GaDOE
Georgia Department of Education

MyGaDOE Portal iMail and Message Center

Presented by

Chris Rivera

GaDOE Helpdesk Manager

MyGaDOE Portal iMail Basics

- **Internal Messaging System Only**

- **Any User With a Portal Account Can Be Sent or Can Receive Messages**

- **All Messages Secure within MyGaDOE Portal**

- **Sensitive Data May be Shared and Transmitted when Necessary Through iMail**

MyGaDOE iMail System

The MyGaDOE iMail Messaging System is a very useful and secure way to pass sensitive data and information from districts across the internet. This should be used in lieu of sending sensitive information via regular e-mail.

To access the MyGaDOE iMail (messaging) system, log into the MyGaDOE Portal.

Logging Into MyGaDOE Portal

To log into the Portal use your browser to navigate to the following website: https://Portal.doe.k12.ga.us

Accessing Portal iMail

Once logged into Portal, you will be at your Portal Home Page, click on the link in the blue bar at the top of the Portal window, "You have (#) new messages."

Any Messages you have received will be located in your Inbox. Portal iMail functions just like a basic e-mail application.

To Compose a new message just click on the Compose button and a new message will open.

Fill out the appropriate Subject and Message blocks just as you would a normal e-mail message.

- To add a file attachment to your message click on the "Files" button and browse to the location of your file on your computer and select the file to add. Multiple files may be added by selecting multiple files or repeating the process.

- To add a recipient for your message click on the appropriate box (To, CC, or BCC) and a search box will appear.

To search for the name and add your recipient(s) just type in the search criteria, once found check the appropriate boxes for those you would like to add. Then click on the Select button. This will add your recipients to your iMail message. To add more recipients repeat this process.

Once you have drafted your message, added recipients, and any attachments, just click on the Send button at the bottom to send the message.
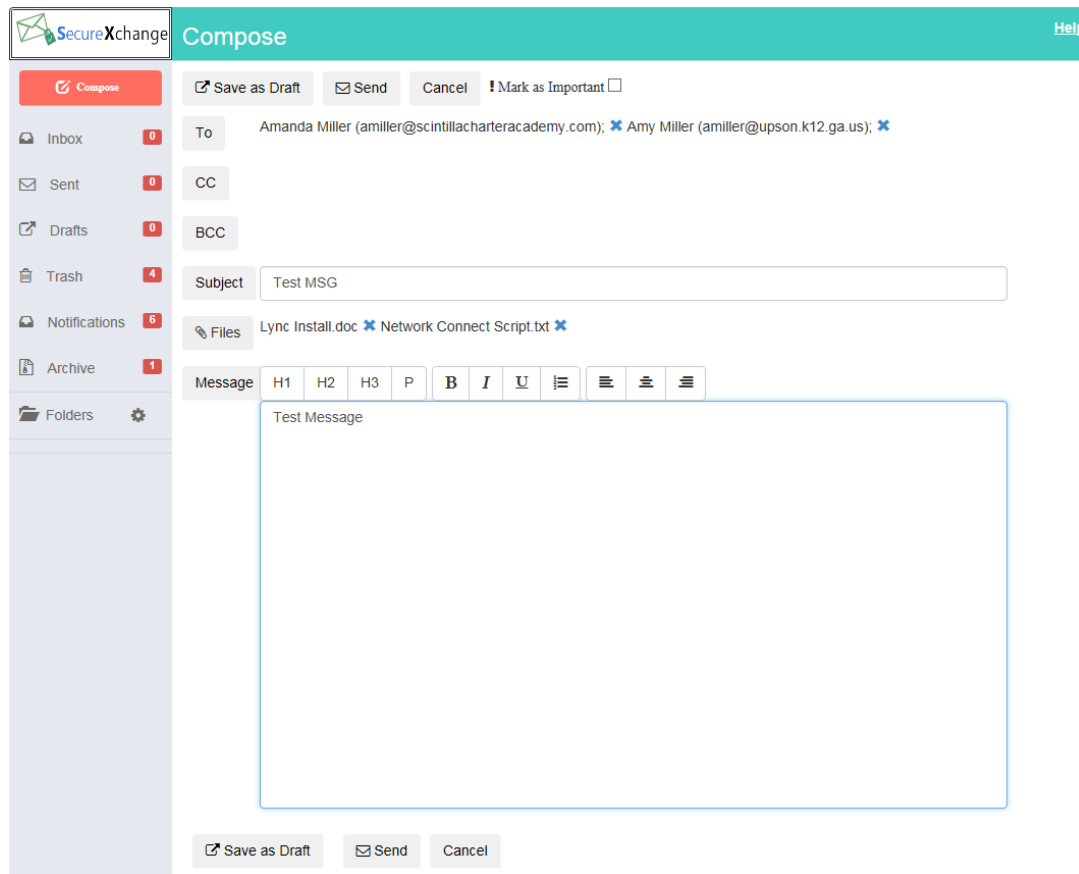
To open a message that has been sent to you, just Double click on the message.

The message will then appear for viewing.

Portal Message Center Basics

- **Important Notifications from DOE are Sent Through Message Center.**

- **Message Information Also Sent to User e-mail Address Listed in Portal.**

- **Users Can Subscribe or Unsubscribe to Message Tags to Begin or Stop Receiving Messages.**

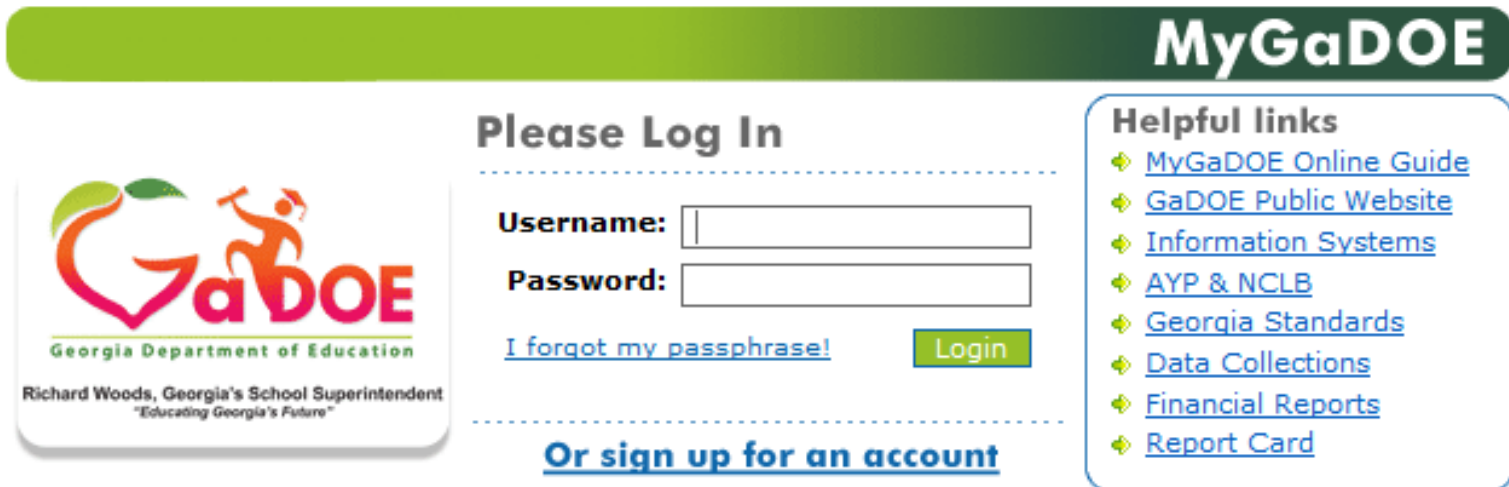- **Past Messages are Stored and Can be Viewed Within Message Center.**

Portal Message Center

The MyGaDOE Portal Message Center is used to send important information, send reminders, and communicate upcoming events to Portal Users. Only users who have subscribed to the proper message tags will receive these messages.

To access the Portal Message Center, log into the MyGaDOE Portal.

Logging Into MyGaDOE Portal

To log into the Portal use your browser to navigate to the following website: https://Portal.doe.k12.ga.us
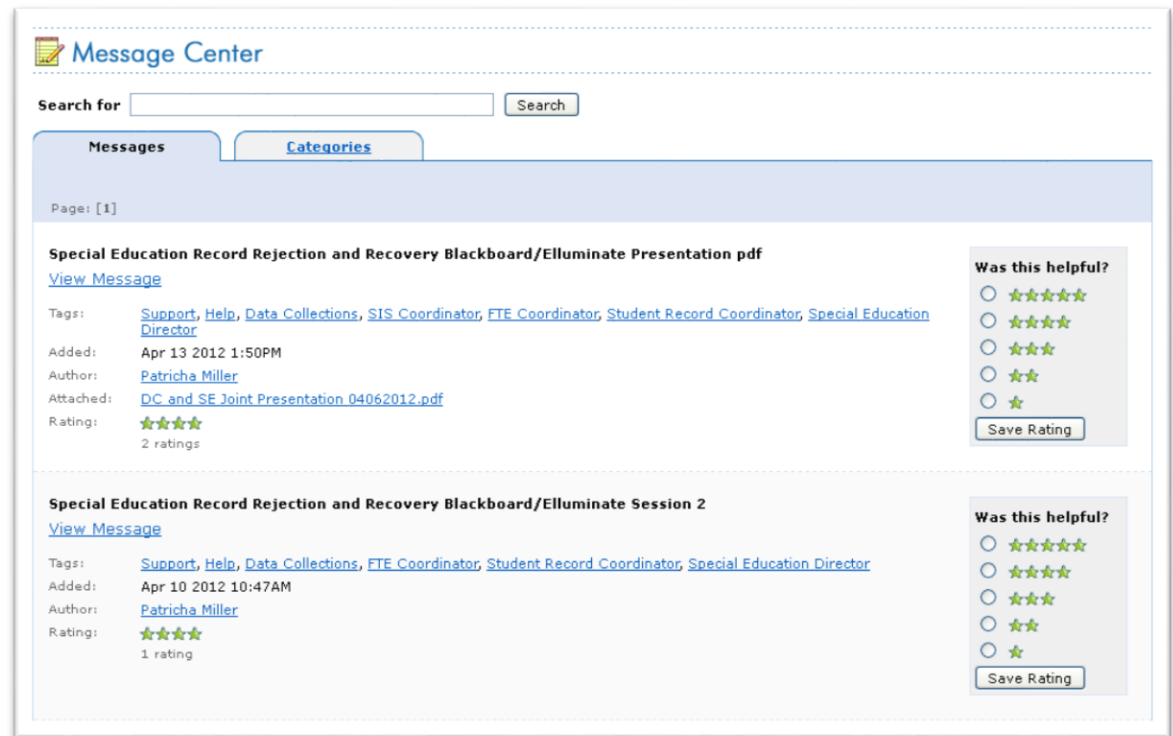
Accessing Message Center

Once logged into Portal you will be at your Portal Home Page, click on the Message Center Link in the left-hand Navigation Pane.
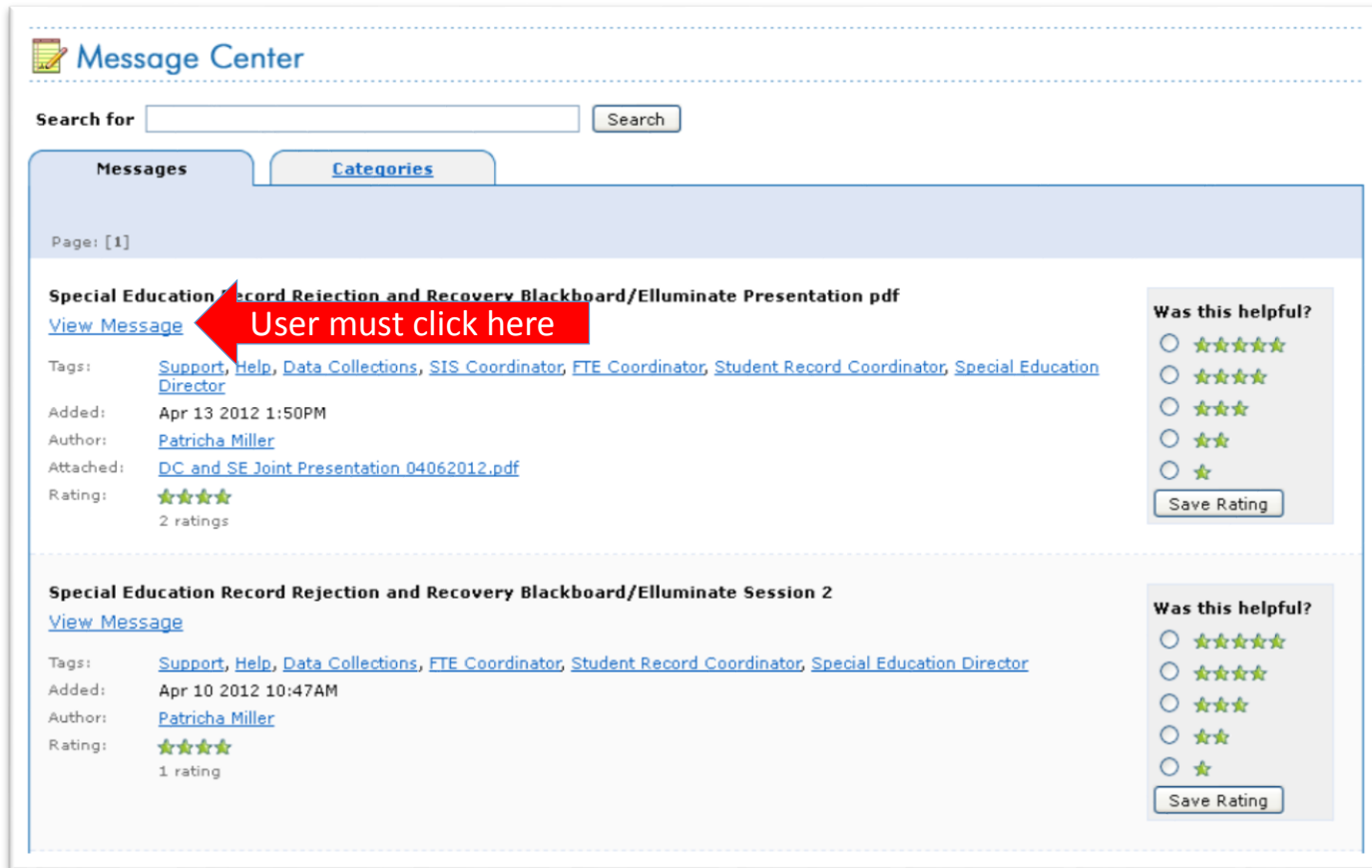
Within Message Center, basic information on the messages which you subscribe to will be shown in the Messages Tab:

1. **Subject of Message**

2. **Message Tags used to send message**

3. **Date Created**

4. **Author**

5. **Attachments**

To view a message, scroll to or page through to the desired message and click on the View Message link.

Note: Most recent messages will appear at the top by default.

The message will appear in a new browser window for viewing.

Any attachments can be opened by clicking on the attachment link at the bottom of the message.

If you are not receiving appropriate messages via e-mail or cannot view them within Message Center, you need to subscribe to the appropriate Message Tags within Message Center.

Click here to open Attachment

Subscribing to Message Tags

To change your current subscriptions in Message Center, go into message Center and click on the Categories Tab.

A list of Message Tags (categories) will appear. Scroll to the appropriate grouping of categories and click on the "+" sign next to the Subscribe link.

To BEGIN receiving messages sent with the relevant message tags, select the check box next to the appropriate message tag(s).

To STOP receiving messages sent with the relevant message tags, uncheck the box next to the appropriate message tag(s).

Once you have made all your desired changes, scroll to the bottom of the screen and click on the "Save Preferences/Subscribe" to save your changes.

You will be returned to the Messages tab within the Message Center window. You will now have access to view any past messages sent with message tags you are currently subscribed to.

Note the message tags used in the message presented in the screenshot below; **Support, Help, Data Collections, SIS Coordinator, FTE Coordinator, Student Records Coordinator, Special Education Director**.   These are the tags the author of the message chose when drafting and publishing these messages.

Questions?

How to Get Additional Assistance:

You may contact the Technology Management Customer Support Team by using the **Help-dticket link** on the left side of the MyGaDOE Portal menu.

You may also request assistance by emailing **dticket@doe.k12.ga.us** or by calling **1-800-869-1011**. Please provide a detailed message as well as your contact information.

Technology Management Customer Support Center
Georgia Department of Education

Support Team Staff: Carl Ogletree, Charles Lang, Eula Braxton, Chris Smith, Irish Saxton, Patty Miller, & Vidrine Jones

Presentation Survey

- Please take the time to let us know your thoughts regarding this presentation and any suggestions for improvement. Survey can be accessed at the link below:

http://gadoe.org/surveys/Tech-GCPNTFK

Thank You!