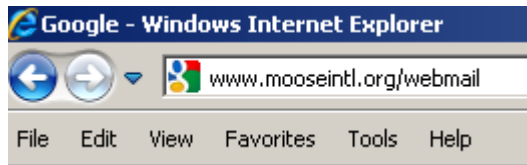# How to Access your 'mooseunits.org' E-Mail Account

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

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

3. After the SmarterMail login window appears, enter your Unit's *Full email address* and your Unit's *Password* as shown in the example below:

Examples: legion####**@mooseunits.org**
lodge####**@mooseunits.org**
chapter####**@mooseunits.org**

Contact the Moose International HelpDesk if you forgot **your Unit's password.**

Click on the **Login** link.

To Open Your Messages:

1. A **home page** similar to the one shown below 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.

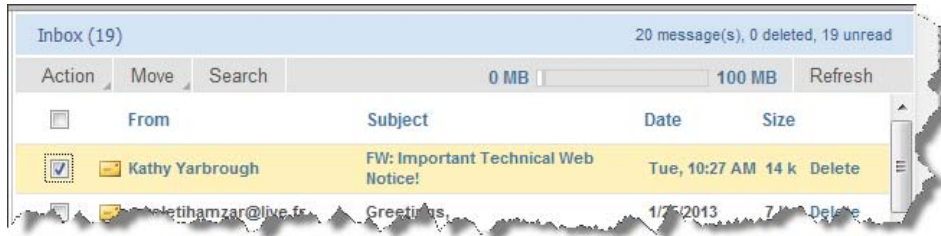   - Click either **Inbox** to open your new messages.

To Open Your Messages (cont):

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

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

   - **To respond to the Sender**, click the **Reply** button.
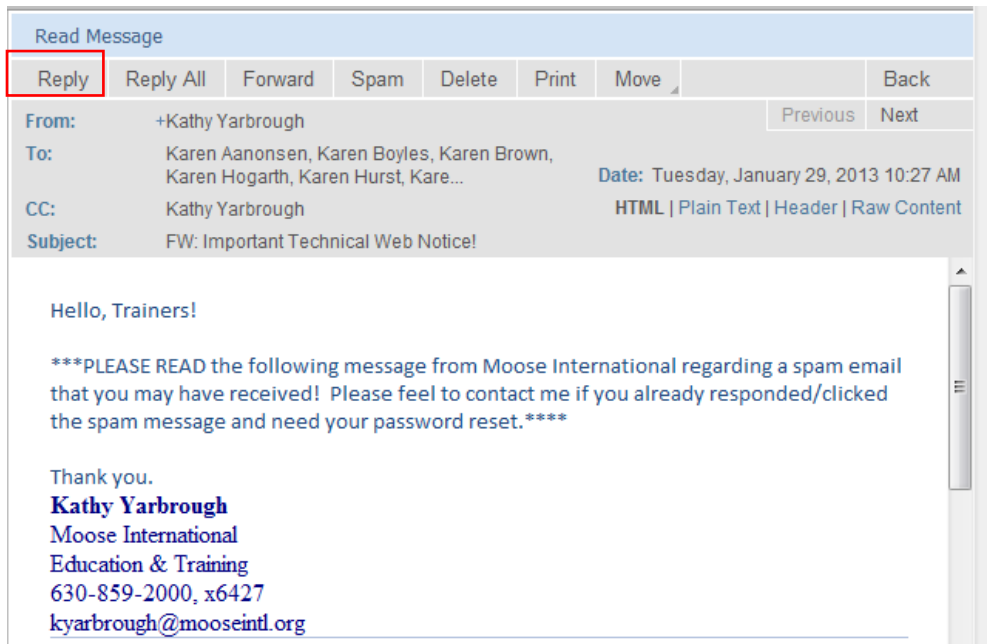
To Delete a Message:

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 100MB capacity!**
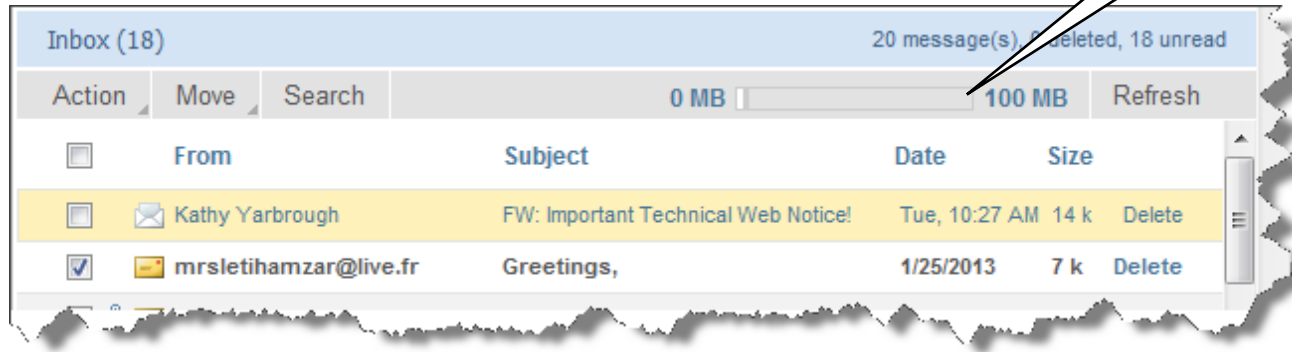>
> - REMEMBER to *Purge all Deleted Messages* from your SmarterMail folders to free up space. This includes all folders: Inbox, Sent, Delete, Junk, or any other folder you may have created in your SmarterMail account.
>
> - See the *Additional Notes* section of this document for more information

Deletes forever – cannot be retrieved!

To Save Smarter Mail Messages to Your Computer:

1. **Create a SmarterMail folder** in your computer's My Documents folder.
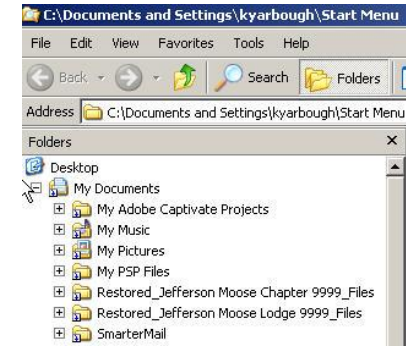
2. Log into your SmarterMail account and then click on an email to open it.

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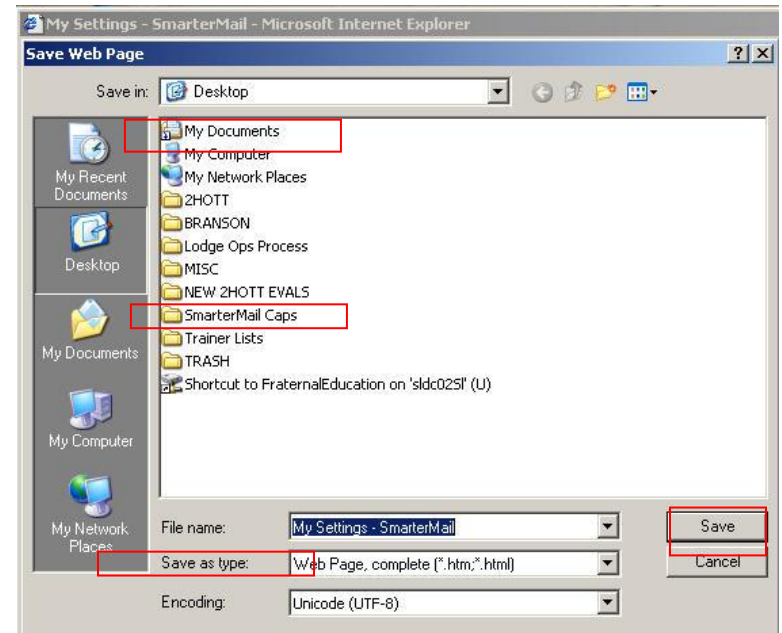
9. **Delete the email from your SmarterMail Inbox.**

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To Create a New Message:

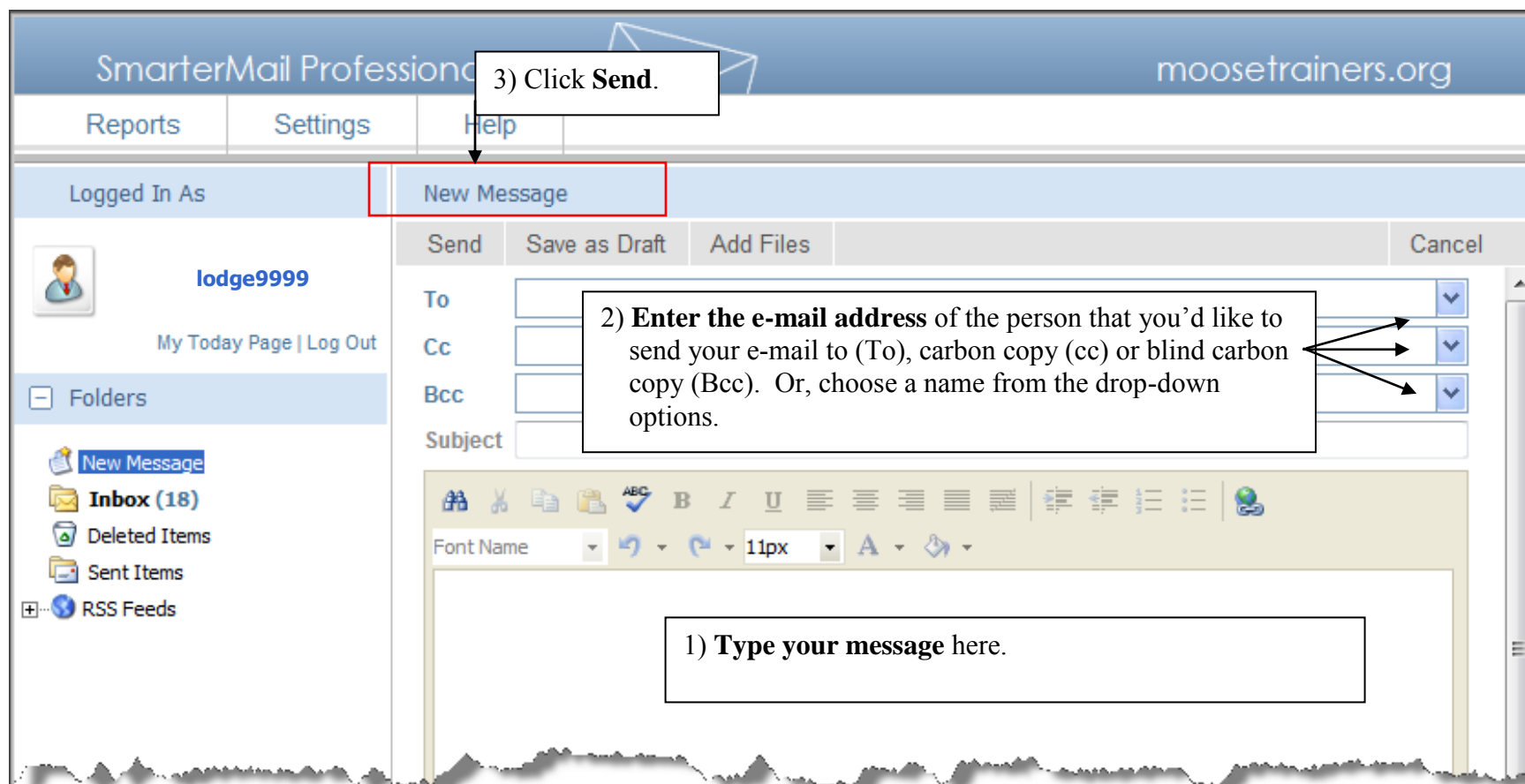1. From your **home page**, click **New Messages** in the Folders area. A view similar to the following will appear.

3) Click **Send**.

SmarterMail Professional

moosetrainers.org

Reports   Settings   Help

Logged In As

lodge9999

My Today Page | Log Out

- Folders

New Message
Inbox (18)
Deleted Items
Sent Items
RSS Feeds

New Message

Send   Save as Draft   Add Files   Cancel

To

Cc

Bcc

Subject

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.

Font Name   11px   A

1) **Type your message** here.

To Log Out of Your Email:

1. Click the **Log Out** link.

    Close remaining Internet Explorer windows as desired.
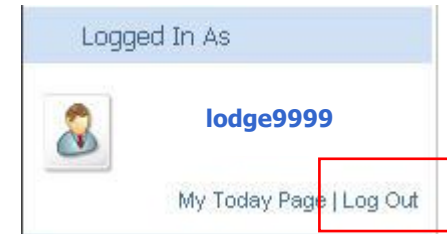
Additional Notes:

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