



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.



medinet

Medinet Mail Notification

Please do not reply to this notification message

You have received a secure message from support@medinet.ca at Medinet Mail.
Click on the link below to see the contents of your message.

[Click here for your message](#)

Register name, and mobile phone number, for security.

medinet Contact us | Help 604 737-1477 1 800 737-3771

Registration

Welcome to Medinet Mail

To receive your secure message, please register.

We will ask for your:

- name
- mobile phone number.

Once you are registered, you are able to read your message and reply to the sender.

We will not use your information for any other purpose.



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Enter your name

First name

Last name

[Continue](#) [Back](#) [Cancel](#)

medinet Contact us | Help 604-737-1477 1-800-737-3771

Enter your mobile phone number

Mobile Phone

[Continue](#) [Back](#) [Cancel](#)

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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Verification

Enter the code from your mobile phone

Enter the 4 digit confirmation

[Continue](#) [Back](#) [Cancel](#)

OR

Option

Your mobile phone number already exists in our system.

You can add this email address to your existing account and be able to see both email accounts when you log in.

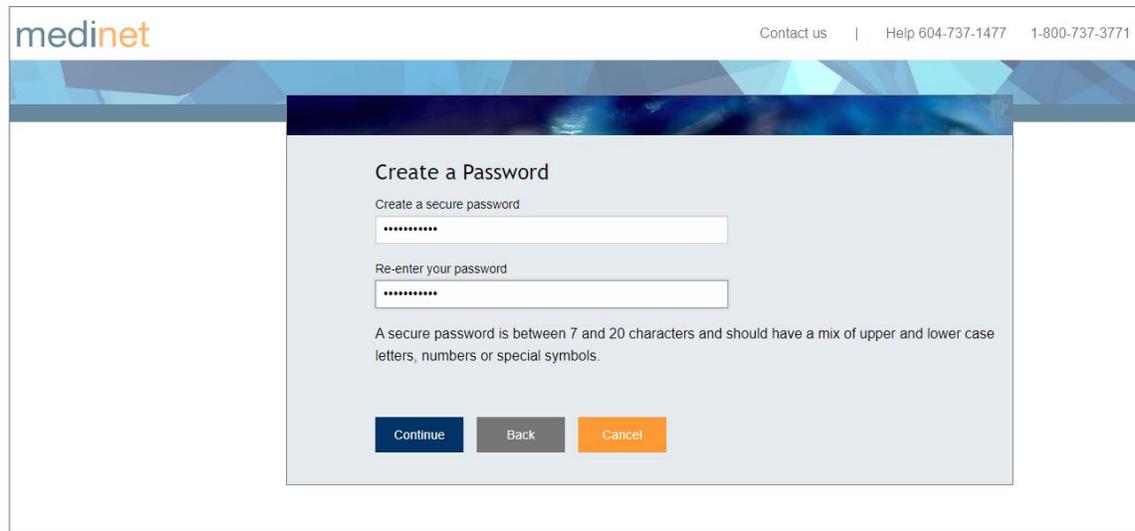
or

You can keep your email addresses separate and have different logins for each.

If you need help deciding, please call us at 604 737-1477 or 1 800 737-3771.

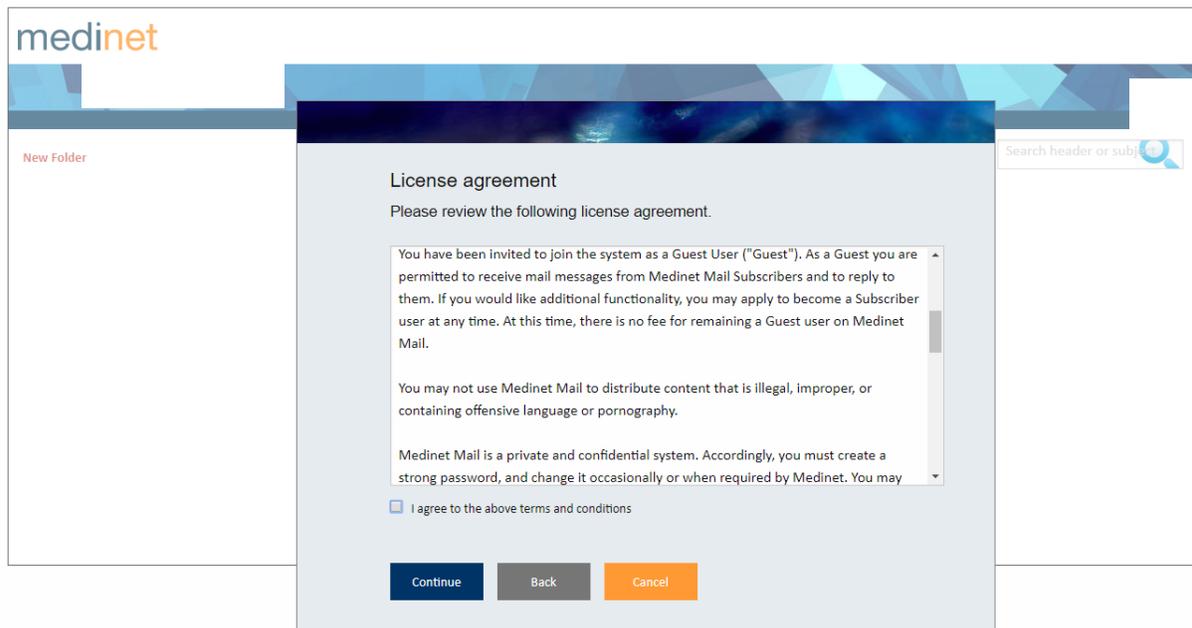
[Together](#) [Separate](#) [Back](#) [Cancel](#)

Set up a strong personal password



The screenshot shows the Medinet website's password creation interface. At the top left is the 'medinet' logo. At the top right are links for 'Contact us', 'Help 604-737-1477', and '1-800-737-3771'. The main content area is a light gray box with a dark blue header that says 'Create a Password'. Below the header, there are two text input fields: 'Create a secure password' and 'Re-enter your password', both containing masked characters (dots). Below the fields is a paragraph of instructions: 'A secure password is between 7 and 20 characters and should have a mix of upper and lower case letters, numbers or special symbols.' At the bottom of the box are three buttons: 'Continue' (dark blue), 'Back' (gray), and 'Cancel' (orange).

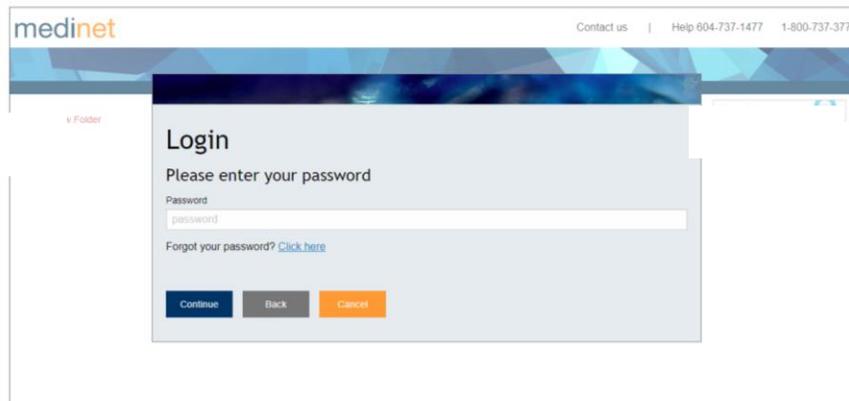
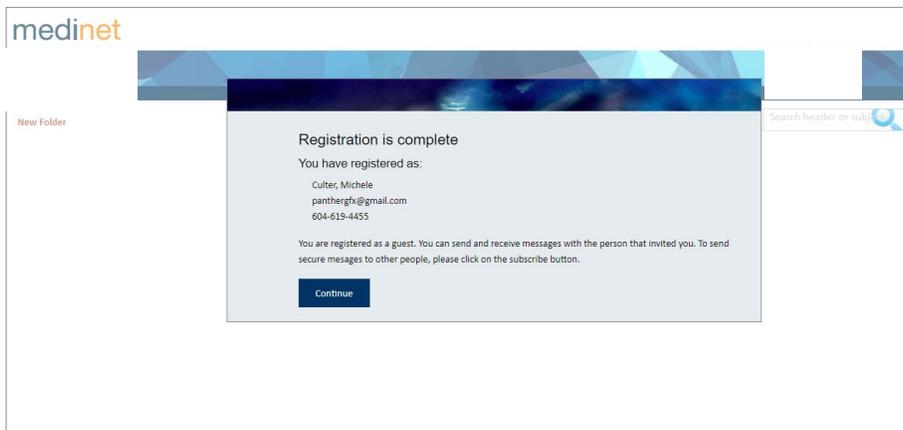
Agree to the terms of use



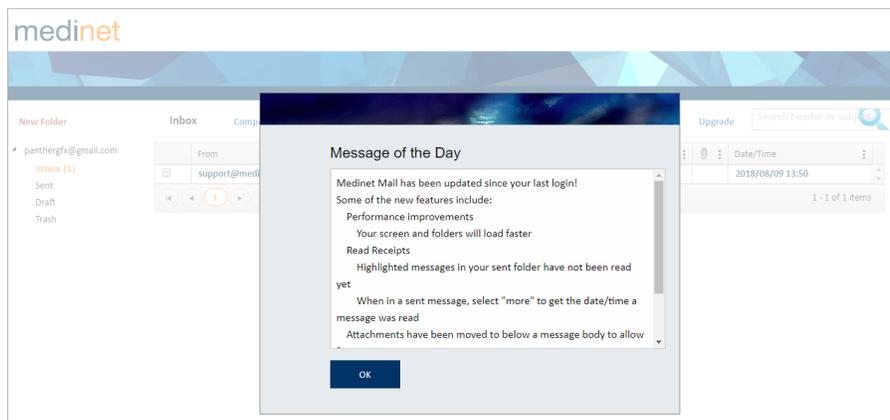
The screenshot shows the Medinet website's license agreement interface. At the top left is the 'medinet' logo. At the top right is a search bar with the placeholder text 'Search header or subject'. The main content area is a light gray box with a dark blue header that says 'License agreement'. Below the header, there is a paragraph: 'Please review the following license agreement.' Below this is a scrollable text area containing the following text: 'You have been invited to join the system as a Guest User ("Guest"). As a Guest you are permitted to receive mail messages from Medinet Mail Subscribers and to reply to them. If you would like additional functionality, you may apply to become a Subscriber user at any time. At this time, there is no fee for remaining a Guest user on Medinet Mail. You may not use Medinet Mail to distribute content that is illegal, improper, or containing offensive language or pornography. Medinet Mail is a private and confidential system. Accordingly, you must create a strong password, and change it occasionally or when required by Medinet. You may'. Below the scrollable text area is a checkbox with the text 'I agree to the above terms and conditions'. At the bottom of the box are three buttons: 'Continue' (dark blue), 'Back' (gray), and 'Cancel' (orange).



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



Message of the Day





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

The screenshot displays the Medinet email interface. On the left, there is a sidebar with a 'New Folder' button and two email accounts: support@medinet.ca and michele@medinet.ca. Each account has its own set of folders: Inbox, Sent, Draft (1), and Trash. The main area shows the 'Inbox' for support@medinet.ca, which contains five messages. The messages are listed in a table with columns for From, Subject, Date/Time, and an attachment icon. The first message is from bigorangecow@gmail.com with the subject 'smile' and a date of 2018/07/18 11:11. The second message is from dougp@medinet.ca with the subject 'Medinet Mail Daily Report' and a date of 2018/04/12 13:36. The third message is from support@medinet.ca with the subject 'smile' and a date of 2018/03/23 14:18. The fourth message is from bigorangecow@gmail.com with the subject 'smile' and a date of 2018/03/23 11:51. The fifth message is from bigorangecow@gmail.com with the subject 'Test reply from guest' and a date of 2018/03/23 11:45. The interface also includes a search bar at the top right, a 'Compose' button, and a '1' indicator at the bottom of the message list.

From	Subject	Date/Time
bigorangecow@gmail.com	smile	2018/07/18 11:11
dougp@medinet.ca	Medinet Mail Daily Report	2018/04/12 13:36
support@medinet.ca	smile	2018/03/23 14:18
bigorangecow@gmail.com	smile	2018/03/23 11:51
bigorangecow@gmail.com	Test reply from guest	2018/03/23 11:45



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)

The screenshot shows the 'Settings' page for a Medinet email account. The page has a header with the 'medinet' logo and contact information: 'Contact us | Help 604-737-1477 1-800-737-3771'. The main content area is titled 'Settings' and includes a 'Save' button and a 'Cancel' button. On the left, there is a folder list for two email accounts: 'michele@medinet.ca' (with 'Inbox (1)', 'Sent', and 'Draft (49)' folders) and 'support@medinet.ca' (with 'Inbox', 'Sent', 'Draft (4)', and 'Trash' folders). The settings include: 'Default Account:' with a checked checkbox; 'No Notifications:' with an unchecked checkbox and the text 'You can turn on/off notification messages that are sent to your regular inbox'; and a 'Signature:' field. The signature field contains a rich text editor with a 'Format' dropdown and buttons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, Outdent, Link, and Image. The signature text is: 'medinet', 'Michele Culter', 'Vice President', 'Medinet Vancouver', '604 742-8841 direct', '604 737-1477 general', '604 742-8850 fax', and 'www.medi.net'. Three blue arrows point from the text annotations above to the 'Save' button, the 'No Notifications' checkbox, and the signature text area.



COMPOSE

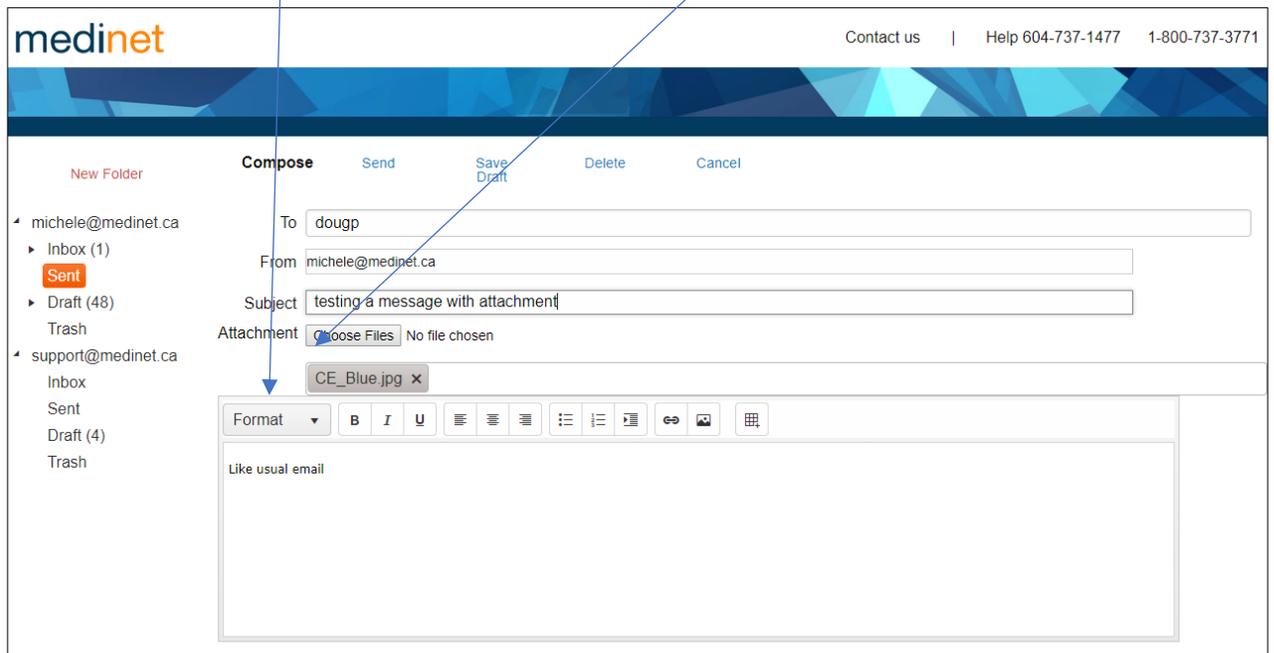
Recipients are automatically added to your contact list

Formatting Bar

Easily format text within your message and signature

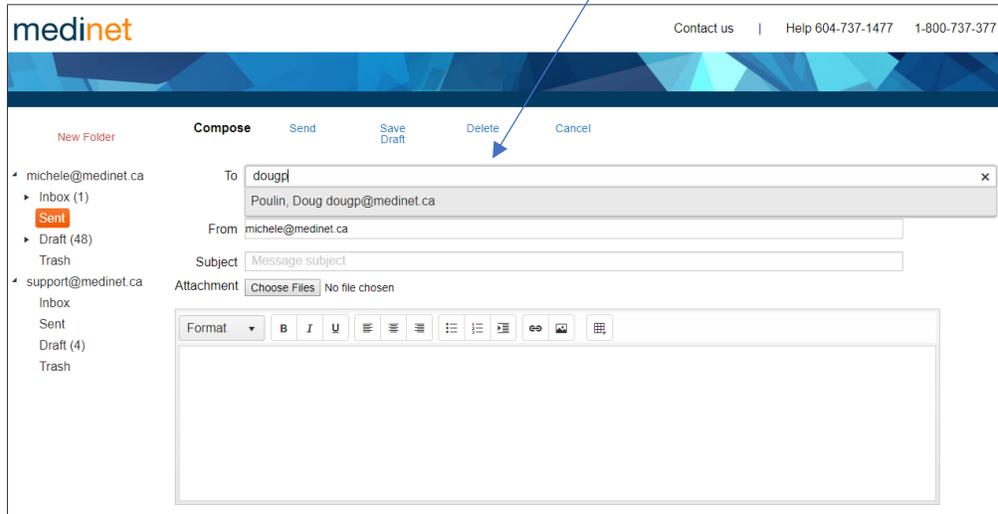
Continue to add attachments easily using the browse to file function

Format using familiar tools



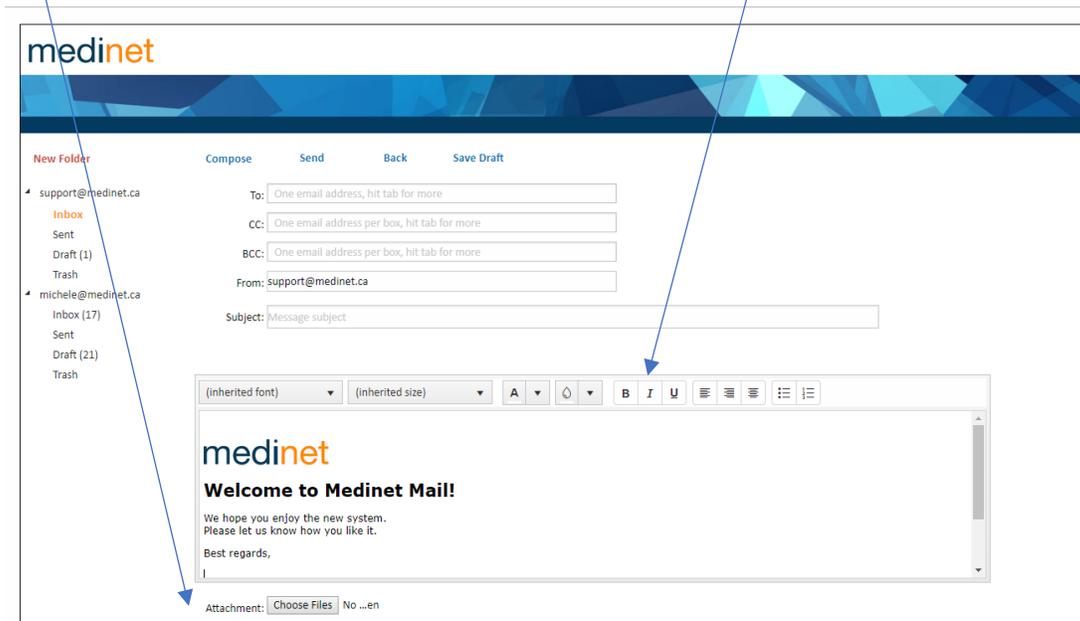


Existing contacts will auto-complete in the To and CC/BCC fields or enter a new email address to invite a new user.



Add Attachments easily using the browse to file function

Format using all the familiar tools you use in other programs





Click Send or Save Draft

medinet Contact us | Help 604-737-1477 1-800-737-3771

New Folder Compose Send Save Draft Delete Cancel

michele@medinet.ca
Inbox (1)
Sent
Draft (48)
Trash

support@medinet.ca
Inbox
Sent
Draft (4)
Trash

To: dougp
From: michele@medinet.ca
Subject: testing a message
Attachment: Choose Files | No file chosen

Format B I U [List Icons]

Like usual email

Custom Filtering

medinet Settings Log out Upgrade Search header or subject

New Folder Inbox Compose

support@medinet.ca
Inbox
Sent
Draft (1)
Trash

michele@medinet.ca
Inbox (17)
Sent
Draft (21)
Trash

	From	Subject	Date/Time
<input type="checkbox"/>	bigorangecow@gmail.com	↑ Sort Ascending	2018/07/18 11:11
<input type="checkbox"/>	dougp@medinet.ca	↓ Sort Descending	2018/04/12 13:36
<input type="checkbox"/>	support@medinet.ca	Filter	2018/03/23 14:18
<input type="checkbox"/>	bigorangecow@gmail.com	Test reply from guest	2018/03/23 11:51
<input type="checkbox"/>	bigorangecow@gmail.com		1 2018/03/23 11:45

1 - 5 of 5 items

READ RECEIPT



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

The screenshot shows the Medinet email interface. The header includes the Medinet logo and a navigation bar with buttons: Sent, Back, Retract, Resend, Delete, Move, and Print. On the left, a folder list shows 'support@medinet.ca' with sub-folders for Inbox, Sent, Draft (1), and Trash. The main content area displays an email header: To: panthergfx@gmail.com, From: support@medinet.ca, Status: More (with a blue arrow pointing to it), and Subject: Message subject. Below the header is a large Medinet logo.

The screenshot shows the Medinet email interface. The header includes the Medinet logo and a navigation bar with buttons: Sent, Back, Retract, Resend, Delete, and Move. On the left, a folder list shows 'support@medinet.ca' with sub-folders for Inbox, Sent, Draft (1), and Trash. The main content area displays an email header: To: panthergfx@gmail.com, From: support@medinet.ca, Status: Less (with a blue arrow pointing to it), and Subject: Message subject. Below the header is a recipient list table:

Recipient	Read on
panthergfx@gmail.com	Not read