

## Merit Election Email Guide

The Merit election email account is the primary point of contact to your jurisdiction for voters using the [Michigan Voter Information Center](#) and by the Bureau of Elections. It is extremely important that the emails are read in a timely manner. To help you manage your Merit election email Inbox you may wish to use one of these options: *New Message Notification* or *Automatic Forwarding*.

- Please test these options by sending yourself a message, but keep in mind you should also be receiving a News Update from the Bureau of Elections on a weekly basis. If you are not receiving this communication, the message notification and/or forwarding is not working properly.
- When using either of these methods it is important that you keep your settings up to date with any staffing or email address changes.

To begin, login to Merit election email at <https://webmail.merit.edu> using your jurisdiction's username and password. If you have difficulty accessing this website, please consult the **Troubleshooting** section of this document.

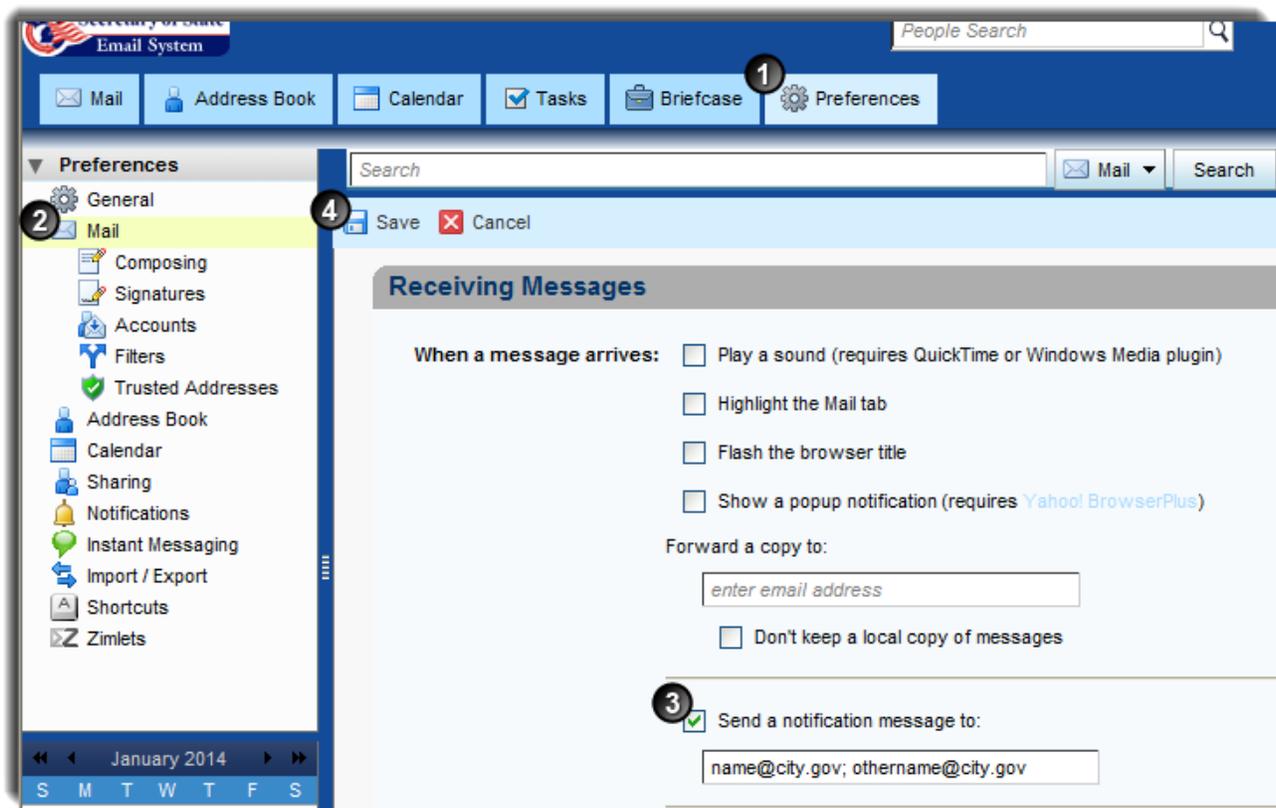
### ***New Message Notification***

The Bureau of Elections recommends that you utilize the Notification Message option in order to keep track of new messages received in your Merit election email Inbox. With this tool, you receive an email from the Merit Mail Postmaster alerting you to a new message waiting to be read in your Inbox.

To receive an email alert notifying you of a new message:

1. Click Preferences
2. Click Mail
3. Scroll down to **Receiving Messages** and add a check mark to the **Send a notification message to:** box. Then, enter the email addresses you would like new email notifications to be sent to in the box below. If sending to more than one address, separate the addresses with a semi-colon.
4. Click **Save**

Finally, send an email message to your Merit account to verify the receipt of a notification message.



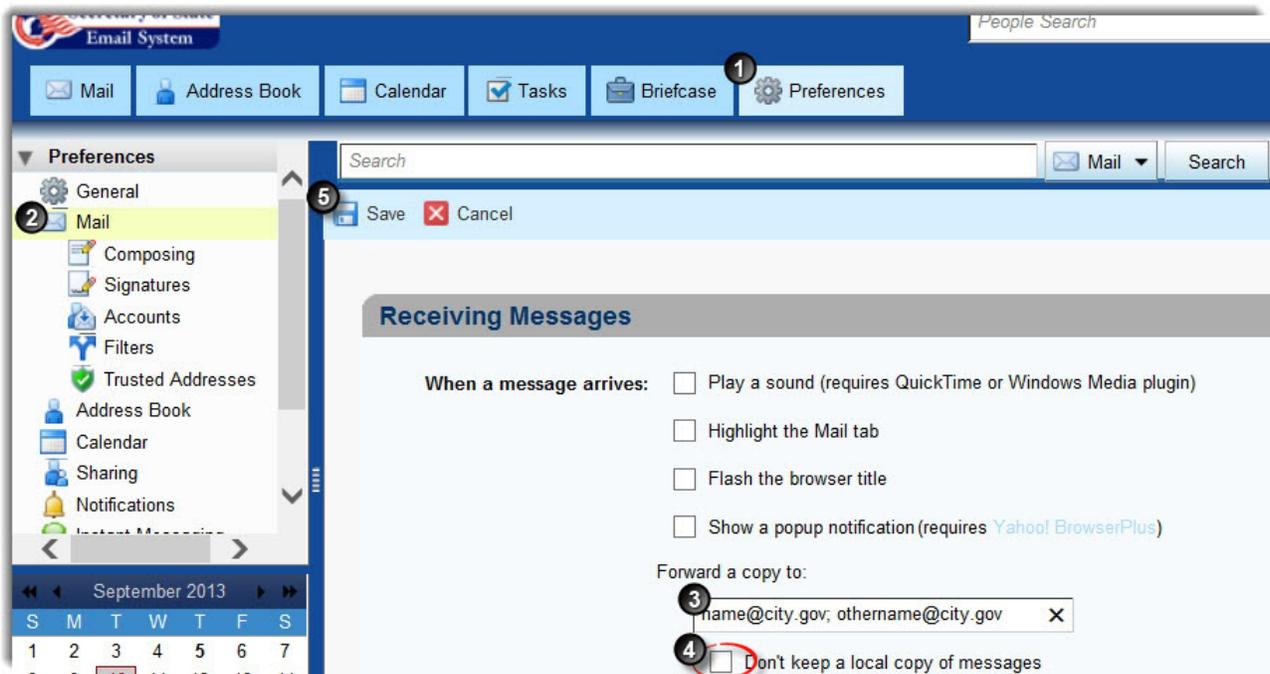
## Forwarding Merit Election Email

Messages sent to Merit election email accounts can be set up to forward automatically to other email accounts. Sometimes forwarded messages get blocked or sent to a junk/spam folder; therefore, after completing these steps, send a test email to your Merit election email address to ensure the emails are being forwarded correctly. Also, be sure to update this information as staff changes.

To setup automatic forwarding, login to Merit election email:

1. Click **Preferences**
2. Click **Mail**
3. Scroll down to **Receiving Messages** and enter the email addresses you would like messages to be sent to in the **Forward a copy to:** box. If sending to more than one address, separate the addresses with a semi-colon
4. Verify that there is NOT a checkmark in the **Don't keep a local copy of messages** box
5. Click **Save**

Finally, send an email message to your Merit account to verify it is forwarding to everyone properly. Remember, if you are not receiving the weekly News Update from the Bureau, the message notification and/or forwarding is not working properly.



### IMPORTANT NOTE:

You should always keep a local copy of your email messages in the Merit election email Inbox in the event of a change in staff or if there are changes to your email or internet service provider. Please do not add a check mark to the **Don't keep a local copy of messages** box.

## Michigan Bureau of Elections Digital Calendar

The Bureau of Elections has created a calendar of election dates and deadlines in a digital format. The calendar can be accessed through the following weblink:

[https://www.google.com/calendar/embed?src=migovboe%40gmail.com&ctz=America/New\\_York](https://www.google.com/calendar/embed?src=migovboe%40gmail.com&ctz=America/New_York)

In addition, this calendar may be added to your MERIT election email, as well as to an Outlook and/or Google calendar account. Following the instructions below will ensure the calendar automatically updates when we update the master calendar. Paper copies will still be available on the Election Administrator's website at [www.michigan.gov/elections](http://www.michigan.gov/elections) - *Information for Election Administrators*.

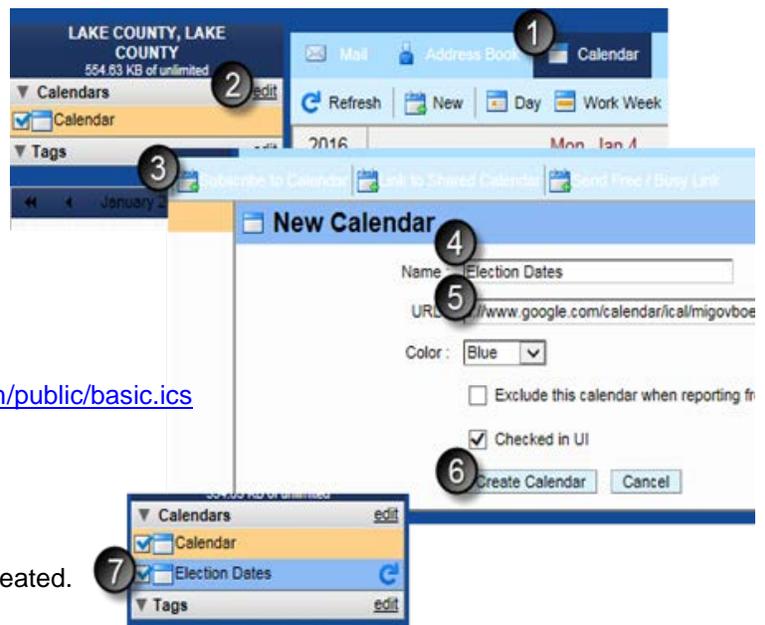
### Instructions for MERIT election email:

Login to MERIT email:

1. Click Calendar
2. Click Edit
3. Click Subscribe to Calendar
4. Enter a Name for the calendar
5. Enter the following url into the URL box:

<https://www.google.com/calendar/ical/migovboe%40gmail.com/public/basic.ics>

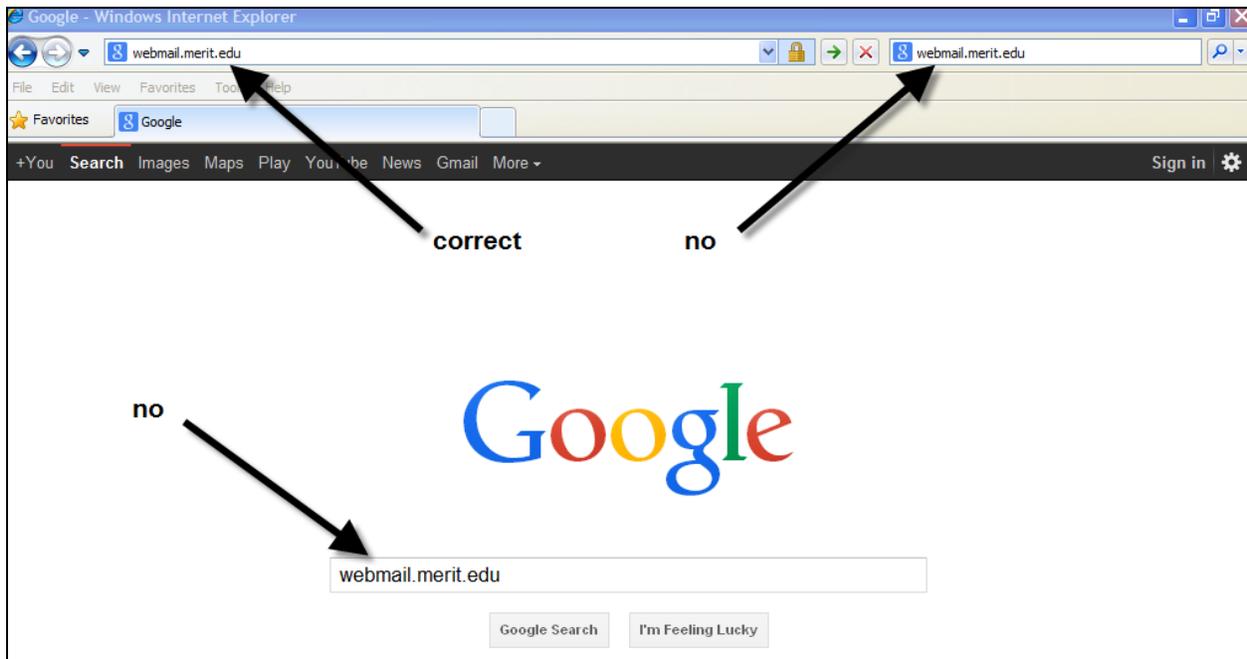
6. Click Create Calendar
7. Ensure the box is selected for the calendar you just created.



## Troubleshooting

### If you can't find the Merit election email website:

- Make sure you are typing the address in the address field of your web browser and not the search field of your search engine (see image below)
  - If you do not see an address bar in your web browser, click on "File" in the upper left of your screen and then click "open". Enter the web address and then click "ok"
  - If you do not see a "File" menu option in the upper left corner, press "<alt>" and "F" simultaneously on your keyboard and then click "open"
- Do not include "www" in the address
- Once you have found the correct website, we recommend saving it as a Favorite



### If the images on your screen do not match the pictures of the Merit election email website in this document:

- You may need to load a different version of the website when you login: Advanced or Standard (see image below). Images in this document are from the Advanced version.



**If you are using the Standard (HTML) version of the Merit election email website:**

- Please follow the instructions below to navigate to your preferences for receiving messages. Once there, you can change your options for receiving a Notification Email.

Standard (HTML) Version Instructions for *New Message Notification*

1. Open a web browser and go to the Merit election email site: <https://webmail.merit.edu/>
2. Log into your Merit election email by entering your jurisdiction's username and password
3. Click "Preferences" from the upper toolbar, above the list of emails
4. Click "Mail" on the upper left side of the lower toolbar
5. Scroll down until you see the section labeled: "Receiving Messages"
6. Check the box that says: "Send a notification message to:"
7. Enter the email address you would like the alerts to go to in the field provided
8. Click the "Save" button on the far left side of your screen, just above "Receiving Messages"