

# How To Use MCA student eMail.

dover080806

## 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**

Usernames are limited to 20 characters Maximum. Characters over 20 will be dropped.

## Using 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; it also provides an address book.

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

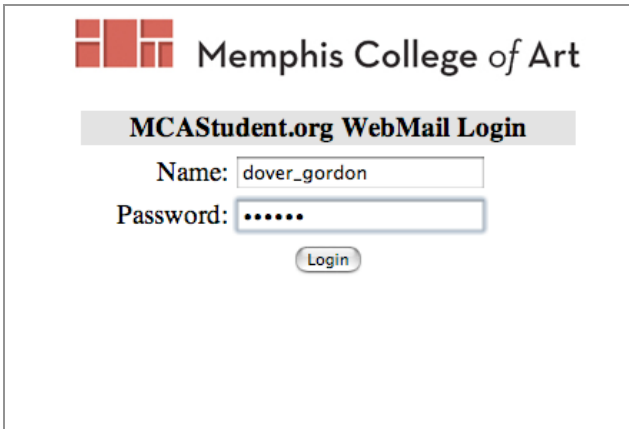
You should be presented with the login window as shown here.

For name, you must enter your username name as discussed above.

If your name is John Smith, you would enter smith\_john.

Enter your password and click login or press Return. [See separate document on changing Your Password]


The email window should appear showing your Inbox as default.



To open a message, just click once on the subject.

To Send mail, click the compose button.

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.

## 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**

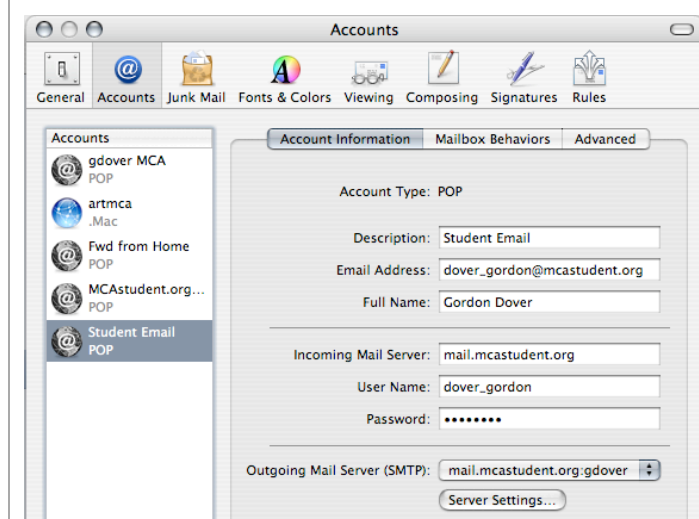
outgoing mail server (smtp): **mail.mcastudent.org**

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

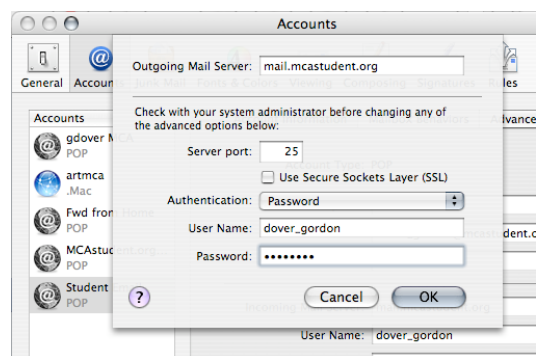
You will also need to indicate that a username and password is required for the outgoing mail server and enter them in the space provided.

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**.