

The Message Center in the Maryland EXCELS system allows you to quickly send messages to your Program Coordinator.

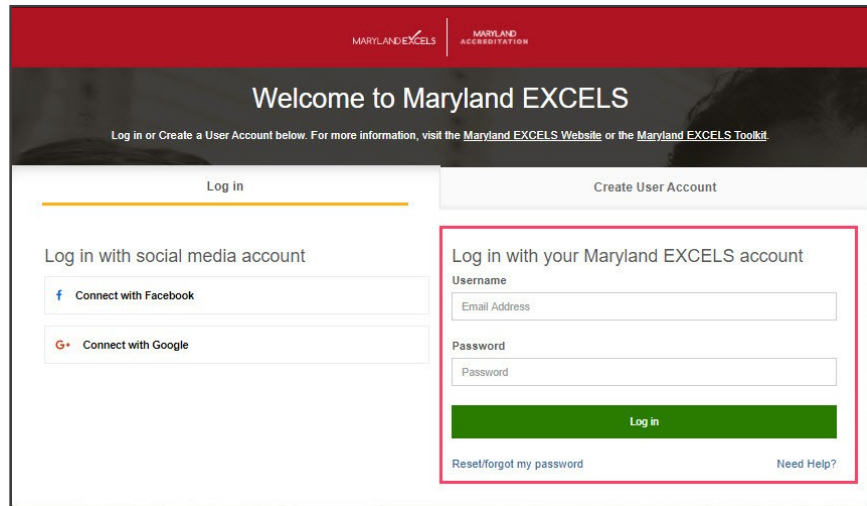
All messages sent through the message center are documented and stored in the Maryland EXCELS system, which allows you to find specific messages and review conversations between you and your Program Coordinator.

SENDING A MESSAGE

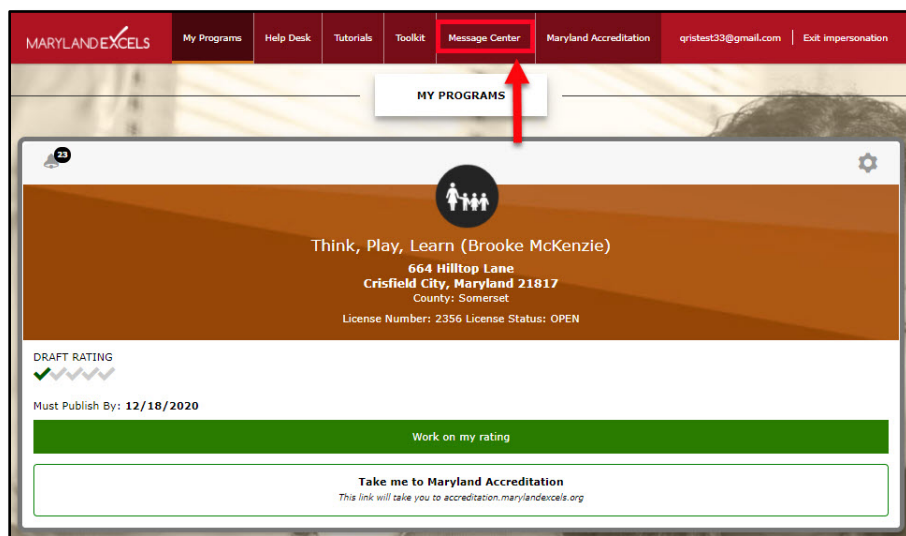


Access the Maryland EXCELS system at excels.marylandexcels.org and log in using the email address and password created during account setup.

If you have misplaced or forgotten your password, select **Reset/forgot my password**.

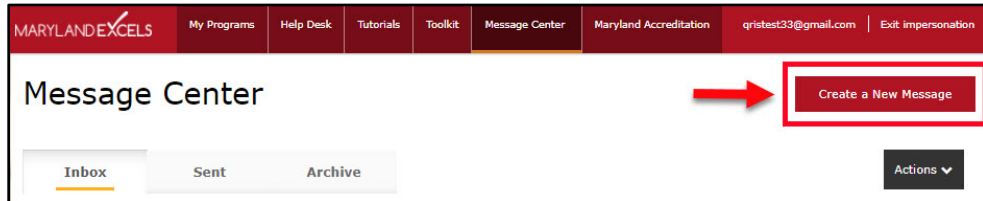


From the **My Programs** page, select the tab labeled **Message Center**.

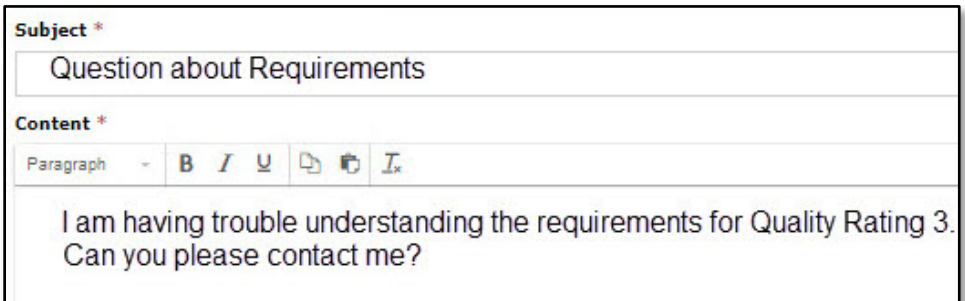
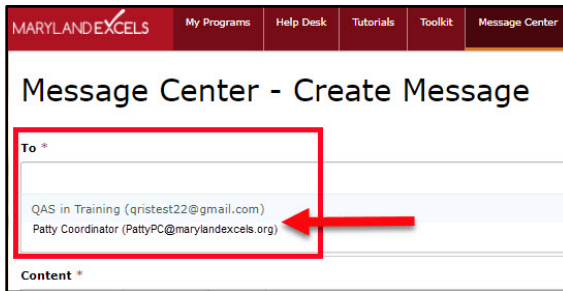


STEP
3

To send a message, select **Create a New Message**.

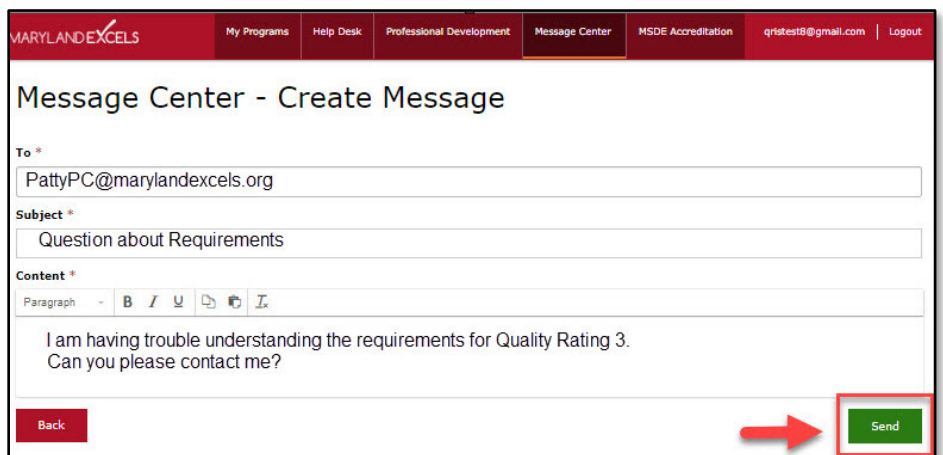


Place your cursor on the “To” line and select your Program Coordinator’s name. Type the subject for your message and add your message in the text box labeled **Content**.



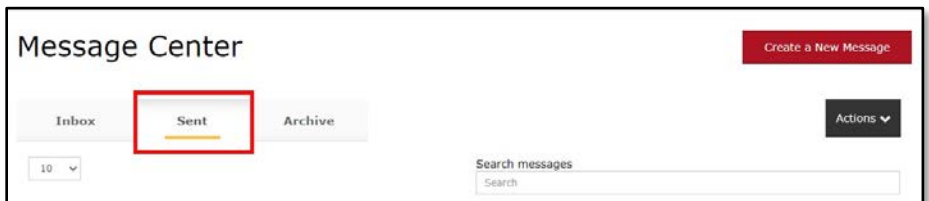
STEP
4

Select **Send** to deliver your message.



Note

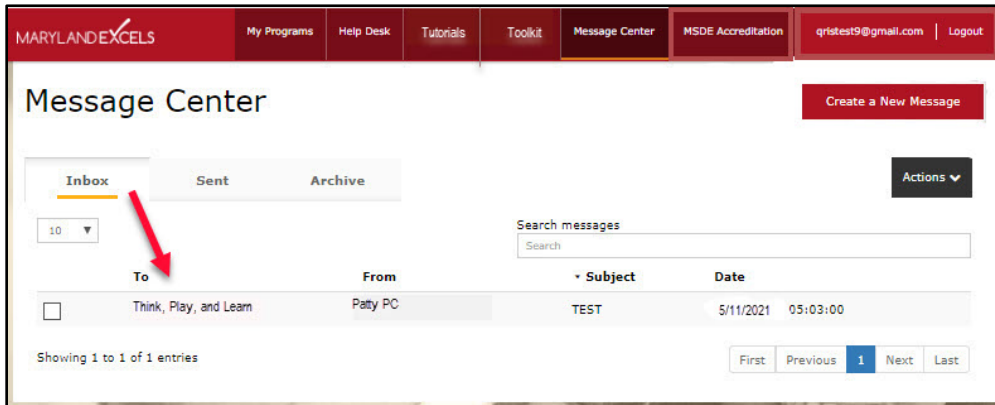
You can review any messages that you have sent by selecting the **Sent** tab.



REVIEWING A MESSAGE

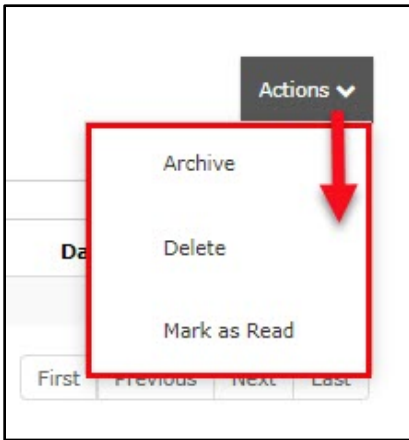
STEP 1

All messages sent to you/your program are listed in your inbox. Select the message you want to open.



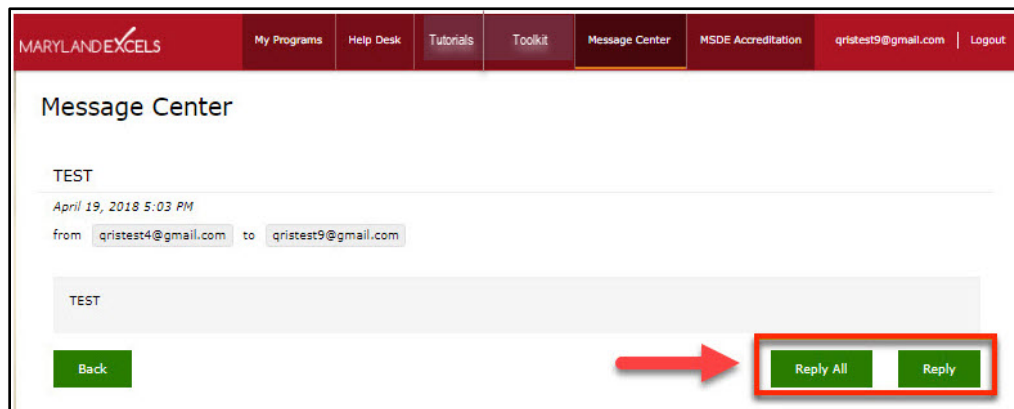
Note:

By selecting **Actions**, you have the option to Archive, Delete, or Mark as Read.



STEP 2

The message center functions in the same way that an email account does. To respond to a message, select **Reply All** if the message is in response to multiple individuals, or **Reply** if the message is in response to a sole sender.



If you have questions about this process or are having trouble using the Message Center, please email info@marylandexcels.org or, for 24/7 technology support, please call 443-872-9250.