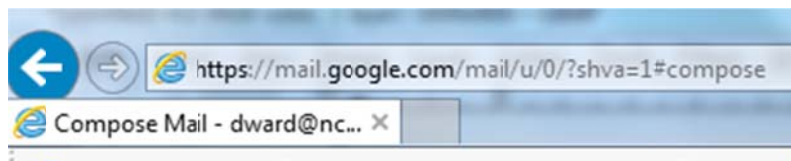


How to set up a free Google e-mail account

If you are currently serving as a clergy member of the North Carolina Conference you are entitled to a free nccumc.org e-mail address. Please contact the Conference IT Office for help with accessing your e-mail for the first time. If you would like to set up a free Gmail.com personal e-mail account follow these steps:

- Open your web browser (Internet Explorer, Mozilla Firefox or Google Chrome).
- Browse to <https://mail.google.com>.
- Click the Create a New Account button.
- Fill out the required information and choose your username. Your e-mail address will be username@gmail.com.

You can browse to these websites by clicking in the address bar and typing the address. Once you have finished the address you can press the Enter button on your keyboard.



How to log into your Google e-mail account from any online computer

One of the primary advantages of the Gmail system is the ability to access your e-mail from any computer that is connected to the Internet. Follow these steps to log into your e-mail account:

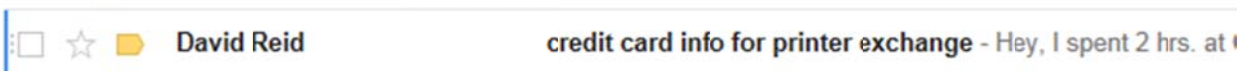
- Open your web browser (Internet Explorer, Mozilla Firefox or Google Chrome).
- Browse to <https://mail.google.com>.
- Enter your username and password to login.

How to open an e-mail

To open an e-mail message (using the Gmail system) you must first log into your e-mail account. The Inbox will be displayed and you can single left click on each message to open them.

Click on this:

▼ Unread



To see this:

credit card info for printer exchange



Inbox x



David Reid

to me ▾

Hey,

I spent 2 hrs. at Claire's this morning and couldn't get either of the setup because of a cartridge issue. So it looks as if I need to send

Thanks In Advance,

David Reid
System Administrator
NC Methodist Conference
[919.779.6115 x237](tel:919.779.6115)

How to reply to an e-mail

There are two different ways to reply to an e-mail message: Reply and Reply All. There are important differences between the two options:

- Reply will send a reply directly to the sender.
- Reply All will send a reply back to everyone who was included on the original message.

This is an important difference!

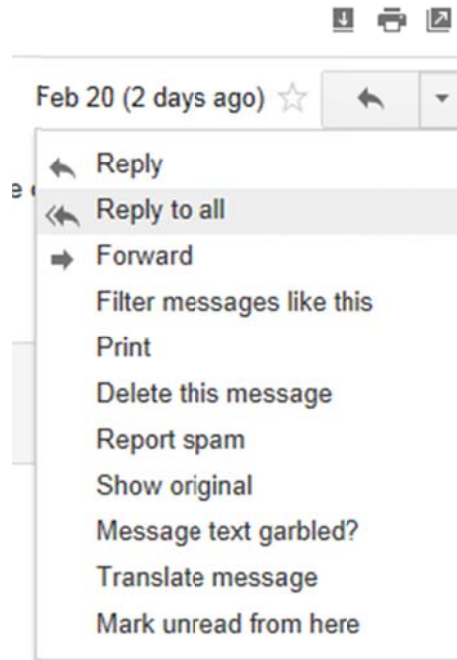
Click this button to reply:



3:24 PM (25 minutes ago) ☆

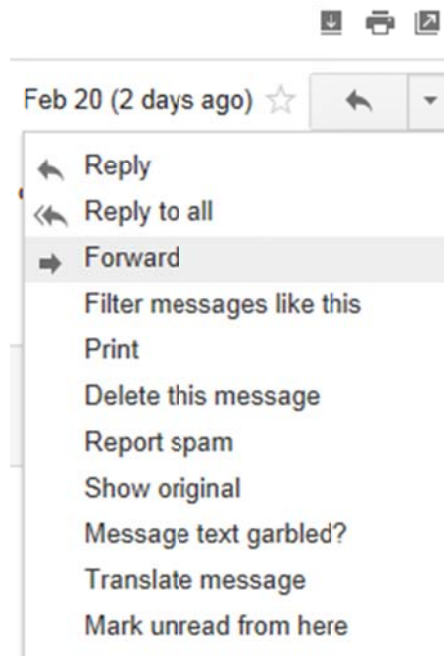


Click the down arrow next to the reply button and choose Reply All:



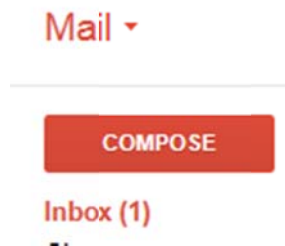
How to forward an e-mail

When you would like for someone to see an e-mail message that you received you can use the Forward option. Forwarding an e-mail involves the same steps as Reply All.



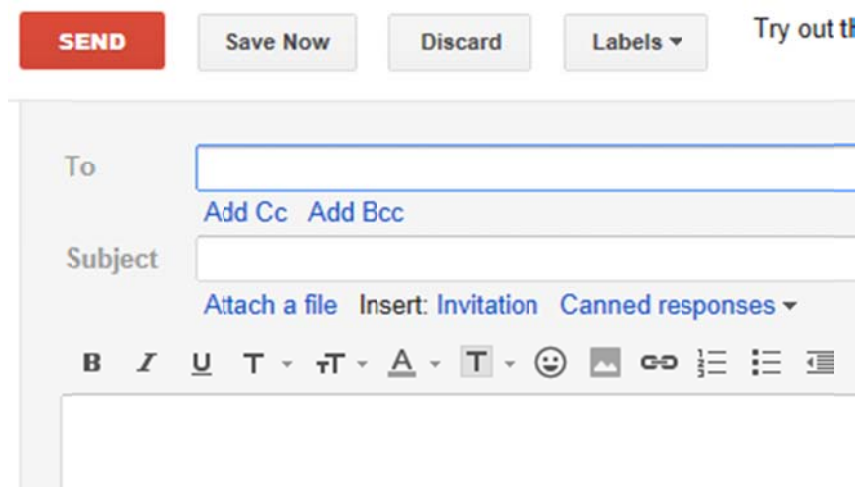
How to draft an e-mail

To draft a new e-mail message click the Compose button.



How to address e-mails

Once you have selected the Compose button to create a new button you must enter the e-mail address of the intended recipient. E-mail addresses follow the naming convention of [username@domain.com](#) (or .org, .net, edu, etc.). Enter the address you wish to send a message to in the To: field.

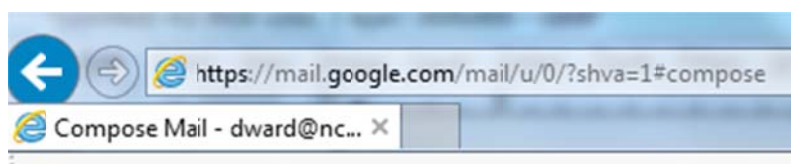


How to log onto the conference and district web sites

To access the Conference and District website follow these steps:

- Open your web browser (Internet Explorer, Mozilla Firefox or Google Chrome).
- Browse to <http://nccumc.org> to access the Conference website.
- Browse to <http://districts.nccumc.org> to access the District website.

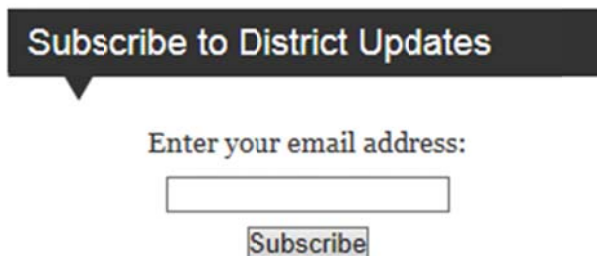
You can browse to these websites by clicking in the address bar and typing the address. Once you have finished the address you can press the Enter button on your keyboard.



How to “subscribe” to get automatic updates from your District web site

You can subscribe to get updates to your District website via e-mail. Follow these steps to subscribe to this notification service:

- Browse to <http://districts.nccumc.org/>.
- Click on the your District link to access the your District website.
- Enter your e-mail address in the subscribe field and click subscribe.



Subscribe to District Updates

Enter your email address:

Subscribe

How to Use Google Hangouts

Google Hangouts is the name of the video conferencing solution that the Conference and District Offices are using to connect with each other and the members of our Annual Conference. You can find out more information on how to set up and use this system by visiting the Frequently Asked Questions (FAQ) section of the Information Technology (IT) Office website. Follow these steps to access this information.

- Browse to the Conference Website (<http://nccumc.org>) and hover your mouse over the blue Ministries section.
- On the lower left hand corner of the pop-up window click on Frequently Asked Questions listed below the Information Technology Office title.
- Click on the FAQ article titled “How do I start/join/invite people to a Google Hangout?”

You could also browse directly to: <http://nccumc.org/it/fag/how-do-i-startjoininvite-people-to-a-google-hangout/>.

How to find the FAQ section of the IT Office website:

The screenshot shows a website navigation menu with a dark blue header containing the following tabs: Home, Events, Ministries, and Resources. Below the header, the page is organized into a grid of categories, each with a list of links and a 'more' link with a right-pointing arrow.

Bishop's Office	Communications	Conference Secretary	Connectional Ministries
2012-13 Appointment Book	NCC Christian Advocate	2012 Conference Delegates	Christian Formation
Bishop's Biography	Publications	2012 Delegate Nominees	Church Revitalization
Connections	Ramus: Web Hosting	2013 Annual Conference	Leadership
Episcopal Rulings	United Methodist Men	Conference Directory	Nominations
Extension Ministries	United Methodist Women	Conference Journal	Outreach Ministry
more →	more →	more →	more →

Information Technology	Ministerial Relations	New Faith Communities	Treasurer's Office
Faith & Tech Blog	About Ministerial Relations	About NFC	District Remittances
Frequently Asked Questions	Calling	Called To Plant?	Insurance
Online Data Collection	Frequently Asked Questions	New Communities	Pensions
Quick Support	Equipping	NFC Vision	Property/Casualty
Report An Issue	Sustaining	Tools	Training Materials
more →	more →	more →	more →

Can't find something? Try using the [A-Z List!](#)

[Basic Hangout Instructions](#)