

# Merit Election Email Account

## To Set-up Automatic Forwarding:

- Open “Election Email” and click on the **Preferences** tab
- Under **Preferences**, click on the **Mail** tab (Note: The **Mail** tab is located between the **General** and **Composing** tabs.)
- Scroll down to **Receiving Messages**
- In the window labeled “**Forward a Copy to,**” enter the alternative email address where you wish to forward all “Election Email” communications
- Click on “**Save**”

Forwarding to multiple alternate email addresses may be accomplished using your internal or personal email system. At this time only one alternative email address may be entered into the Election Email system.

**Email Alert Feature:** If you would like to receive an automatic notification each time a new email communication is delivered to your “Election Email” account, complete the following:

- Open “Election Email” and click on the **Preferences** tab
- Under **Preferences**, click on the **Mail** tab
- Scroll down to **Receiving Messages**
- Click on the check box labeled “**Send a notification message to:**” Enter the email address of the account that you wish to have a notification sent to as shown in the figure below
- Click on “**Save**”

If you would like to receive an automatic notification each time an email is received, simply click on one or more of the check boxes next to “**When a message arrives:**” and click on “**Save.**”

**Receiving Messages**

**When a message arrives:**  Play a sound (requires QuickTime or Windows Media plugin)  
 Highlight the Mail tab  
 Flash the browser title

Forward a copy to:  
  
 Don't keep a local copy of messages

---

Send a notification message to:

### **Special Instructions for Sites That Rely on “Dial-up”**

**Connection:** A number of jurisdictions have reported that their new “Election Email” system runs very slowly. In most cases, this problem has been observed in jurisdictions that use a dial-up internet connection and/or are using an older/slower computer. If you are experiencing this problem, it is recommended that you access your “Election Email” account via “Outlook Express.” For instructions on how access your “Election Email” account via “Outlook Express,” please refer to the above attachment labeled: **“Receiving Email Using Outlook Express.”**

Questions? Please contact the QVF Help Desk at: 1-800-310-5697.