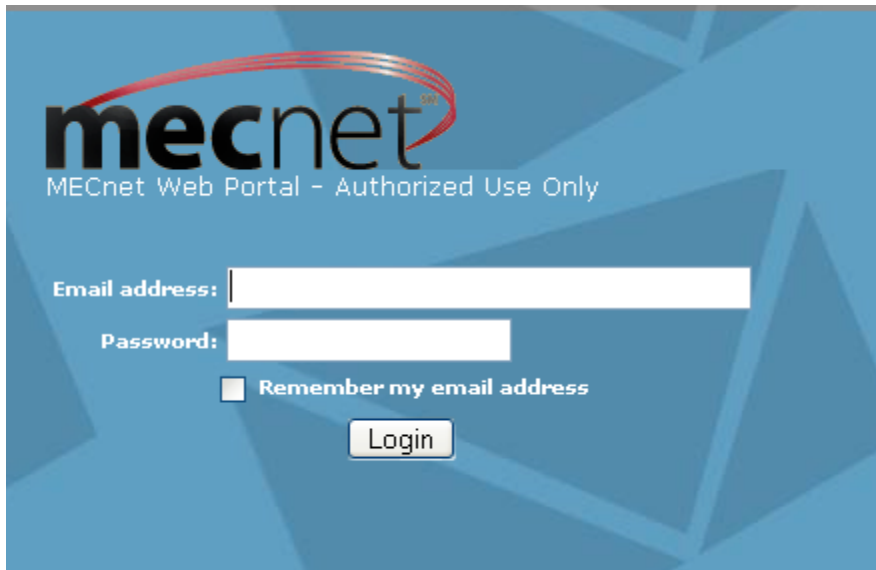


Hampshire Regional K-12 Email Instructions

Fall 2007

Accessing Email via the Web

From any web browser go to: <http://portal.mecnet.net>



mecnet
MECnet Web Portal - Authorized Use Only

Email address:

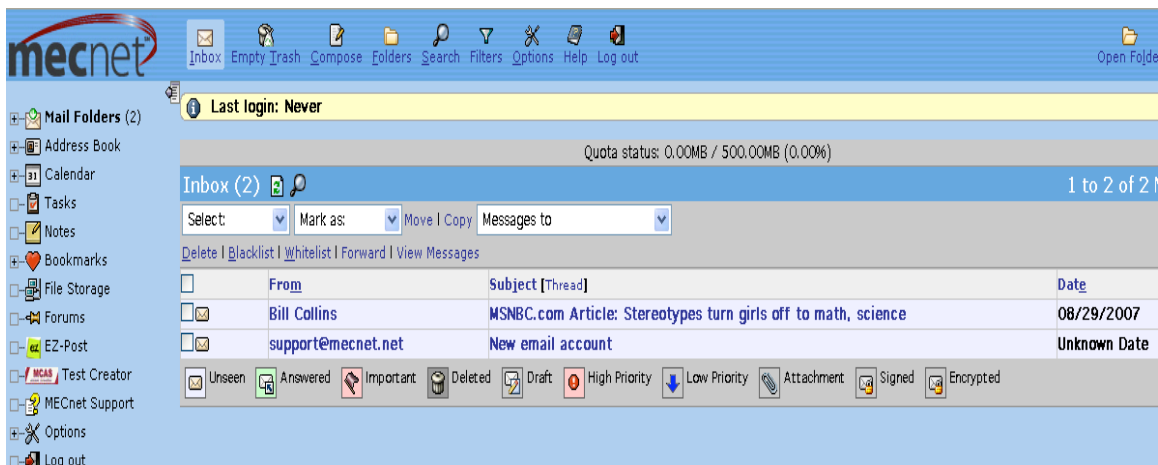
Password:

Remember my email address

Login

Type in your email address (username@hr-k12.org) and password then click on the “Login” button. Note: Your “username” is the first initial of your first name followed by your last name – no spaces, all lowercase letters. Your initial password is just the “username” portion of your email address.

Once logged in, you will be at the “Today” page. To learn more about how to use each feature, click on the “Help” link on the left hand side of the page.



mecnet | Inbox | Empty | Trash | Compose | Folders | Search | Filters | Options | Help | Log out | Open Folder

Last login: Never

Quota status: 0.00MB / 500.00MB (0.00%)

Inbox (2) | 1 to 2 of 2

Select: [v] | Mark as: [v] | Move | Copy | Messages to: [v]

Delete | Blacklist | Whitelist | Forward | View Messages

	From	Subject [Thread]	Date
<input type="checkbox"/>	Bill Collins	MSNBC.com Article: Stereotypes turn girls off to math, science	08/29/2007
<input type="checkbox"/>	support@mecnet.net	New email account	Unknown Date

Unseen | Answered | Important | Deleted | Draft | High Priority | Low Priority | Attachment | Signed | Encrypted

EMAIL CLIENT Server Settings

Accessing Email via an Email Client (Outlook, Mail, etc.)

If you are using an email client program at home (i.e. Outlook, Thunderbird, Netscape Mail, Apple Mail, etc.) you can set up that program to receive (and send) email via your new email account.

There are too many different email clients, each with their own configuration setting, to include in these instructions. However, every email client application will need to know the same type of information. That information is located below. Please use this information when configuring your email client application.

Username or Login - This is actually your email address. (username@hr-k12.org)

Password – If there is an option to have your password automatically “remembered”, I recommend you do NOT use that option. If you allow the software to remember your password, anyone who uses your computer could access your email without your knowledge.

Incoming Mail Server – The “type” of server is POP (not IMAP). The name/location of the server is: **mail.hr-k12.org**. *Usually*, no other setting for the incoming mail sever needs to be adjusted.

Outgoing Mail Server (SMTP) – The name/location of the server depends on where your computer is connected to the internet. Use the following settings depending on what school you are located at:

HRHS - **mail.hr-k12.org**

New Hingham Elementary – **outgoing.verizon.net**

Westhampton Elementary – **smtp.comcast.net**

William E. Norris Elementary - **smtp.wmnorris.com**

Williamsburg Elementary – **smtp.comcast.net**

Superintendent’s Office - **smtp.comcast.net**

Note: Verizon requires authentication (a Verizon assigned username and password), but not “secure password authentication”. There should be corresponding options in your email client set up.