

How To Use MCA student eMail.

dover082708

Your Email Address

Memphis College of Art provides an email address for each student. A separate Web/Email Server has been set up on campus with the domain: **MCAstudent.org**. Student email addresses are automatically generated using information from the registrar's office. The address is in all lower case and is in the form:

lastname_firstname@mcastudent.org. Note the underscore between the last and first name. If your name is John Smith, for example, your email address will be **smith_john@mcastudent.org**

There are a few special cases. If you have a hyphenated last name, the name following the hyphen is used. (example: Mary Williams-Jones. Email would be **jones_mary@mcastudent.org**)

If there is a space or apostrophe in your last name, it is dropped. For example, if your name is Juan De Marco, your email is **demarco_juan@mcastudent.org** If Juan D'Marco, your address is **dmarco_juan@mcastudent.org**

As the system creates your username (the part before the @ sign), if it is longer than 20 characters, anything over 20 is dropped. The user name for Michaelangelo Magillacutty would not be magillacutty_ michaelangelo because this is 26 characters long; the system will drop the last 6 characters to create a username of: magillacutty_ michael and an email address of magillacutty_ michael@mcastudent.org. This is rare.

Username

Your user name is the part of your email address that is before the @ sign. When you log in to WebMail as discussed below, you use your user name NOT your email address.

Logging in to WebMail

The student email server supports web mail using open source software called SquirrelMail. This allows you to send and receive mail using any web browser.

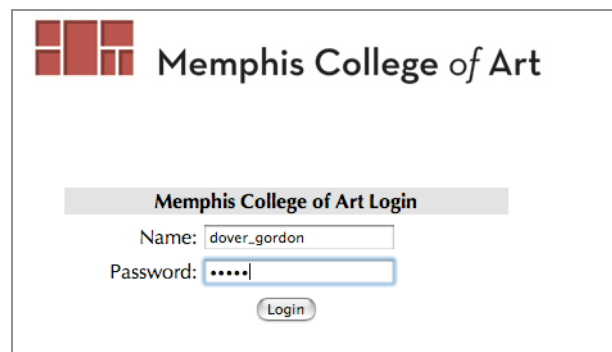
Type this URL in the web browser: **http://mcastudent.org/webmail/**

At the login window, enter your username and password. Remember, your username is the part of your email address before the @ sign. Do not enter your email address.

If you have not changed your password, the default is "mca"

Click the Login button.

[See separate document on changing Your Password]



Memphis College of Art

Memphis College of Art Login

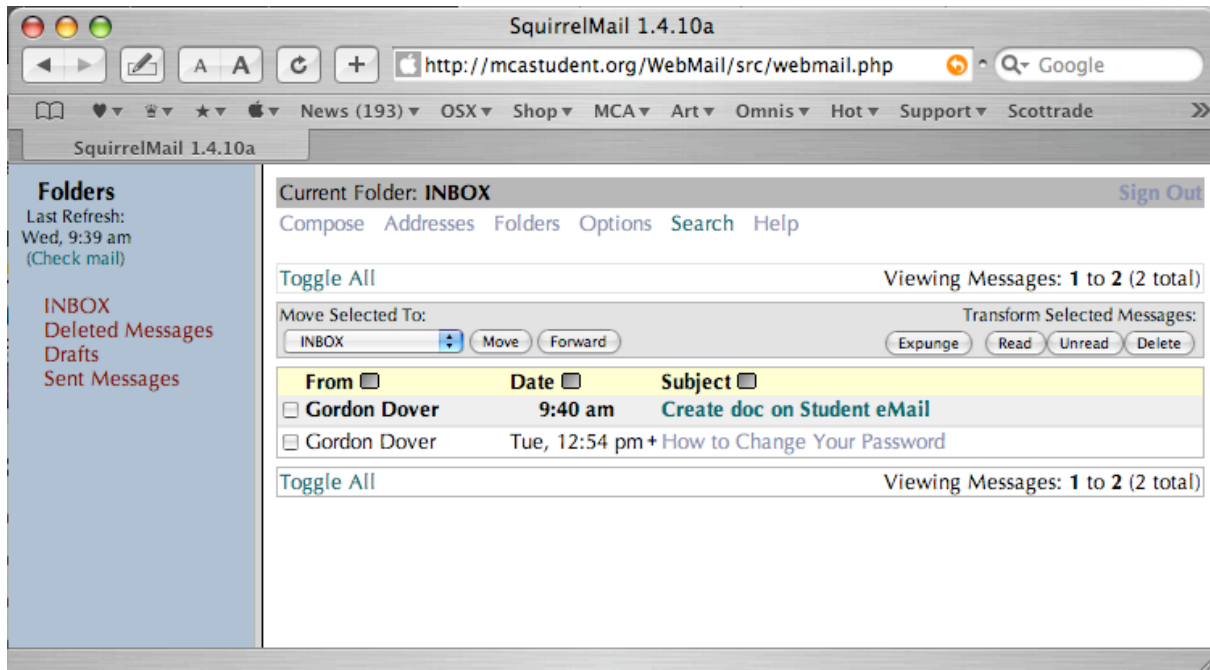
Name: dover_gordon

Password:

Login

Using WebMail

Here is an image of Webmail (SquirrelMail) open in Safari web browser on a Mac.



<i>For this function</i>	<i>Perform this operation</i>
Open a Message	Click the message subject
Create a New Message	Click the word "Compose"
Delete a Message	Select the check box for the message and then click the Delete button. The message is greyed out. To remove it click the Expunge button. The message still exists in your "Deleted Messages" box
Empty "Deleted Messages" Box <i>(if you receive a lot of image attachments, your mailbox can fill up, even if you have performed the initial Delete function, if you do not empty your "Deleted Messages" box)</i>	Click "Deleted Messages" in the left pane Click "Show All" at the bottom of the message list Click "Toggle All" Click the "Delete" button at the top Click "Expunge"

To read about other features of SquirrelMail, click the Help button.

Please use your MCAstudent.org email for communication with MCA faculty, staff, and students, and avoid using it for ordering merchandise on the web, or for web sites that ask for personal information. This will help prevent your account from being overrun with spam mail.

How to set up the mcastudent.org email account on your own computer

If you have a personal computer with an Internet connection where you live, (MCA dorm for example), you may want to set up your mcastudent.org account on your favorite email application instead of having to use webmail.

Here is the basic information required by your email application:

incoming mail server (smtp): **mail.mcastudent.org**

user name: lastName_firstName *(see above)*

password: *(see document on Changing Password)*

email address: **username@mcastudent.org**

outgoing mail server (smtp): **mail.mcastudent.org**

outgoing mail server port: **25**

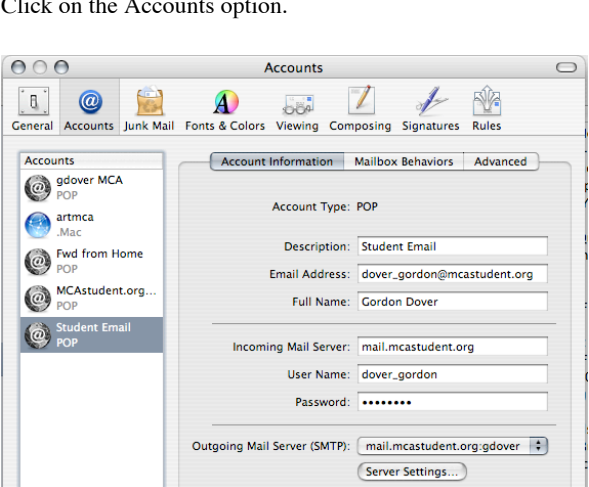
outgoing mail server Authentication: **Password**

[if you are living in an MCA dorm and do not have any other email service provider, you must use the above as the outgoing mail server]

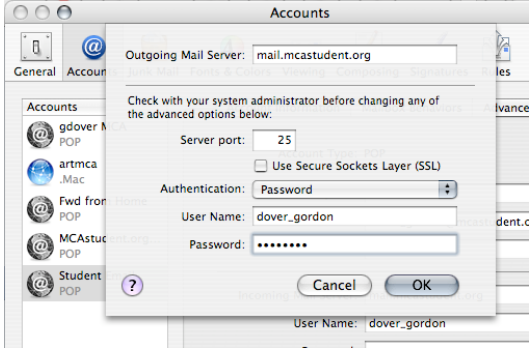
[If you live off campus and have internet service, you should use the outgoing mail server Provided by your Internet Service Provider (ISP)]

Here is an example of an mcastudent.org account setup using the Apple Mail application on OSX:
[System OS X 10.4 Tiger actually presents a series of setup windows prompting for the information]

This window opens when you select preferences from the Mail menu in the "Mail" application.
Click on the Accounts option.



This window opens when you click "server settings"



Note that "Authentication" is set to password.

If you need assistance setting up your mail account
call Gordon Dover at 272-5173,
or email to **HelpDesk@mca.edu**.