



Your Envision Email

You have an Envision email account!!

It is [\[YOUR FIRST NAME\]@EnvisionClinic.com](mailto:[YOUR FIRST NAME]@EnvisionClinic.com) (it is not case sensitive)
We set you password, but please change this as soon as possible.

To check your email, you go to <https://ecc.mdofficemail.com/>

Type in your email and password (above).

On this next screen:

- The first time you log in, you will be asked to change your password. Please do so.
- On the top right, choose "Options" then choose "Preferences" from the drop down menu.
- Check that your name is correct. If you make a change click on the "Save" button near the top between "Options" and "Cancel".
- Add a signature
 - Click on "Edit Signatures"
 - Paste in Veronica or Steve's signature and customize as needed
 - At the top of that window in the identifier box put "ECC"
 - Click the "Save Signature Settings" button
 - Click the "Close" button
 - Go back into Edit Signatures (described above) and change the Default Signature to ECC. Hit Save and Close again.
- Fix spam settings
 - Click on "Spam Control" in the tabs just above "Interface language"
 - Change the spam detection level to "10 - only block if definitely spam"
 - Change the action to "Place spam in INBOX and mark subject"
 - Click the "Save" button

After that you can check your inbox and compose new messages just like with any other webmail system such as Gmail.

Steve will help you set up your mail client so that you don't have to use webmail on a regular basis.