Memo #18

Date: December 20, 2016
To: Executive/Members
Re: **OECTASM Email: forwarding and adding to your smartphone**

Now that teachers have been given access to our local OECTA website, and with that, access to SmarterMail – oectasm.ca – email account. Below you will find information on how to forward your oectasm.ca email to your personal email and how to add the oectasm.ca email to your smartphone.

How to Forward to another email account

1. Go to http://www.oectasimcoemuskoka.on.ca/
2. Click Member Login
3. Enter your email (first name.last name@oectasm.ca)
4. Enter Password
5. Click on Member Section and click on Mail
6. Scroll down on the left side to Settings (second from the bottom)
7. The account settings section will open where five new sub-tabs will appear:
   - User, Webmail, Compose, Forwarding, Plus Addressing
8. Click on the Forwarding button
9. Input your personal email address (not smcdsb.on.ca account) where you would like your SmarterMail to be sent

How to add SmarterMail to your Smartphone

For Mac devices:

1. Settings--->Mail--->Accounts---->Add new account

2. Select "Other" and hit "Add Mail account"

3. Type in name, email account and password. Hit Next

4. For Incoming Mail Server, type in hostname the following: **mail.unionstrategiesinc.com**
   Also, type in your email account on "username", followed by password.

5. For Outgoing Server name, type in hostname the following: **mail.unionstrategiesinc.com**
   Also, type in your email account on "username", followed by password.
6. Hit next and wait for it to be setup. The account should be ready to use at this point.

For Android devices:

1. Settings--->Mail--->Accounts---->Add new account

2. Enter your email address and password and hit next.

3. Select IMAP and follow the next step.

4. For IMAP server, type in the following: **mail.unionstrategiesinc.com**
   Also, type in your email account on "username", followed by password.

5. For SMTP server, type in the following: **mail.unionstrategiesinc.com**
   Also, type in your email account on "username", followed by password.

6. Tap Next. Name your account and enter the name you want to display on outgoing messages.

7. Hit Done and the account should be ready to use.

If you have any concerns, please contact the Unit office at 705-733-9625 or 1 800 558 4815
Thank you for sharing this information with OECTA members.