

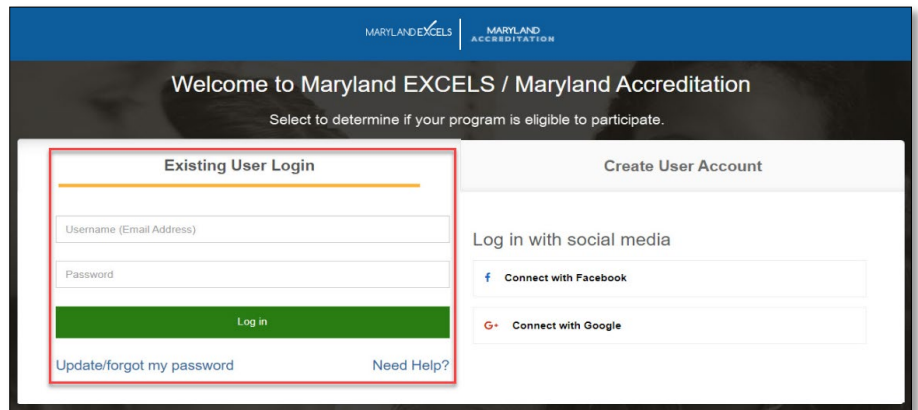
The Maryland EXCELS Message Center allows you to quickly send messages to your Program Coordinator. All messages sent through the Message Center are documented and stored in the Maryland EXCELS system, which allows you to find specific messages and review conversations between you and your Program Coordinator.

SENDING A MESSAGE

STEP 1

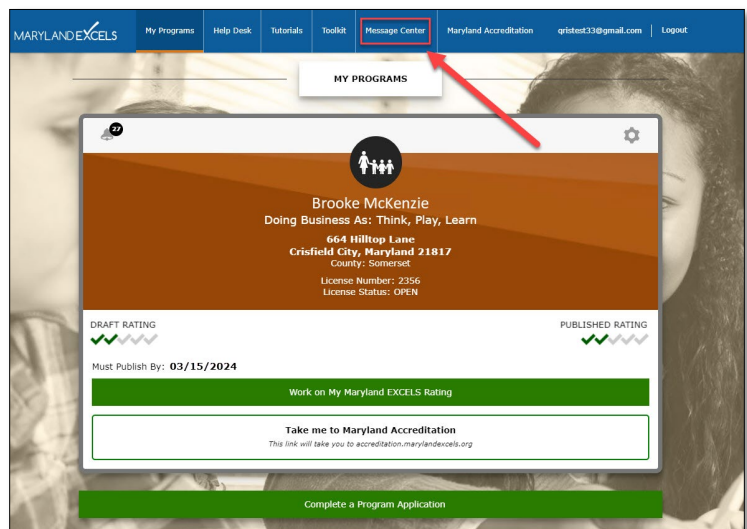
Access the Maryland EXCELS system at excels.marylandexcels.org and log in using the email address and password created during account setup.

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



STEP 2

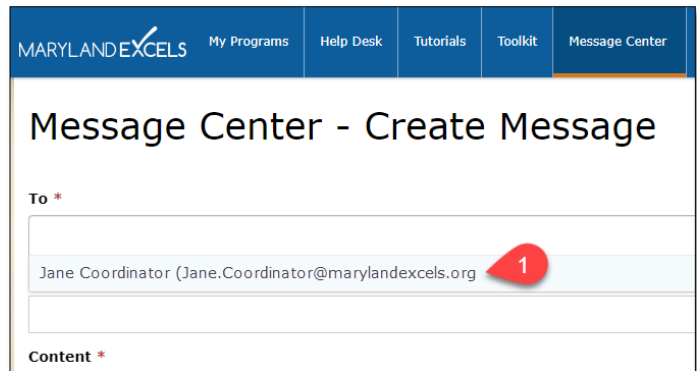
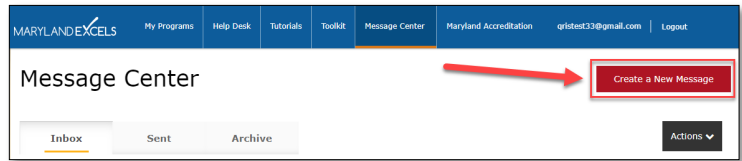
From the **My Programs** page, select the tab labeled **Message Center**.



STEP
3

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

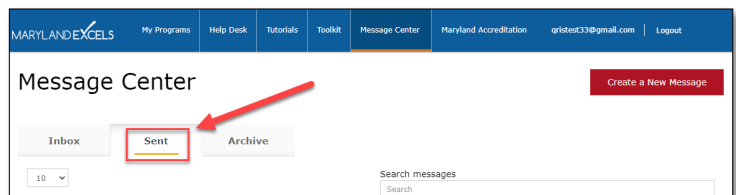
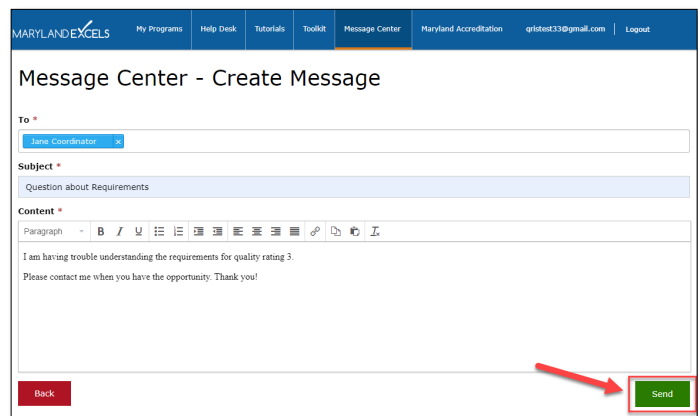
Place your cursor on the “To” line and select your Program Coordinator’s name. Type the **Subject** for your message and add your message in the text box labeled **Content**.



STEP
4

Select **Send** to deliver your message.

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

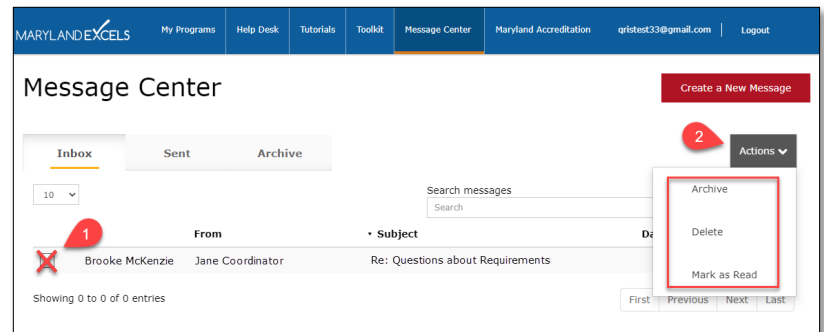
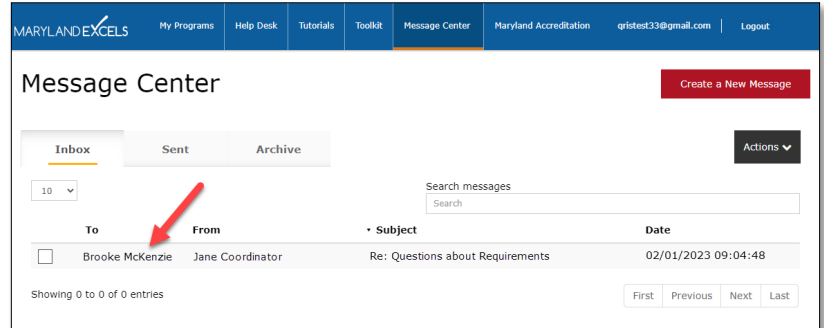


REVIEWING A MESSAGE

STEP 1

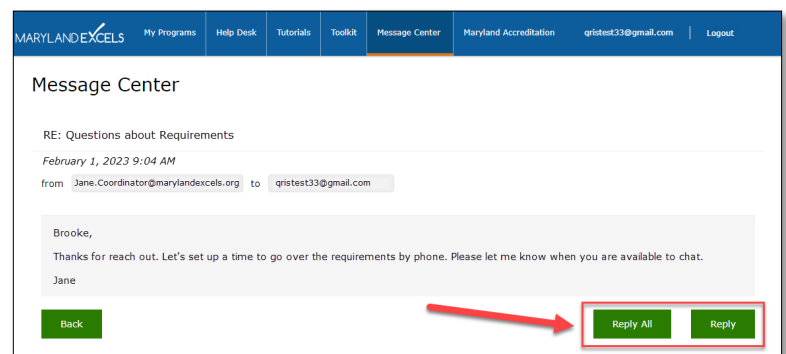
All messages sent through the Message Center are listed in your inbox. Select the message you want to open.

Note: By selecting the box to the left of the message and then the **Actions** menu, you have the option to archive, delete, or mark the message as read.



STEP 2

The Message Center functions similar to email. 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 one 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.