

Meigs County Schools' Imail

Meigs County Schools Technology Department

Meigs County Schools provides each staff/faculty member with email accounts for school use. The following information will assist members in using their accounts.

Step 1 – Navigating to the Meigscounty.net website.

Type www.meigscounty.net in the address bar and press the ENTER key on your keyboard.



Step 2 - Imail Link

Click on the Imail button.



Step 3 - Login

Enter your username and password. Notice you're your password will not be visible. Click on the Logon button.

*If you don't know your username or password you will have to contact your Tech Liaison for the information. This is not the same as your Windows XP login or the HelpDesk login.

A screenshot of the IMail login page. The background is yellow. On the left is the "i MAIL" logo. The login form has two input fields: "USERID:" with the text "watsonc" and "PASSWORD:" with masked characters. Below the password field are "Logon" and "Help" buttons. On the right, the text "IMail Server Web Messaging v7.03" is displayed. Below it are two checkboxes: "Expire page views" and "Remember userid & password (not recommended if you share this computer)". At the bottom, a message reads: "Teachers, staff and friends... Welcome and have a great school year! Please use e-mail to admin@meigscounty.net for technical questions!"

Step 4 – Greetings

The next screen will be a greetings window. Click on the Continue button.



Step 5 – Main Menu

A screenshot of a web interface for a mailbox. The top navigation bar includes "Menu", "Compose", "Search", "Personal Account Options...", "Help", and "Logout". The email address "watsonc@mail.meigscounty.net" is displayed in the top right. On the left, there is a "Main Menu" sidebar with links for "Check Mail", "Summary", "Read Mail", "Address Book", and "Edit Mailbox". The main content area shows a table of mailboxes:

Mailbox	Message Count	Size (bytes)
* Main(1)	24	589929
Sent	0	0
Deleted	0	0
Draft	0	0

Total: 590K
* denotes the current mailbox

NOTE: To view the number of new messages for all mailboxes, change your [preferences](#).

Powered by iMail.

Click on Main to get a listing of your new and recent emails.

Step 6 – Reading an email

Click on the blue underlined subject of the message you wish to read.

<input type="checkbox"/>	From	Subject	Date ▼	Size		
<input type="checkbox"/>	"Chad Watson"	Inal	7/31/2005 5:25:48 PM	28407	⌂	⌂
<input type="checkbox"/>	"Timothy S. Wilkey"	FYI	7/29/2005 6:46:24 PM	13477	⌂	⌂
<input type="checkbox"/>	"Timothy S. Wilkey"	NetTrekker	7/29/2005 6:17:58 PM	3339	⌂	⌂
<input type="checkbox"/>	"Timothy S. Wilkey"	TimeLine	7/29/2005 6:17:28 PM	19686	⌂	⌂
<input type="checkbox"/>	"Timothy S. Wilkey"	Meigs County Schools Workstation Pr...	7/29/2005 5:54:10 PM	33998	⌂	⌂
<input type="checkbox"/>	"Kaye Pope"	eInstruction Seminar for CPS	7/29/2005 4:09:35 PM	9744	⌂	⌂
<input type="checkbox"/>	"Timothy S. Wilkey"	FYI	7/28/2005 8:57:47 PM	71148	⌂	⌂
<input type="checkbox"/>	"Timothy S. Wilkey"	FYI	7/28/2005 7:50:34 PM	38339	⌂	⌂
<input type="checkbox"/>	"Johnny Crow"	Reflective Journals	7/27/2005 10:02:47 AM	3167	⌂	⌂
<input type="checkbox"/>	"Chad Watson"	working bud	7/26/2005 10:46:10 PM	34710	⌂	⌂

[Delete](#) | [Delete All](#)

Step 7 – Compose Mail



a) Click Compose

b) Type in the email address of the person you want to send a message to in the TO: field box

c) Type a very brief description of the message in the SUBJECT: field box

d) Type your message in the BODY: field box.

e) If you wish to add an attachment, scroll down the window and click the Browse button. Choose the file from the appropriate location on your computer (hard drive, CD, USB drive, server, etc.) A window will pop up to let you navigate through your files. Choose Open.

Click the Attach button to add the file to the email.

f) Click the Send button to send the email.