

E-mail Delivery Settings

Description

1. Settings for receipt of e-mails regarding Personal Information, Class Information, and Class cancellations/ Make-up classes/Classroom changes.

Basic Procedure

2. E-mail delivery settings

The screenshot shows the 'E-Mail Delivery Settings' form. At the top, there is a header 'E-Mail Delivery Settings' with a green pencil icon. Below this is a table with the following information:

Faculty/School/Institution	Liberal Arts Education Program
Year	1 Grade
Student ID No.	E069981
Name	KYOIKU JYOHO
Delivery mail address	Mail address issued by the Information Media Center

Below the table, there is a section titled 'Please select which e-mail delivery settings you desire.' with a radio button. A note states: '*Mail is sent to the address issued by the Information Media Center.' There are three checkboxes, all of which are checked and highlighted with a red box:

- Personal Information
- Class Information
- Class Cancellation/Make-up Classes/Class Changes

Two callout boxes are present: one pointing to the checked checkboxes with the text 'Check here if you desire e-mail delivery.', and another pointing to the 'Registration' button with the text 'After you click the Registration button, you will be directed to a confirmation screen.' At the bottom of the form, there are two buttons: 'Registration' (highlighted with a red box) and 'Clear'.

(1) To register for e-mail delivery

- 1) If you desire e-mail delivery, check the box beside "Personal Information, Class Information, Class Cancellation/Make-up/Class Changes" If you do not desire e-mail delivery, uncheck the same box.
- 2) Click the "Register" button to register for e-mail delivery

(2) To clear the screen

- 1) Click the "Clear" button.
- 2) The screen will be cleared.

3. E-Mail Delivery Settings (Confirmation of E-Mail Delivery Settings)

(1) Confirm your E-Mail Delivery Settings.

E-Mail Delivery Settings / Confirmation Screen

Faculty/School/Institution	Liberal Arts Education Program
Year	1 Grade
Student ID No.	B069981
Name	KYOIKU JYOHO
Delivery mail address	Mail address issued by the Information Media Center

If the following information is correct, please click the "Confirm" button.
Changes will not be registered if the "Confirm" button is not clicked.

Personal Information	Automatic Delivery
Class Information	Automatic Delivery
Class Cancellation /Make-up Classes /Class Changes	Automatic Delivery

Confirm ← Register changes

If you do not click the "Confirm" button, changes will not be registered.
If you would like to change your information, you may do so at any time.

[To a set screen](#)

If everything is correct, click the "Confirm" button.

(2) If your e-mail address is not configured

If your e-mail address is not configured, you will receive the following error message. Please follow the instructions in the message.

E-Mail Delivery Settings / Confirmation Screen

Faculty/School/Institution	Liberal Arts Education Program
Year	1 Grade
Student ID No.	B069978
Name	KYOIKU JYOHO
Delivery mail address	None

You cannot receive mail from MOMIJI because the e-mail address from the Information Media Center is not registered in MOMIJI. Please inform the student support office of your e-mail address after you received it from the IMC.

[To a set screen](#)

4. E-Mail Delivery Settings <Completion of E-Mail Delivery Settings>



The configuration is complete if this screen appears.