MercerConnect is a website that allows Mercer employees to access their Mercer email through any internet-capable device using a web browser. This guide provides a brief overview of the main features of MercerConnect.

For additional help, click the question mark icon, located in the upper-right corner of the MercerConnect website.

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Access MercerConnect

1. Visit the MercerConnect sign in page: https://mercerconnect.mercer.edu
2. Enter your username (example: Smith_J) in the User Name field.
3. Enter your password in the Password field.
4. Click Sign In.

Interface Overview

The MercerConnect interface is divided into four main areas:

1. **Folder List:** List of email folders, including favorite folders.
2. **Message List:** This shows all of the messages in the selected folder. Unread messages will appear in slightly bolder text, and the subject of the email will be colored.
3. **Reading Pane:** Displays the contents of the email selected in the message list.
4. **Navigation Bar:** Used to switch between the different features in MercerConnect. The Navigation bar also shows notification icons for appointment reminders, tasks, and other items.
Using Email

Create a New Email

1. Click **New Mail**, located in the upper-left corner of the page. A new message will appear in the reading pane on the right side of the page.
2. Enter the recipient’s email address on the **To:** line.
3. Type the body of your message below the text formatting toolbar.
4. To add an attachment, click **Insert** next to the paperclip icon.
5. Click **Send**.

Select a Recipient from the Address Book

1. Click the word **To:** at the top of the new email.
2. If you see the recipient’s name in the contact list, click the + sign to add them to the message. You can also search for a recipient by entering their name in the search box and clicking the magnifying glass icon.

*Note:* You will only be able to search for employees. To look up student email addresses, you must use the [online directory](#).
3. Click **OK** after selecting the recipients to add them to the email.

**Sorting Email**

1. Click the sort menu - it will display the current sort option.
2. Select the sort options you prefer.
Automatic Replies (Out of Office Messages)

1. Click the gear icon, located in the upper-right corner and select Set automatic replies.

2. Select the Send automatic replies radio button, and set a date range if you want the emails to automatically stop at a certain time.
3. Enter your messages details.
4. Click the Save button.
Create an Email Signature

1. Click the gear icon, located in the upper-right corner, and select **Options**.

2. Click **Settings** in the menu on the left.

3. Type and format your signature in the box under the **email signature** heading.

4. To apply the signature to every email you send, check the box labeled **Automatically include my signature on messages I send**.

5. Click the **Save** button at the bottom of the page.
Check Mailbox Size

1. Click the gear icon, located in the upper-right corner, and select **Options**.

![Options menu](image1)

2. Click account in the menu on the left if it isn’t already selected. Your mailbox usage will appear beneath your name and email address.

![Mailbox usage](image2)

Open another Mailbox

1. Click on your name, located in the upper-right corner, and select **Open another mailbox**.
2. Enter the email address you want to check and click **Open**. If you have access to view the mailbox, it will open in a new window.

**Using the Calendar**

**Create a New Appointment**

1. Click **Calendar**, located in upper-right corner of the page, in the navigation bar.
2. Click **new event**, or double-click a date on the calendar.

3. Enter the appointment details (Event description, location, date, etc...)
4. Click **Save**, located in the upper-left corner.
Create a New Meeting

1. Click Calendar, located in upper-right corner of the page, in the navigation bar.
2. Click New Event, or double-click a date on the calendar.
3. Enter the appointment details (Event description, location, date, etc...)
4. Type any part of the recipient’s name or email address in the Attendees line.
5. If the intended recipient’s name doesn’t appear, click Search Contacts & Directory.

6. The first 20 people matching the search will be displayed. Clicking one will add them as an attendee.
7. If the recipient is not in the list, click the + icon at the end of the Attendees line.

8. Enter the recipient’s name in the search box, and then click the magnifying glass icon.
9. In the search results, click the + icon to add the person to the attendee list.
10. Click OK to return to the appointment settings.
Open a Shared Calendar

1. Click Calendar, located in upper-right corner of the page, in the navigation bar.
2. Right-click on OTHER CALENDARS, and then click Open Calendar.

3. Enter the name of the calendar, and then select it from the list that appears.
4. Click Open
5. The calendar will be added to the calendar list. Clicking the check marks will show or hide the appointments on the calendars.

Using Contacts (People)

Create a New Contact

1. Click People, located in the navigation bar.

2. Select new, and select Create Contact when prompted.
3. Enter the contact’s information and click **Save**.

Create a Contact Group

1. Click **People**, located in the navigation bar.

2. Select **New**, and select **Create Group** when prompted.
3. Enter a name for the group in the **Group name** field.
4. Type the name or email address of a recipient in the **Members** field. If they appear in the list, click them to add them to your group. Otherwise, click **Search Contacts & Directory** to look up the recipient.
5. After the members of the group have been added, click Save.