can uncheck the “**Include previous replies in reply**” box and it will not include the previous message in the reply.

To eliminate excessive messages you can uncheck the “**Save copies of sent items in Sent Items folder**” box and it will no longer save copies of all messages that you reply to.

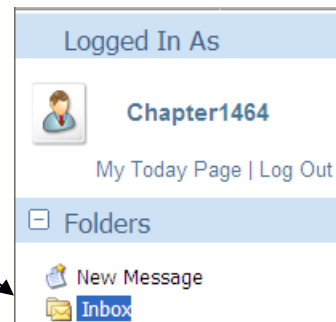
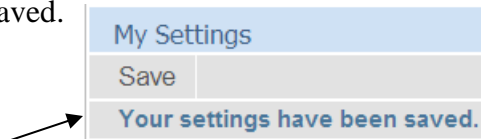
You can create an automatic signature on all the messages that you create by entering it in the “**Signature**” box as shown above. When you send messages it will automatically populate this signature line in the message.

The next tab in “**My Settings**” is “**Forwarding**”. This is used to automatically forward messages to another email address. While this may appear to be a good thing, if it is set then the fraternal unit’s email will be forwarded to the address listed here and the fraternal unit will not receive any mail in their SmarterMail account. If you suspect that this is happening to your fraternal unit it is important to remove anything listed here.

To save the changes you have made click the

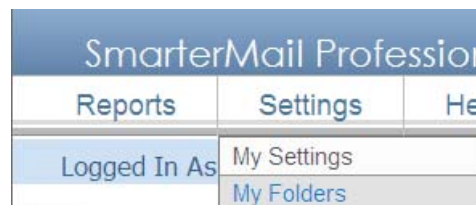


“**Save**” button. You will receive a message at the top of the “**My Settings**” page indicating that your settings have been saved.

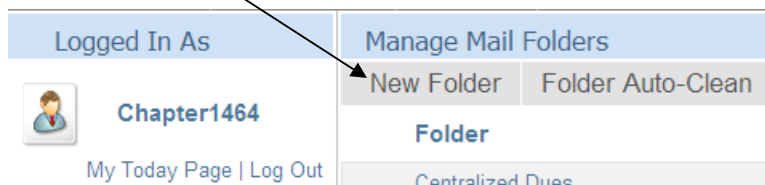


You can now go back to the main menu by selecting “**Inbox**” under the “**Folders**” section.

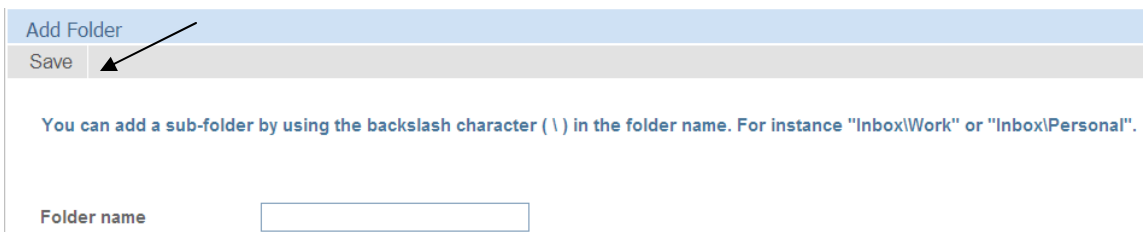
Saving your incoming messages in folders is the best way to retain mail that you would like to keep for future reference. Select “**Settings**” at the top of the page and then scroll down to “**My Folders**”.



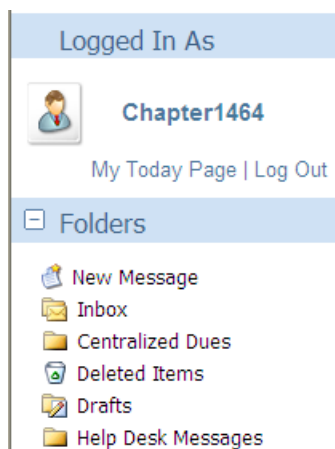
To create a new folder, select “**New Folder**” from the top of the “**Manage Mail Folders**” screen.



You will receive the following dialog box to enter the name of the new folder you wish to create.



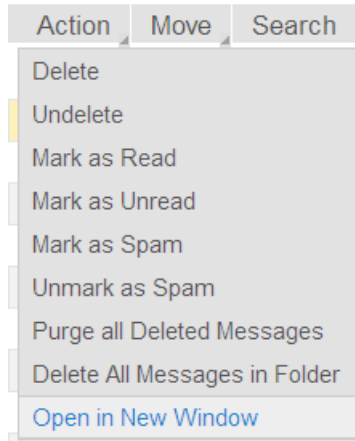
Click in the “**Folder name**” field and enter the name of the folder you would like to create and click “**Save**” and it will save the new folder in the “**Folders**” section of the SmarterMail.



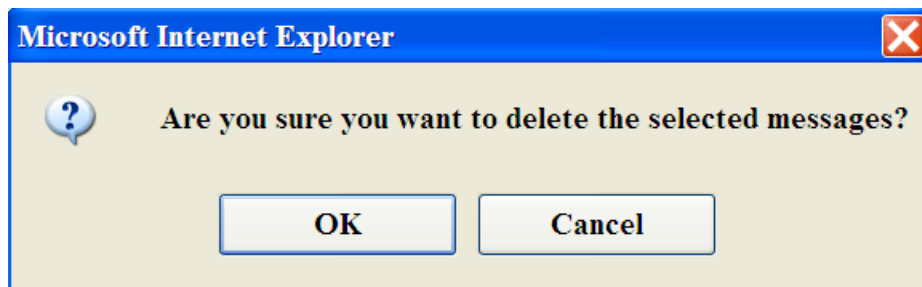
There are actions that can be used to assist with management of your SmarterMail. With the proliferation of SPAM numerous junk mail messages are coming into our SmarterMail accounts. You can use the checkbox next to each message to select the messages that you would like to take action on.

Inbox					6 message(s), 0 deleted, 0 unread	
Action	Move	Search	0 MB		15 MB	Refresh
<input type="checkbox"/>	From	Subject	Date	Size		
<input checked="" type="checkbox"/>	Charlie Lopez	CNMA GAZETTE	Wed, 11:46 AM	2 k	Delete	
<input checked="" type="checkbox"/>	Charlie Lopez	Moose Economic Stimulus Package	Fri, 10:29 AM	4 k	Delete	

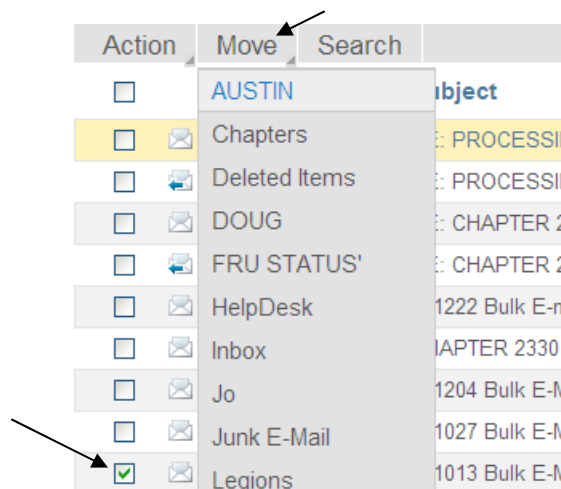
For instance if you wanted to delete them you could check the ones you want to delete and then use the “**Action**” drop down (displayed below) to select what it is that you want to do with the selected items.



Delete all the SPAM messages by selecting each of them and then choosing “**Delete**” from the “**Action**” box. It will ask you if you want to delete the messages so you have another opportunity to decide if you want to delete the selected messages.



You can file your messages in folders by selecting them (putting a checkmark in the box next to the message) and then clicking the “**Move**” button at the top of the screen. This will cause a drop down menu to appear with all your “**Folders**”. This makes it easy to scroll down and select the folder you would like to put the messages in.



These settings and suggestions are purely subjective to the user of SmarterMail, but they can make the use of SmarterMail easier.

NOTE: As mentioned above accessing and keeping your SmarterMail mailbox account cleared is an important responsibility for a fraternal unit. Doing keeps the fraternal unit up-to-date on the latest important messages from MI, the Association, and other fraternal individuals. Failure to maintain the mailbox will result in messages failing and not being delivered to the fraternal unit.