

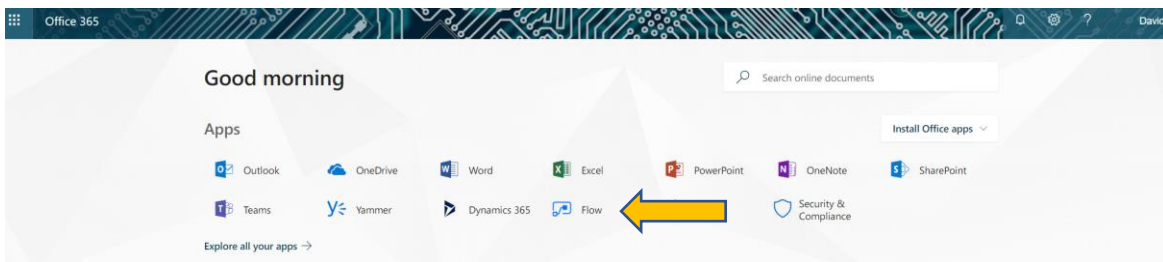
MCC Secure Mail Notifications

Summary

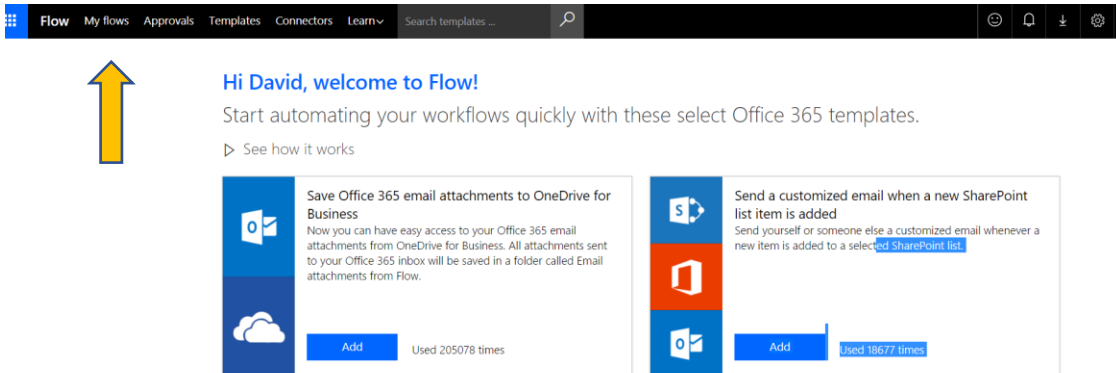
The following instructions will allow you to receive a notification at your preferred email address when a new email arrives in your MCC Secure Email inbox. There are several steps, but the process is relatively simple and should take about three to four minutes for you to finish.

Steps:

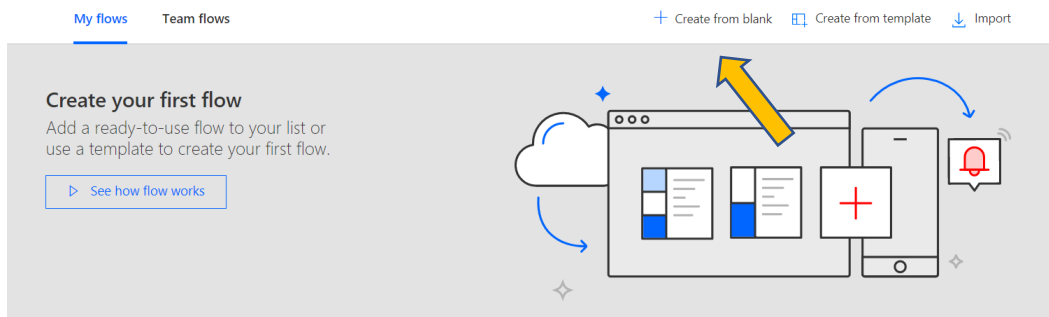
1. Login to your MCC Secure Email Account at <https://portal.office.com>
2. Once logged in you should be presented with a screen similar to this:



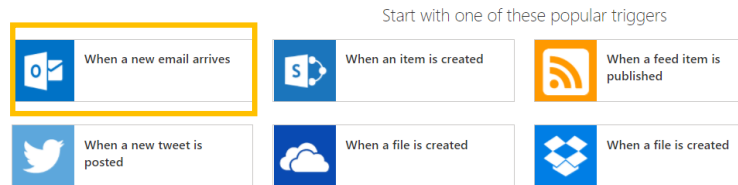
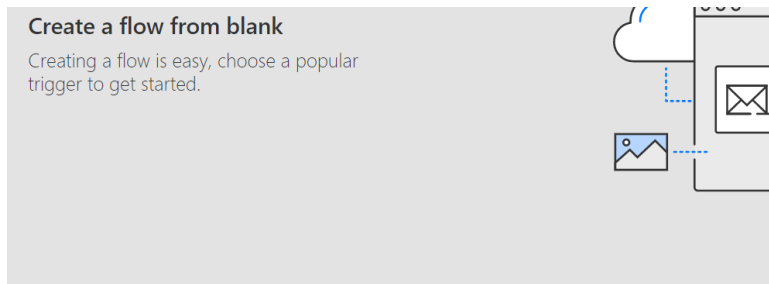
3. In the list of available applications click 'Flow'(orange arrow above).
4. You should then see a screen similar to this:



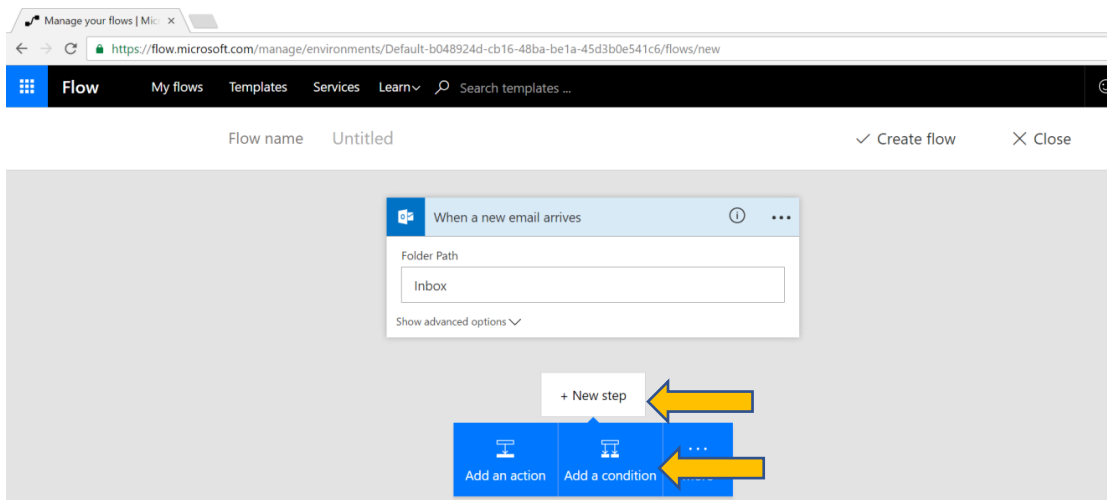
5. At the top, click on 'My flows' . Then click on "Create from blank"



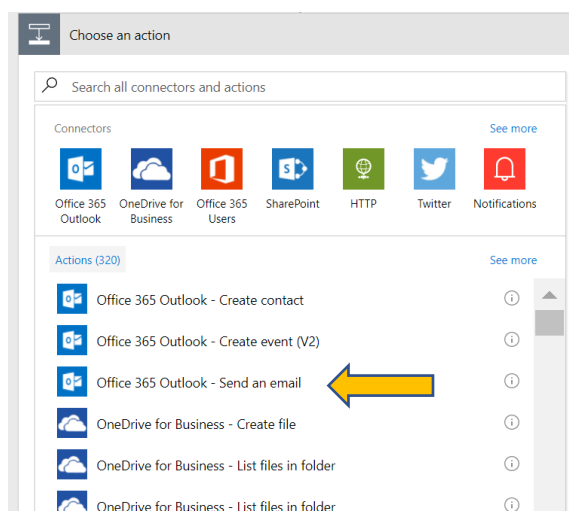
6. Scroll down and choose “When a new email arrives”

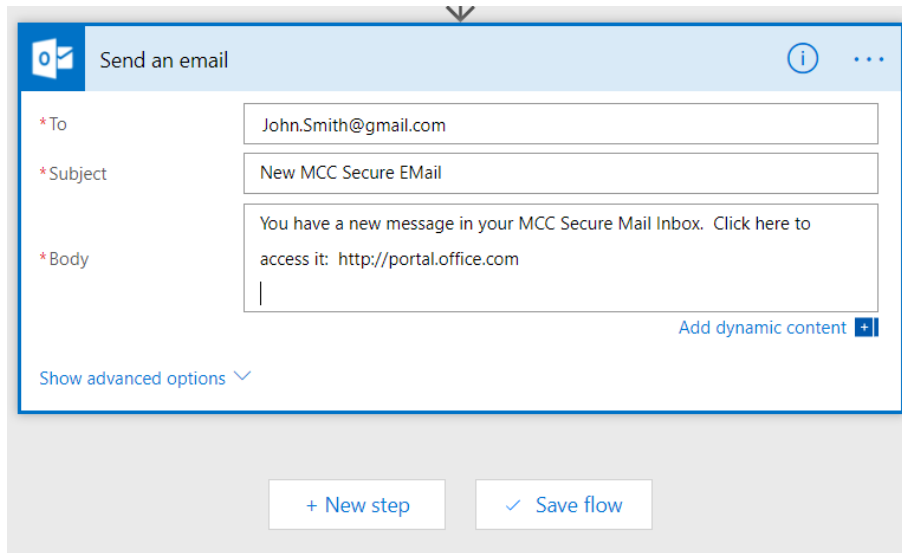


7. Folder Path – Inbox. Click '+New step'. Click 'Add an action'

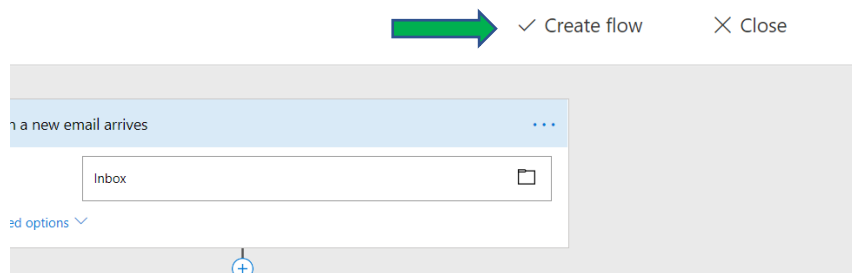


8. Choose 'Office 365 Outlook – Send an email'

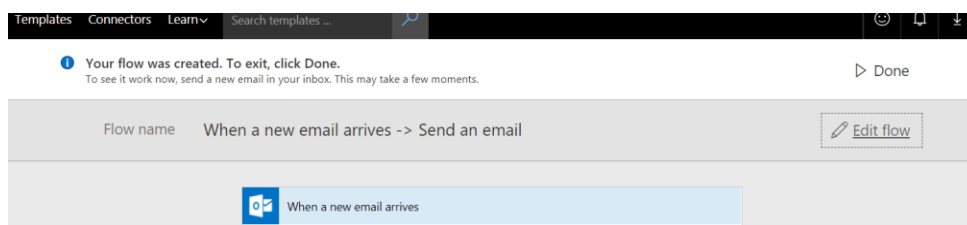




9. Fill in the 'To' field with the email address where you would like to receive notification of a new email in the MCC Secure Email box. (for example, your personal or regular work email address)
10. Fill in the Subject. You can make this whatever you wish or use the example above (New MCC Secure Email).
11. Fill in the Body. Again, whatever you like or use the example.
12. Click 'Create flow' in the upper right portion of the window.



13. When the flow is saved, you'll see the screen below. Click Done



14. That's It! Microsoft Flow should now deliver a notification email to your selected email address whenever a message arrives in your MCC Secure Inbox. To test, send an email to your MCC Secure email account.
15. If you have any questions, contact MCC's IT department at support@micatholic.org or 1-800-395-5565.