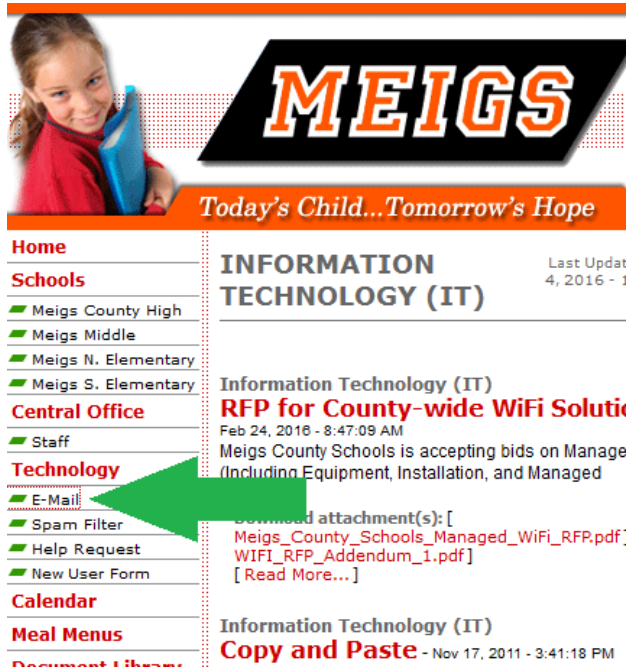


Meigs County Schools - How to Login to IMAIL

1. From a web browser, navigate to www.meigscounty.net
2. In the left menu, click on **E-Mail**



The screenshot shows the Meigs County Schools website. At the top, there is a banner with a photo of a young girl and the text "MEIGS Today's Child...Tomorrow's Hope". Below the banner is a navigation menu on the left with items: Home, Schools (Meigs County High, Meigs Middle, Meigs N. Elementary, Meigs S. Elementary), Central Office (Staff), Technology, E-Mail (highlighted with a green arrow), Spam Filter, Help Request, New User Form, Calendar, Meal Menus, and Document Library. The main content area features a section titled "INFORMATION TECHNOLOGY (IT)" with a "Last Updated" date of "4, 2016 - 1". Below this is a news item titled "Information Technology (IT) RFP for County-wide WiFi Solution" dated "Feb 24, 2016 - 8:47:09 AM". The news item text states: "Meigs County Schools is accepting bids on Manage (Including Equipment, Installation, and Managed". Below the news item, there is a section for "Downloaded attachment(s):" listing two PDF files: "Meigs_County_Schools_Managed_WiFi_RFP.pdf" and "WIFI_RFP_Addendum_1.pdf", with a "[Read More...]" link.

3. Enter your username (for most users, in the format of **FirstNameLastName**)



The screenshot shows the login page for the IP Switch IMail Server Web Messaging. The page has a blue background with the IP Switch logo and the text "IMail Server Web Messaging". There are three input fields: "Username:" with the value "watsonc", "Password:" with a masked password "*****", and "Language:" with a dropdown menu set to "English". Below the input fields are three checkboxes: "Use Web Messaging Lite" (unchecked), "Remember my username" (unchecked), and "Remember my password" (checked). A "Login" button is located at the bottom right of the form.

4. Enter your password and click the **Login** button