

MH / DD / SAS

*"Caring People, Caring for People"***Information Technology Newsletter***Internet Based E-mail*

Every person that has a Universal MH/DD/SAS e-mail account can use any Internet-connected PC anywhere to gain access to their e-mail account. Simply follow these three steps:

1. Go to <https://webmail.umhs.net>.
2. When prompted, enter your user name and password. This user name and password is the same user name/password combination that would be used in our offices to access Remote Desktop.
3. Outlook Web Access should appear giving you access to all of your historical e-mails as well as new e-mail. You can also send e-mail and access your contacts from Outlook Web Access.

If you have any questions or issues, please send an e-mail to trackit@umhs.net.

Track-It!

Track-It is the quickest and most reliable way to receive technical support. Please e-mail all requests for technical support to trackit@umhs.net. Don't forget that all requests for support sent to trackit@umhs.net **MUST** include the most efficient way that you can be contacted to resolve your technical issues. Track-It immediately creates an e-mail notification of the created worked order.

Scan to E-mail

The majority of the copiers throughout the company have the ability to scan items and e-mail. To do this, follow these instructions:

1. Load document into feeder of the copier (or place on the glass).
2. Press the "Send" button on the touch screen.
3. Press the "Email" button on the screen.
4. Press the box that says "Email Address".
5. Enter the email address you wish to send the document to, for instance lcothren@umhs.net (to get the @ symbol, you'll need to press the "shift" button on the screen and then press it again to go back to the letters and numbers).
6. When you have successfully typed in the email address, press "OK".
7. Press "OK" again.
8. On the right side of the screen, verify that the file format is set to "PDF" rather than "TIFF". If it is set to "TIFF", press the box that says "File Format" and select "PDF".
9. Press the round, green Start Button and the document will be scanned.
10. Please watch the screen to verify that the document has been delivered.

Contact the IT Departmenttrackit@umhs.net

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