



Marne Elk Horn COMMUNICATIONS

Powered by **Fiber** – Driven by **Community**

@metc.net Email Tutorial

October 2017

Step 1—Go to our website and click on Webmail on the top menu bar

The screenshot shows the website's header with the following elements:

- Top left: Marne Elk Horn COMMUNICATIONS logo and tagline "Powered by Fiber – Driven by Community".
- Top right: Navigation links for EBILLING, WEBMAIL (circled in blue), and SIGN UP, along with phone numbers 712.764.6161 and 712.784.2211, and a search bar.
- Second row: Main navigation menu with links for RESIDENTIAL, BUSINESS, FIBER, RESOURCES, SUPPORT, ABOUT US, and CONTACT US.
- Hero section: A large banner with the text "CORE BUSINESS SERVICE NEEDS? WE CAN HELP!" and a list of services: MANAGED FIREWALL • WORKSTATION MGNT, CLOUD SERVICES • MICROSOFT 365, SECURITY SERVICES AND MORE • www.metc.net/MDIA. On the left is a circular image of hands typing on a laptop.
- Bottom of hero section: Marne Elk Horn COMMUNICATIONS logo and tagline, "in partnership with" text, and the Midwest Data IOWA logo.
- Bottom right: Small vertical text "© Cornerstone Group".



Step 2—Sign-in to your @metc.net email account with your full email address and password



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Welcome to MagicMail!

From here you can log in to your webmail or personal email settings.

Please login by entering your **full email address** and password.

Webmail Lite is recommended for Dialup connections or older Web browsers.

Tuxedo is an advanced next generation AJAX webmail that is recommended for High Speed connections with newer web browsers (IE9+, Firefox, Chrome, Safari)

** You MUST have cookies enabled to use this system.*

Sign in

Email Address:

joesmith@metc.net

Password:

.....

[Forgot your password?](#)

Go to:

Remember my choice:

Sign in

Powered by 
MagicMail

MagicMail Server is brought to you by Marne & Elk Horn Telephone Company
4242 Main Street, Elk Horn, IA 51531
Tel: 712-764-6161 or Fax: 712-764-2773
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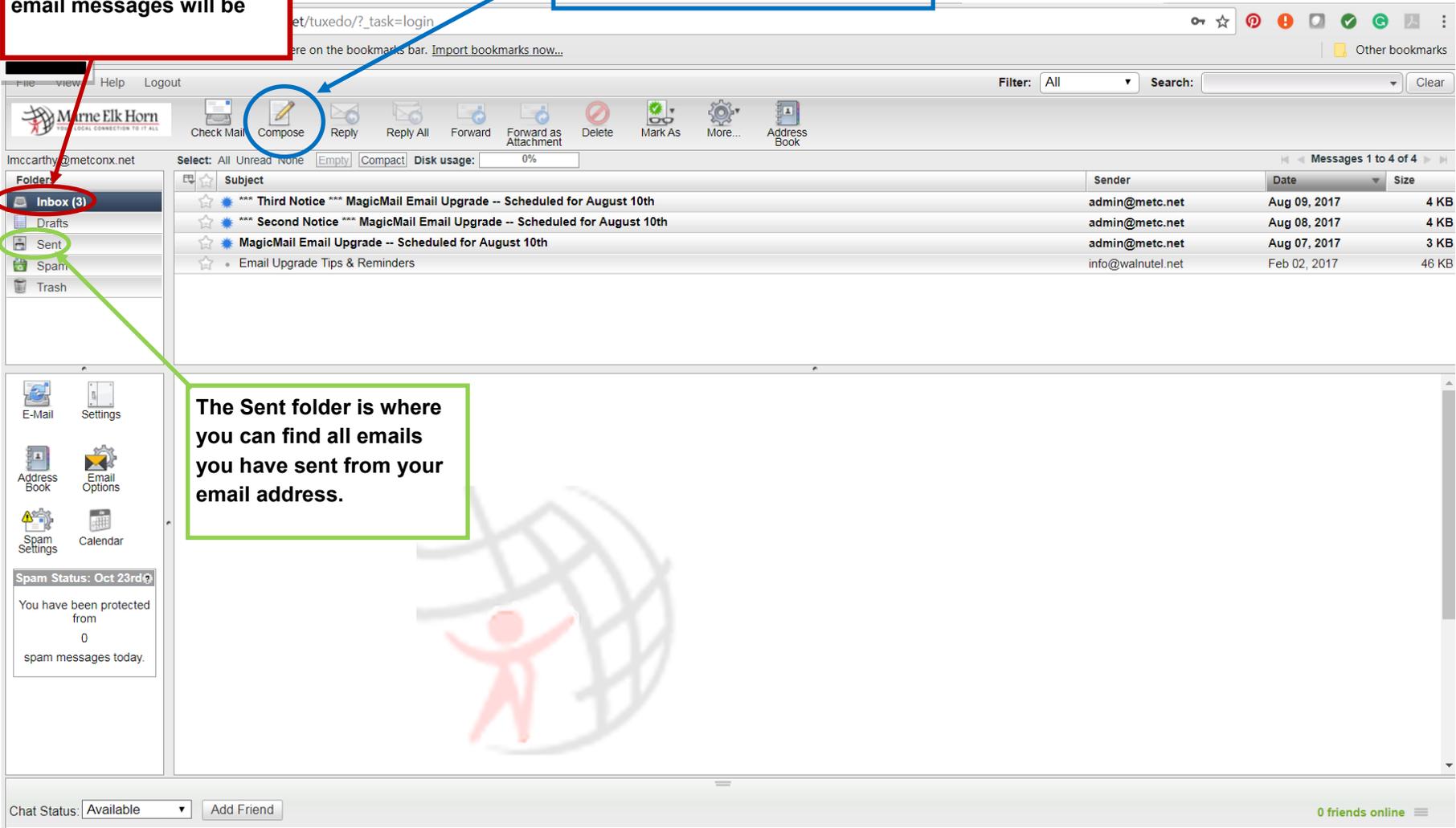
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Step 3—Get to know your email capabilities

Inbox is where your new email messages will be

Compose is where you would write a new email message



The Sent folder is where you can find all emails you have sent from your email address.

Step 4—SPAM & Allow Sender

You can find your SPAM folder on the left hand side and the # in parentheses shows how many SPAM messages you have. We block these for various reasons, and most of them should be “junk”.

Periodically check your SPAM folder and Empty if you deem all are actually SPAM

In this area you can see who the message is from. If you don't recognize a name or a familiar name is spelled incorrectly, then it is best to leave it as SPAM.

The screenshot shows an email client interface with a left sidebar containing folders: Inbox (3), Drafts, Sent, Spam (66), Fresh, COMPLETED, Junk E-mail, and Rachel. The main pane displays a list of messages, with the selected message having the subject "Your October 2017 Digital Edition of TV Technology is Here". The message details show the sender as "TV Technology" and the recipient as "DENNY BOOK". A yellow bar at the bottom of the message content contains the text: "To protect your privacy, remote images are blocked in this message. Display images Always show images from digital@newbay.cfmvmail.com".

Sender	Date	Size
info@youflixmovie.com	Today 06:35	4
antonio@bonosinternet.es	Today 06:22	7
Mariette Deyzel	Today 03:12	10
David Hartmann	Tue 19:43	4
FleetComm 2017	Tue 14:40	7
TV Technology	Tue 11:33	4
raquel@maximaformacion.es	Tue 04:11	4
Chardia Christophe	Mon 15:54	4

If you see a message in the SPAM folder that you determine is a message you should have received in your inbox, then you can click this tab “Allow Sender” will allow future emails from this email address to go to your inbox.

In This Issue: Drones Make Their Mark in Hurricane Coverage

From a news standpoint, the past two months will be

Step 5—Block Sender & Deleting Messages

Please make sure you Logout of your email account when you're finished

To delete an individual email, first highlight the message and then on the top navigation bar, click delete.

If you're in your inbox and see a message that you think is SPAM or JUNK, then you highlight the message and click "Block Sender" to block all future emails from that sender.

The screenshot shows a webmail interface with several callouts. An orange callout points to the 'Logout' button in the top navigation bar. A green callout points to the 'Delete' button in the top navigation bar. A purple callout points to the 'Block Sender' button in the top navigation bar. A cyan callout points to the 'Select All' button in the message list. The message list shows several emails from 'admin@metc.net' and 'info@walnutel.net'. The selected email is 'Email Upgrade Tips & Reminders' from 'info@walnutel.net' dated 'Feb 02, 2017'. The content of the selected email is visible below the list.

Subject	Sender	Date	Size
*** Third Notice *** MagicMail Email Upgrade -- Scheduled for August 10th	admin@metc.net	Aug 09, 2017	4 KB
*** Second Notice *** MagicMail Email Upgrade -- Scheduled for August 10th	admin@metc.net	Aug 08, 2017	4 KB
MagicMail Email Upgrade -- Scheduled for August 10th	admin@metc.net	Aug 07, 2017	3 KB
Email Upgrade Tips & Reminders	info@walnutel.net	Feb 02, 2017	46 KB

Subject: Email Upgrade Tips & Reminders
Sender: info@walnutel.net
Date: Feb 02, 2017

Dear Customers,

Yesterday we successfully completed the email conversion to our new Magic Mail program – if you come across any issues with your email, please call tech support for help with this at 888-784-7845.

Here are some helpful tips and reminders:

- Our login now requires your full email address instead of just the username. For example you would use info@walnutel.net instead of simply info as your username.
- You will no longer receive a SPAM digest each day. Any email deemed SPAM will go to a SPAM folder. Depending on how your devices are setup you may need to login to webmail to view these SPAM messages. Using webmail, you can "Allow Sender" to manage your sender white list. **Messages will only remain in the SPAM folder for 14 days and then will be deleted so if these are important please remember to move them to another folder.** Please check your new SPAM folder out!
- You will also have a TRASH folder – Do **not** store messages in the TRASH folder – create a new folder if these are important messages you want saved. **The messages in the TRASH folder will be automatically deleted after 30 days.**
- There is a 500Mb storage limit on your email messages – if you go over this you need to clean up your mailbox, it is likely in the future we will enforce the size limits and charge extra if you exceed this.