

Welcome to the new NYAC email system for clergy. We are thankful to Google for providing us with free customized email services for all of our clergy and churches (coming soon!).

Over the summer we will transition conference emailings from the address we now have on record to this new address. Beginning July 1, 2013, all conference emails will be sent to you at this new address. Later this summer, we will be adding “find a clergy” functionality to the www.nyac.com site where this email address will appear. This effort will help you keep your personal email address just that – personal.

To use your new conference email:

Log in here: <http://mail.nyac-umc.com>

Username: firstname.lastname@nyac-umc.com (if you log in via the link above, you don't need to use “@nyac-umc.com”; if you log in via Gmail, you do.)

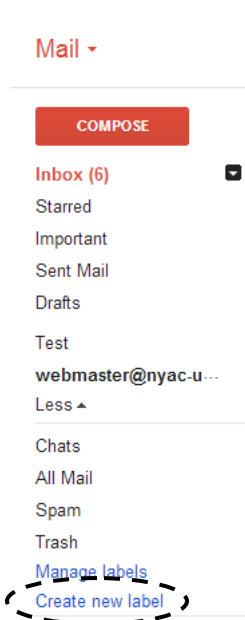
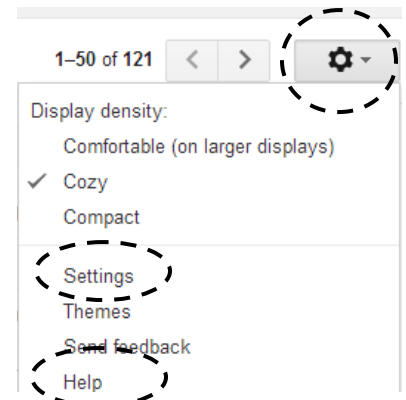
Password: Provided to you via email. If you have not received your email information, please contact Barbara Eastman at website@nyac.com to get your user credentials.

You will be prompted to change your password on first log-in.

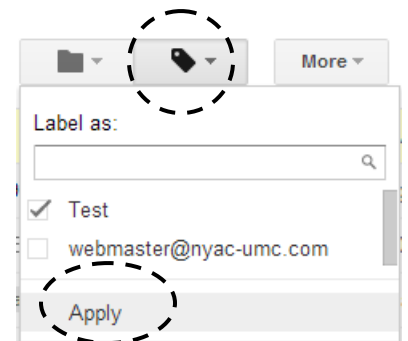
If you currently use Gmail, the interface will look very familiar to you because it is Gmail with a customized address. If not, we think you will find this system fairly easy to use.

Some Quick Tips

To make changes to your account – password, forwarding, your visible name, etc. – click the “gear” icon in the upper right of the screen and choose “settings.” Click on the navigational links across the top of the right side to manage different aspects of your account. *If you forward this email to another account, the “reply” address will be that of the account to which you forwarded this email.*



If you are accustomed to using folders to file away your old emails, you will now use labels. In the left column, click on the “More” link below the current list of labels (inbox, starred, important, etc.), choose “Create new label” then type in the name. When you are ready to file an email under this label, click the box to the left of the email, click on the label icon at the top of the screen and check the box to the left of the label where you want it filed, then click “Apply.” When you want to view those messages you filed, just click on that label in the left column.



For more tips and information on how to use this system, click on the “gear” icon in the upper right of the screen and choose “Help.”