medinet

MEDINET MAIL – USER GUIDE

Medinet Mail is browser-based secure email application. It requires no installation on a local computer and works on all browsers.

FEATURES

Settings
Control your default email account, notification preference and signature

Folders
Create multiple folders for archiving and organization

Attachments
Continue to add attachments easily using the browse to file function

Signatures
Create custom signature by including logos, photos and other graphics

Formatting Bar
Easily format text within your message and signature

Filtering
Custom filtering by date, email address or number of attachments

Multiple Inboxes
Manage all your secure email inboxes on one screen

REGISTRATION PROCESS

You will receive a secure Medinet Mail invitation (notification) to your inbox. You will click on a link and be asked to register your account in the new application.

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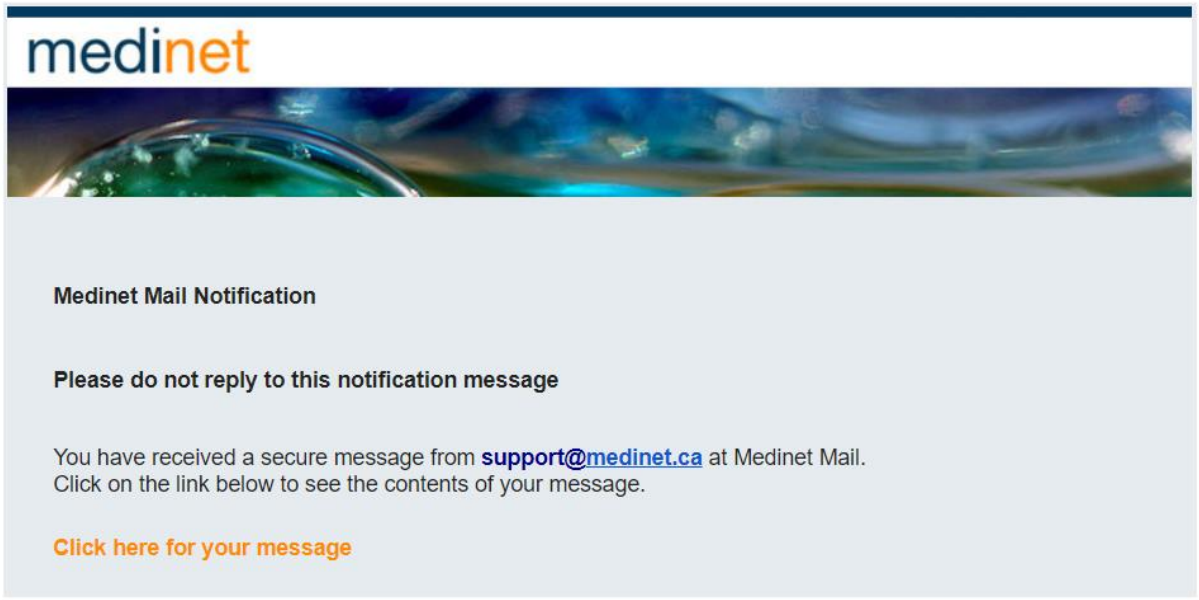
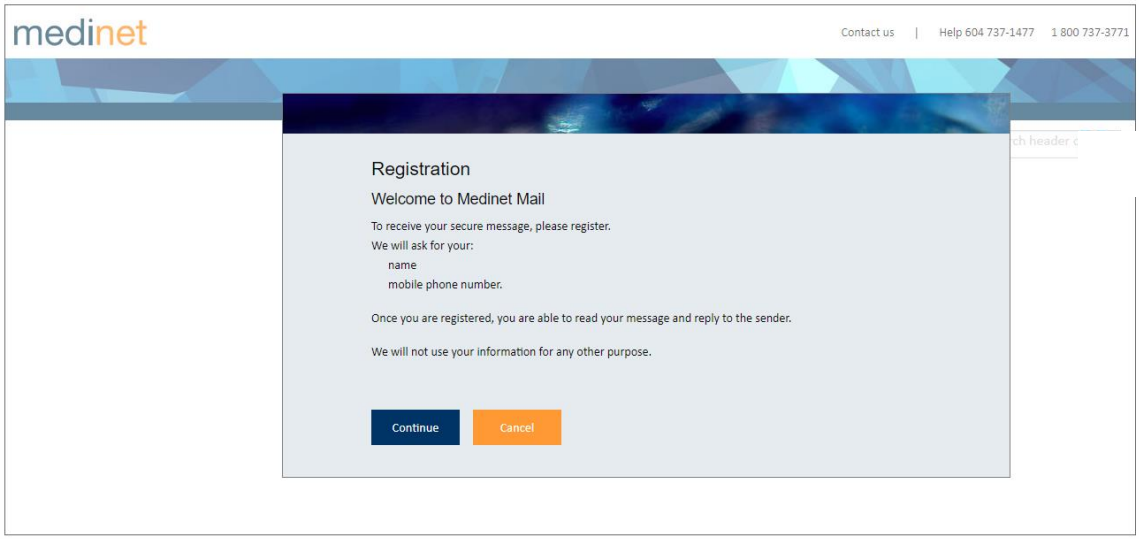


Register name, and mobile phone number, for security.



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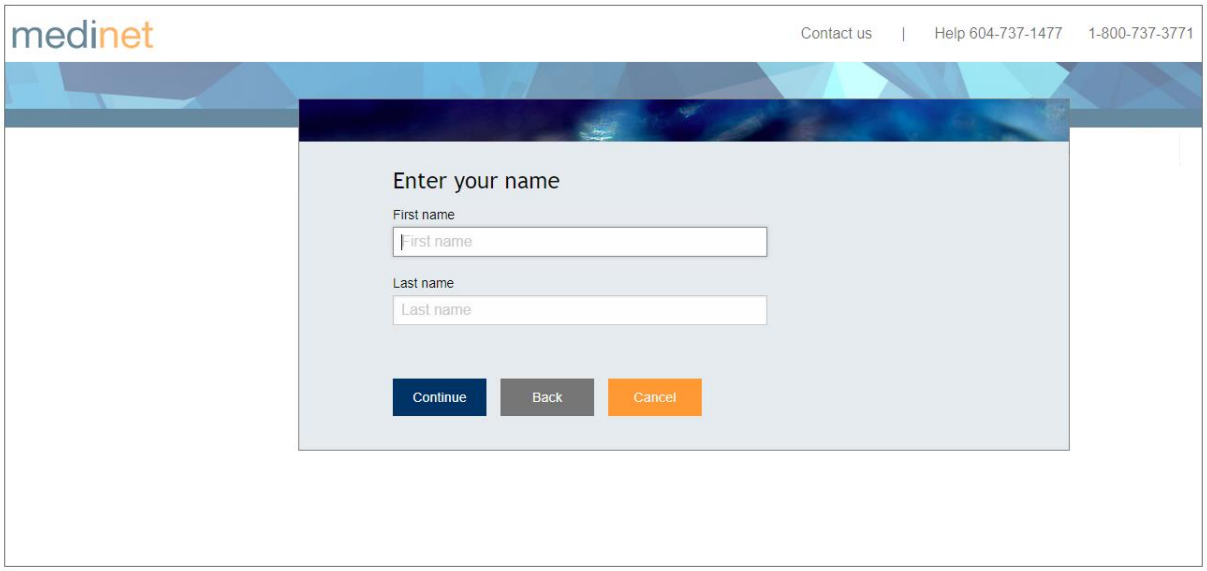

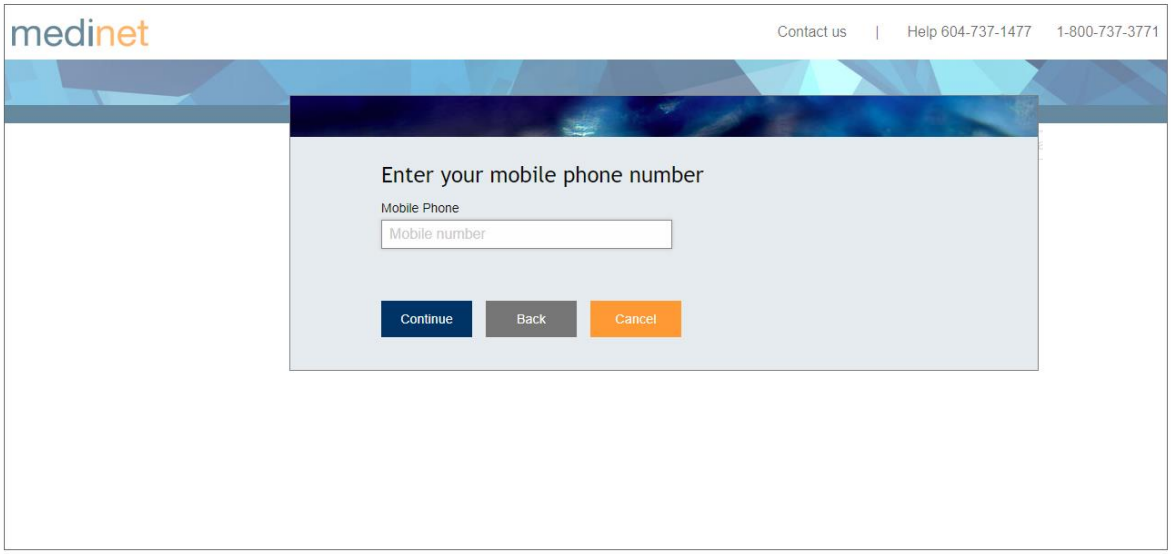

For security purposes, to authenticate you, we will send a verification code to your mobile phone number. You will be asked to enter a four-digit PIN. Two-factor authentication will also be required when you log in from a different IP address.

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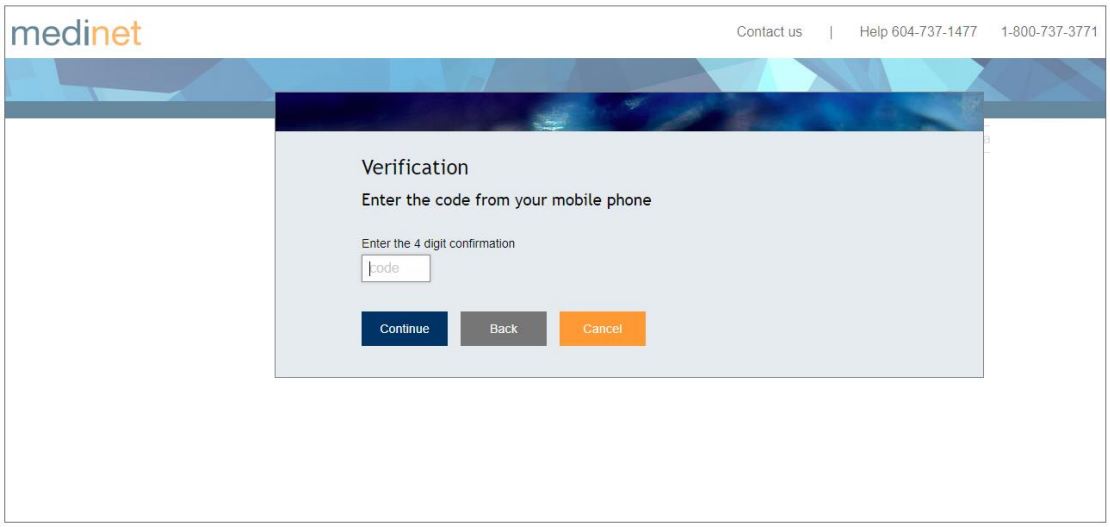
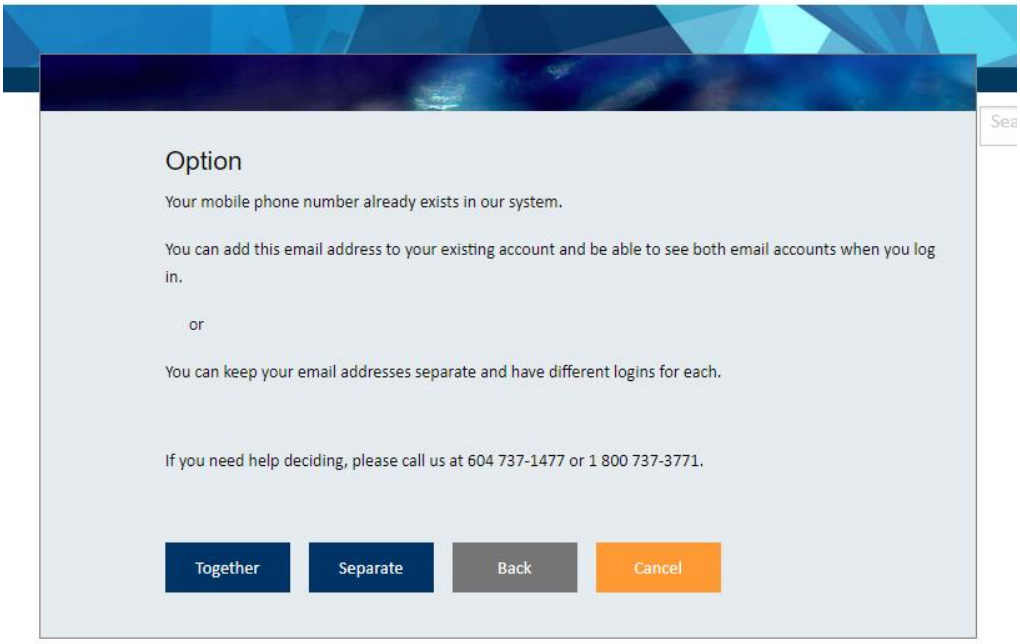


OR



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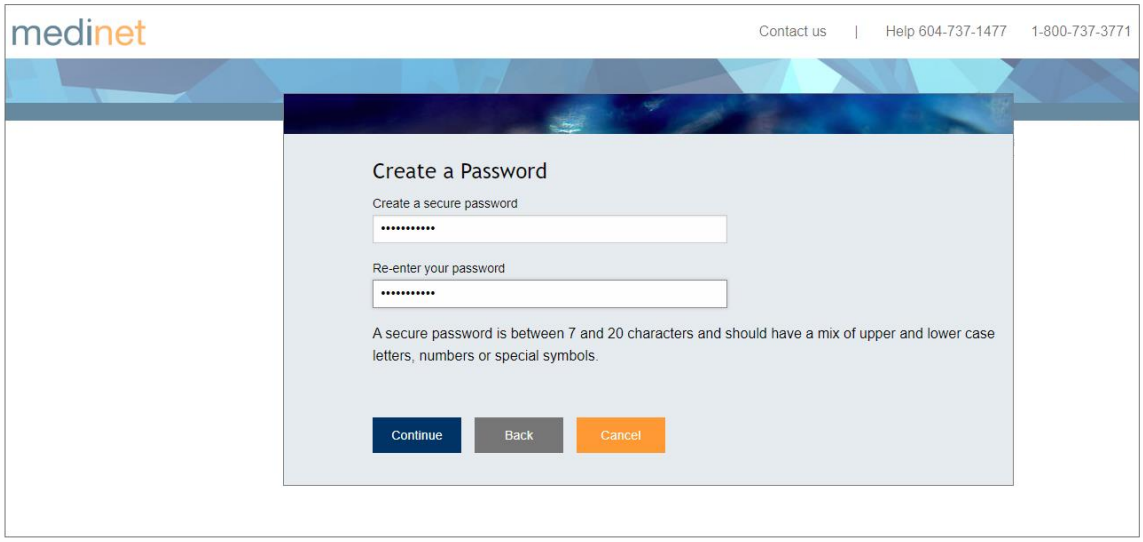
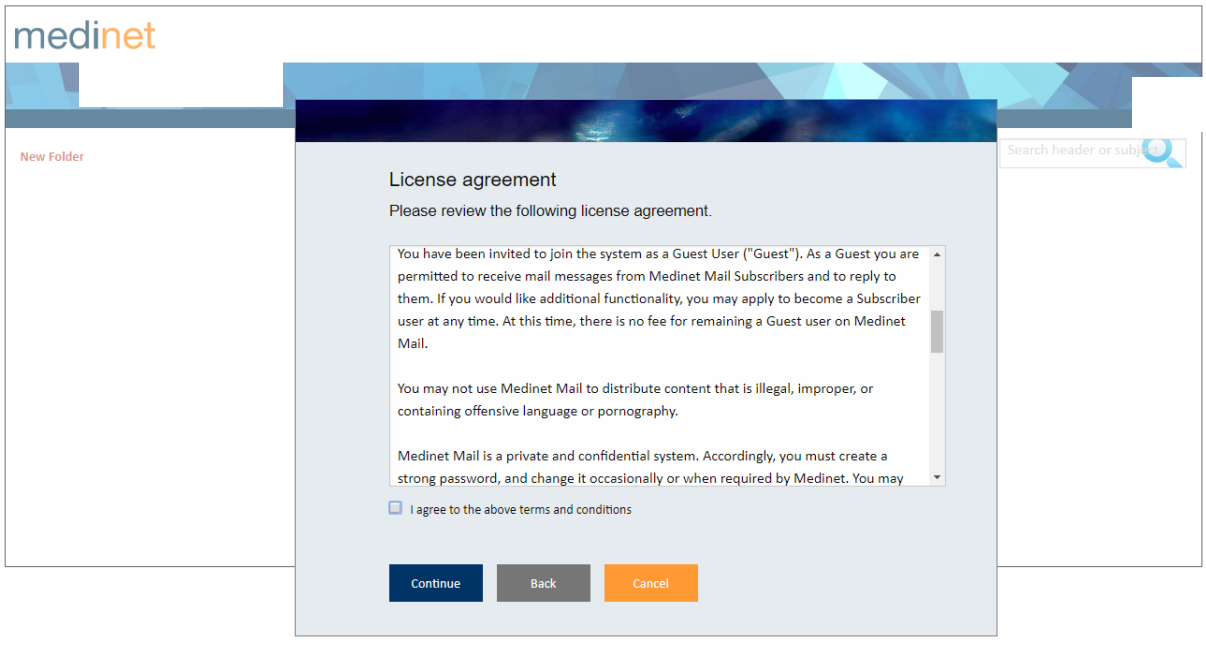
Set up a strong personal password



Agree to the terms of use



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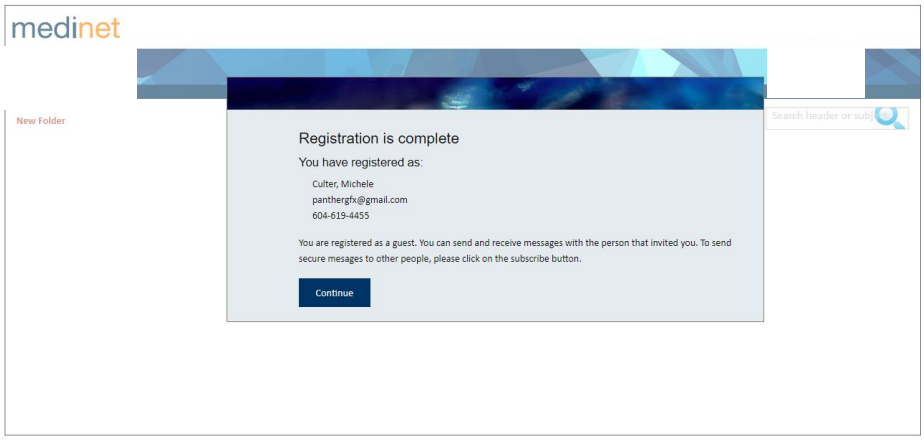
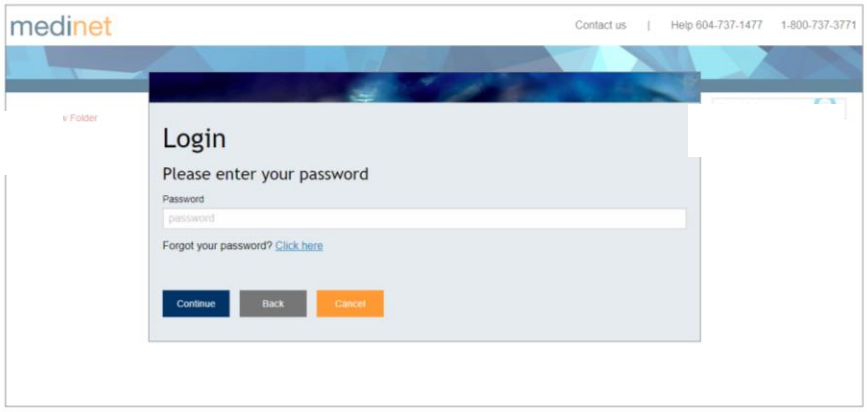
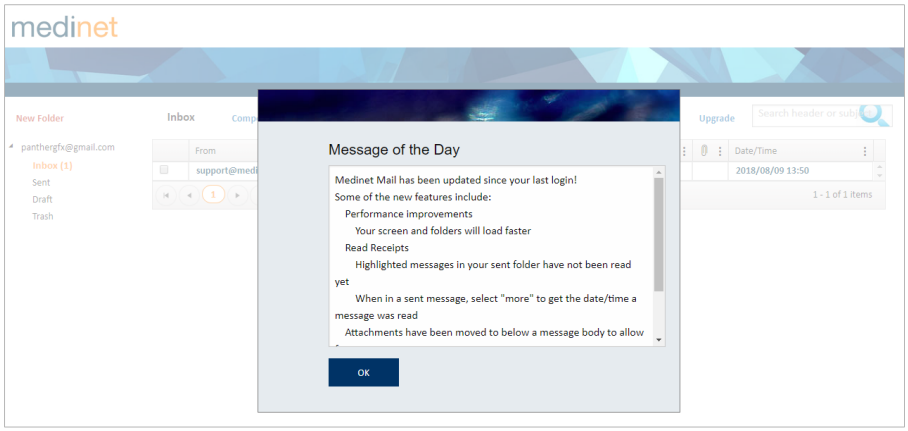
Upon completing registration, you will be asked to log into Medinet Mail





Message of the Day



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ARRIVE AT YOUR NEW INBOX

Inbox
Unread messages are bolded
Number of attachments are indicated

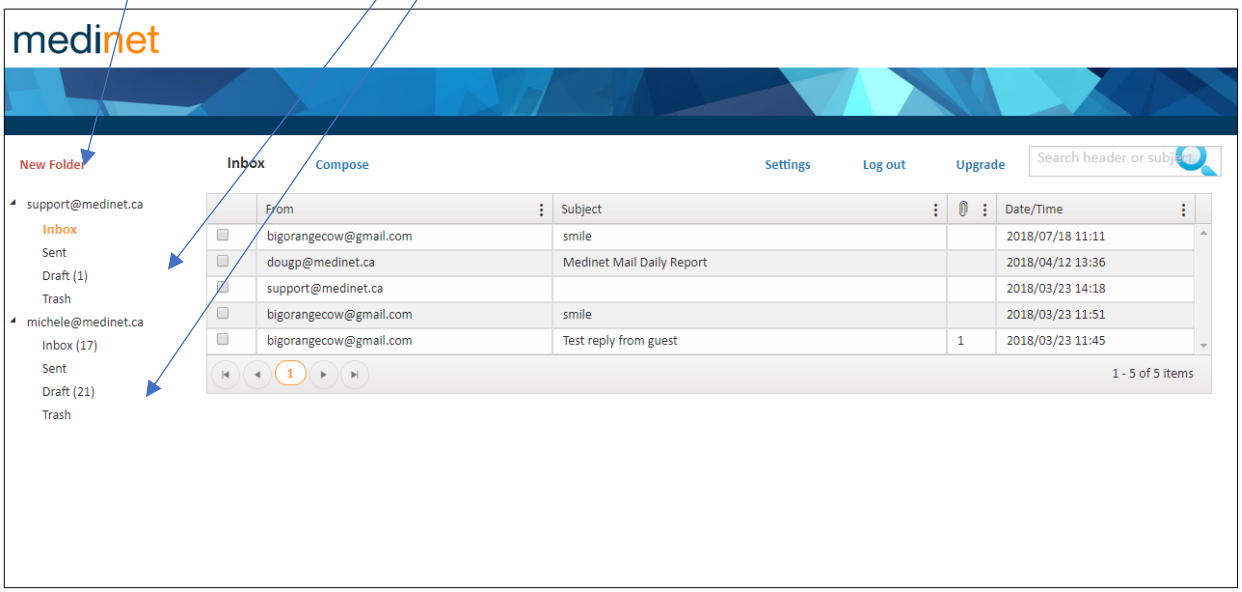
Folders
Create multiple, custom folders for archiving and organization

Multiple Inboxes
Manage all of your secure email inboxes on one screen

You can have an inbox which several staff can share. Be sure to set your options up properly so that the shared inbox is your default sending address. In the example below support@medinet.ca is a shared inbox.

Multiple email accounts in the same screen

Create Folders



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SETTINGS

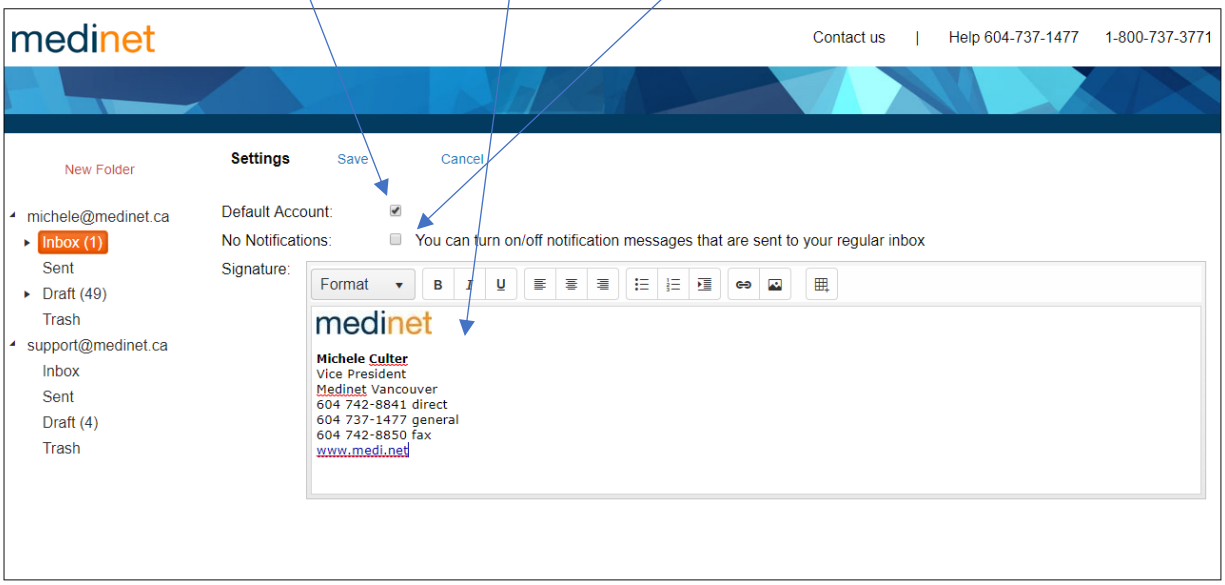
Control your default email account, notification preference and signature

Signature
Create custom signature and include logos, photos and other graphics

Option to set your default inbox (if you have more than one secure email account)

Choose to keep or turn off notifications

Create a custom signature (format and include logo)



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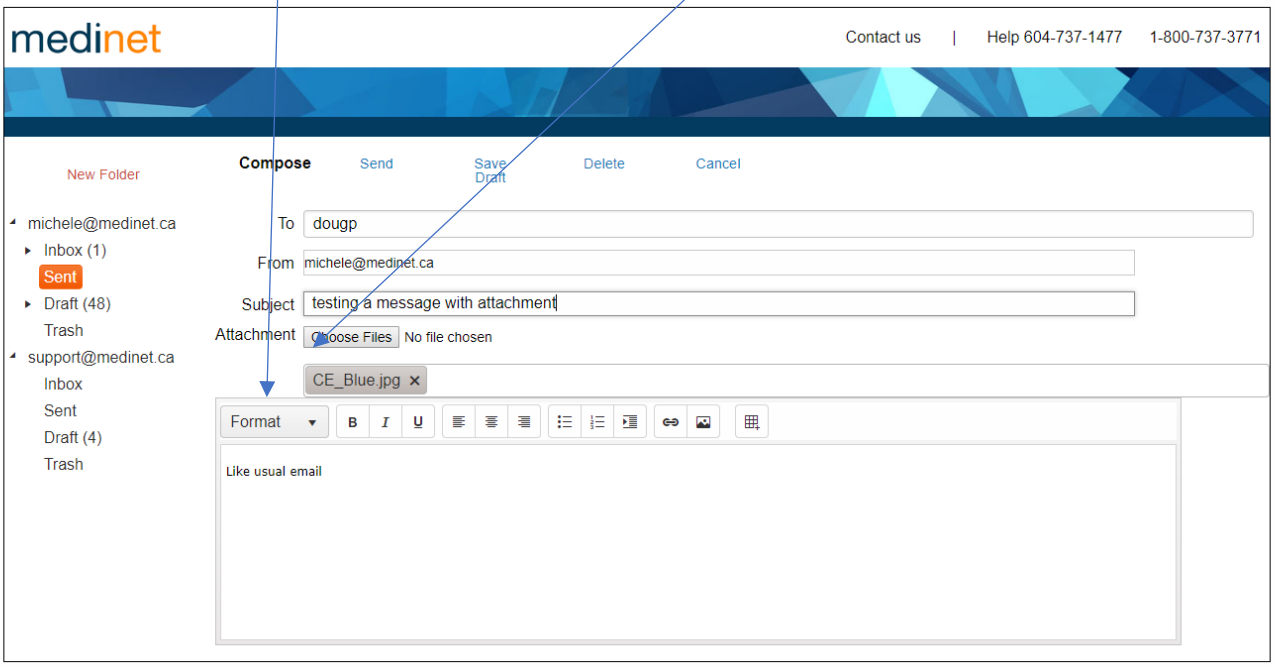
COMPOSE

Recipients are automatically added to your contact list

Formatting Bar
Easily format text within your message and signature

Continue to add attachments easily using the browse to file function

Format using familiar tools



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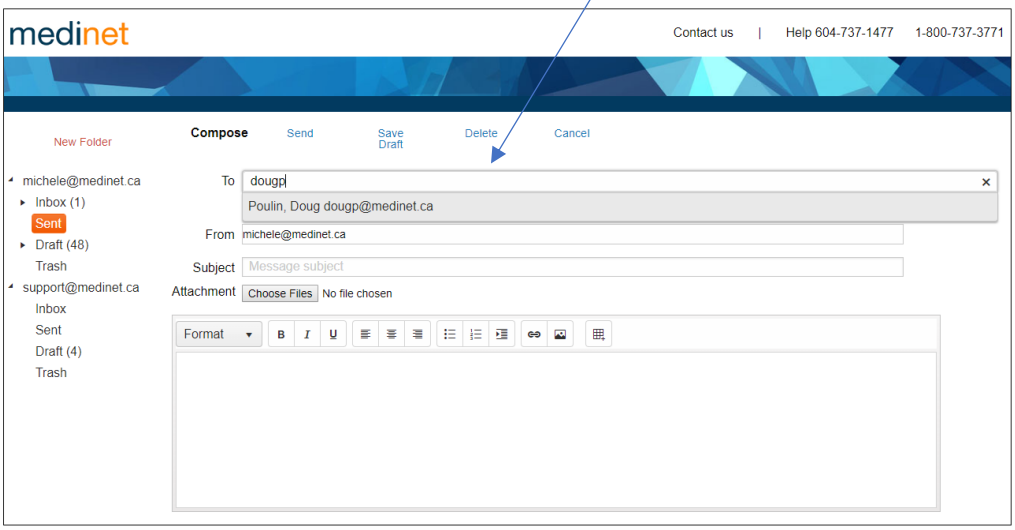
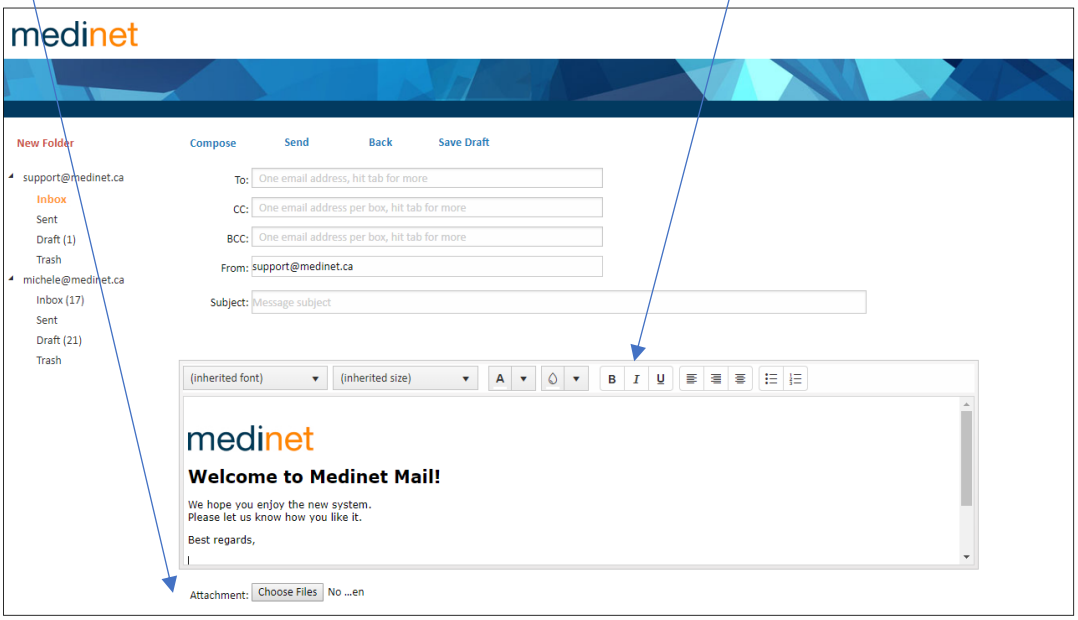
Existing contacts will auto-complete in the To and CC/BCC fields or enter a new email address to invite a new user.



Add Attachments easily using the browse to file function

Format using all the familiar tools you use in other programs



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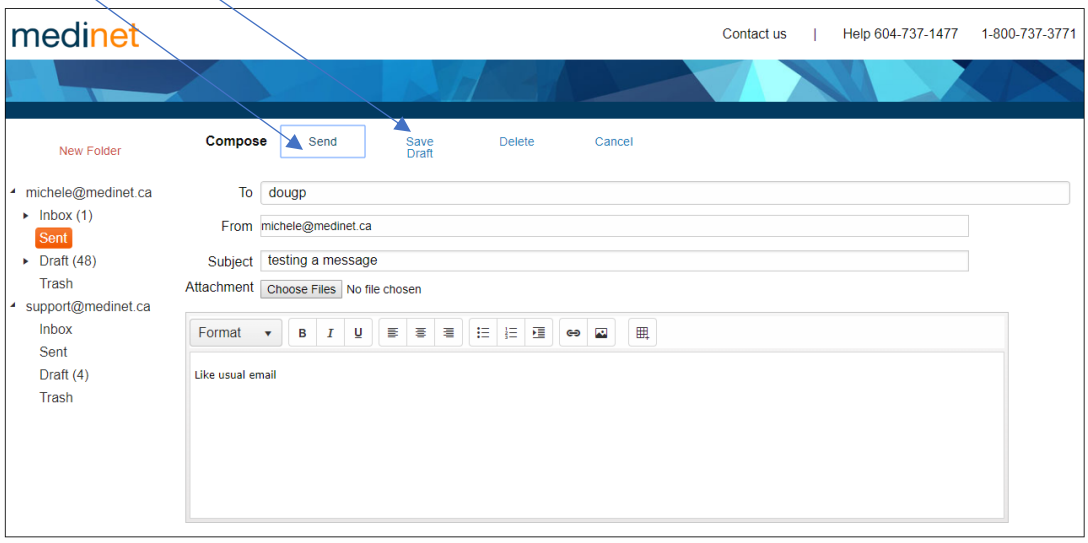
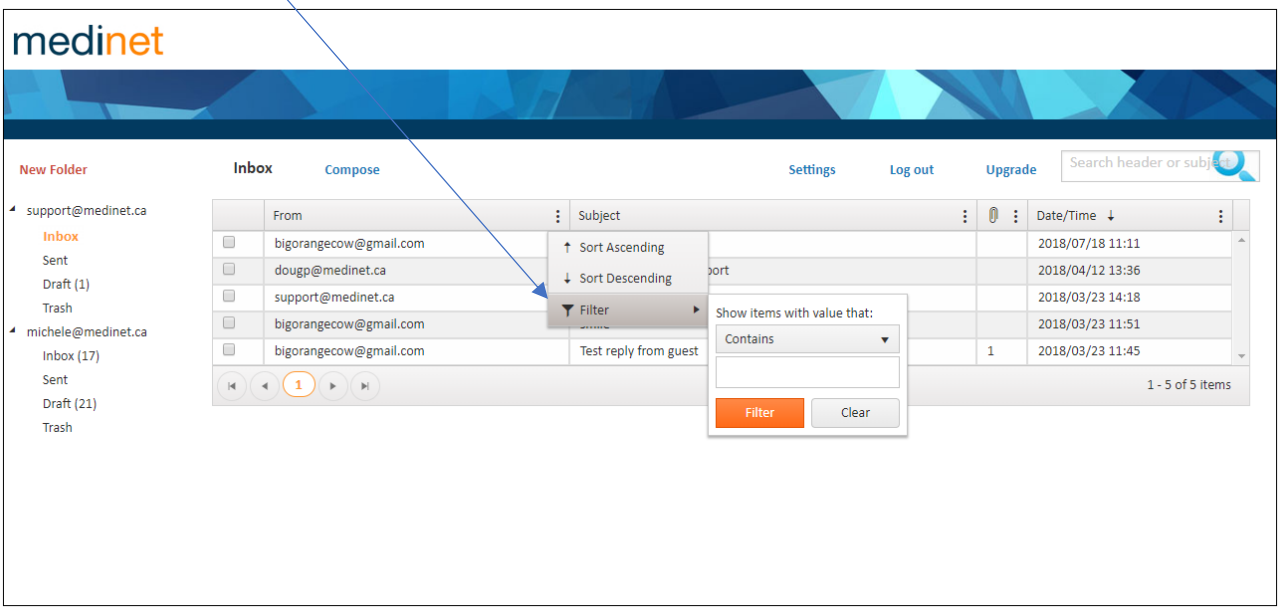
Click Send or Save Draft



Custom Filtering



READ RECEIPT

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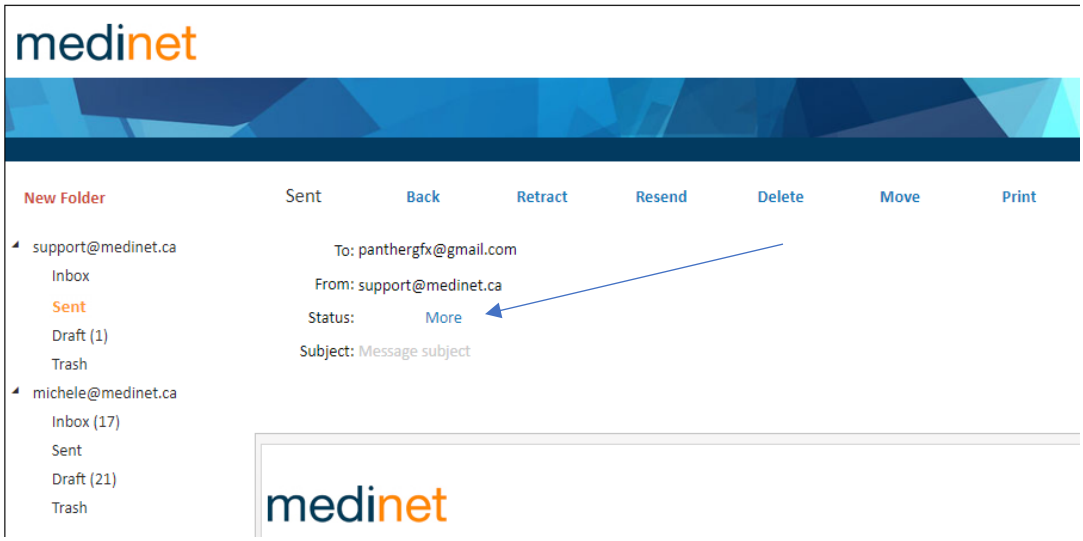
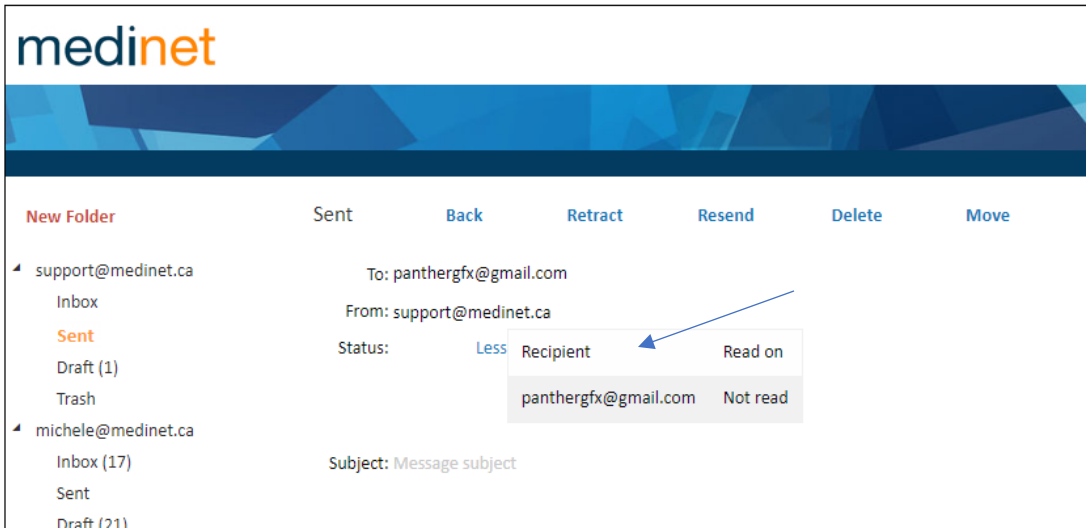
Read Receipt available in the Sent folder click on “more/less”





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