

Using your CJournal E-mail

The purpose of the CJournal Email

Our students sometimes run into issues with sources saying that they did not realize they were being interviewed by a journalist and/or that stories about them would be published. It is important for all reporters to *clearly inform sources that they are talking to a journalist, and that the story may be published in the Calgary Journal, either in print or online, or both.*

To help you do this, *cjournal.ca* emails are being established for all program students. *As of January 2014, every program student will be required to use the cjournal email (along with a standard signature at the bottom of the email – see ‘retrieving and managing your email’ below.)*

The main purpose is to ensure we are viewed as professionals by using a journal branded email. IE – using dsmith@cjournal.ca looks better than partygirl@yahoo.ca. Using a separate email for Journal-related communications will also help prevent messages from getting lost among personal emails.

Reporter’s CJournal email address (in the format described below) will be included with any story published in the Calgary Journal print or online, so you may be contacted by readers, news sources and others wishing to pass on their comments and/or story tips.

It’s important that you treat all such contacts professionally and respectfully, and that you respond to reader emails when warranted. However, you should also use caution when responding to unsolicited emails, and not divulge personal information such as your home address.

IMPORTANT: Please use this only for Journal-related business, as it will only be available as long as you are a student.

Your Cjournal email address

Your e-mail address will follow a standard format, which is:

the first initial of your first name + your last name@cjournal.ca (lowercase)
(Hence, for Don Smith, the email would be: dsmith@cjournal.ca)

*Note – if your last name is hyphenated, the email will be the full hyphenated named, including the hyphen. EG: dsmith-jones@cjournal.ca. If your last name contains spaces or any special characters (like a period or apostrophe), these will be removed. EG: Erin St.John would be estjohn@cjournal.ca. Email Kerri at klmartin@mtroyal.ca if you would like to change this.

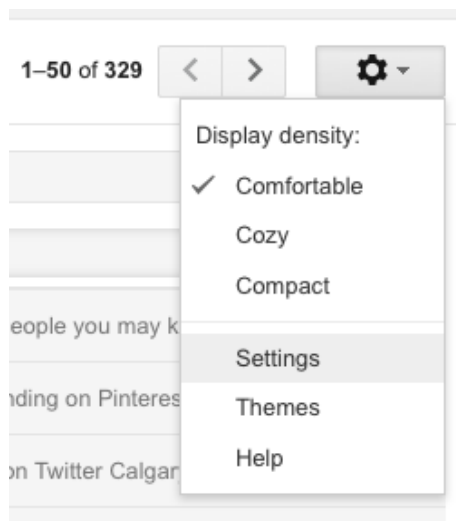
Retrieving and Managing your CJournal Email

All students are required to add their cjournal email accounts to their current mtroyal gmail accounts. If you have any problems, email Kerri Martin at klmartin@mtroyal.ca, call 403-440-5190 or visit Kerri at T292.

Configure Gmail to collect your cjournal account email.

1. Add your cjournal email to gmail

Login to your Mtroyal GMAIL account, go to the top right 'gear' icon, then 'settings'



2. Click on **Accounts** tab, then by **Send mail as**: click 'Add another email address you own.'
3. Enter your name, CJournal email, keep 'Treat as an alias' checked and click on 'Next Step.'
4. At the next page, enter the following information then click 'Add Account'

SMTP Server: mail.cjournal.ca

Username: yourname@cjournal.ca (make sure to include the full address)

Password: last six digits of your student ID

Leave all else as is

Add another email address you own

Send mail through your SMTP server

Configure your mail to be sent through cjournal.ca SMTP servers [Learn more](#)

SMTP Server: Port:

Username:

Password:

Secured connection using [TLS \(recommended\)](#)

Secured connection using [SSL](#)

5. Verify your account

You will be required to verify your new account by logging into the webmail panel for your CJournal account as follows:

Click on this link or copy and paste into your web browser:

<http://mobilemail.cjournal.ca>

Login with:

Your username is your email address: yourfirstinitiallastname@cjournal (lowercase)

Your password is the last 6 digits of your student ID number.

You'll see an email from google@mtroyal.ca:

Subject: Google@mtroyal.ca Confirmation - Send Mail as test2@cjournal.ca
From: "Google@mtroyal.ca Team" <send-as-noreply@google.com>
Date: Tue, September 6, 2016 12:58 pm
To: test2@cjournal.ca
Priority: Normal
Options: [View Full Header](#) | [View Printable Version](#) | [View Message details](#)

You have requested to add test2@cjournal.ca to your Google@mtroyal.ca account.
[Confirmation code: 987060497](#)

Before you can send mail from test2@cjournal.ca using your Google@mtroyal.ca account (kmartin@mtroyal.ca), please click the link below to confirm your request:

https://mail.google.com/mail/f-%5BBANGjdJ9tCYWL_nTY1KFAHyDYFGHXgc2Q-HSWEYhc25bXifgvMv4FuYz24rWNTpQp8crYNbcgKypaup6ZyJu%5D-pqOy_PXMPLlVerXpzEVvczTn7II

If you click the link and it appears to be broken, please copy and paste it into a new browser window. If you aren't able to access the link, please log in to your Google@mtroyal.ca account, and click 'Settings' at the top of any page. Open the 'Accounts' tab, and locate the email address you'd like to add in the 'Send mail as:' section. Then, click 'Verify,' and enter your confirmation code: 987060497

Thanks for using Google@mtroyal.ca!

Sincerely,

The Google@mtroyal.ca Team

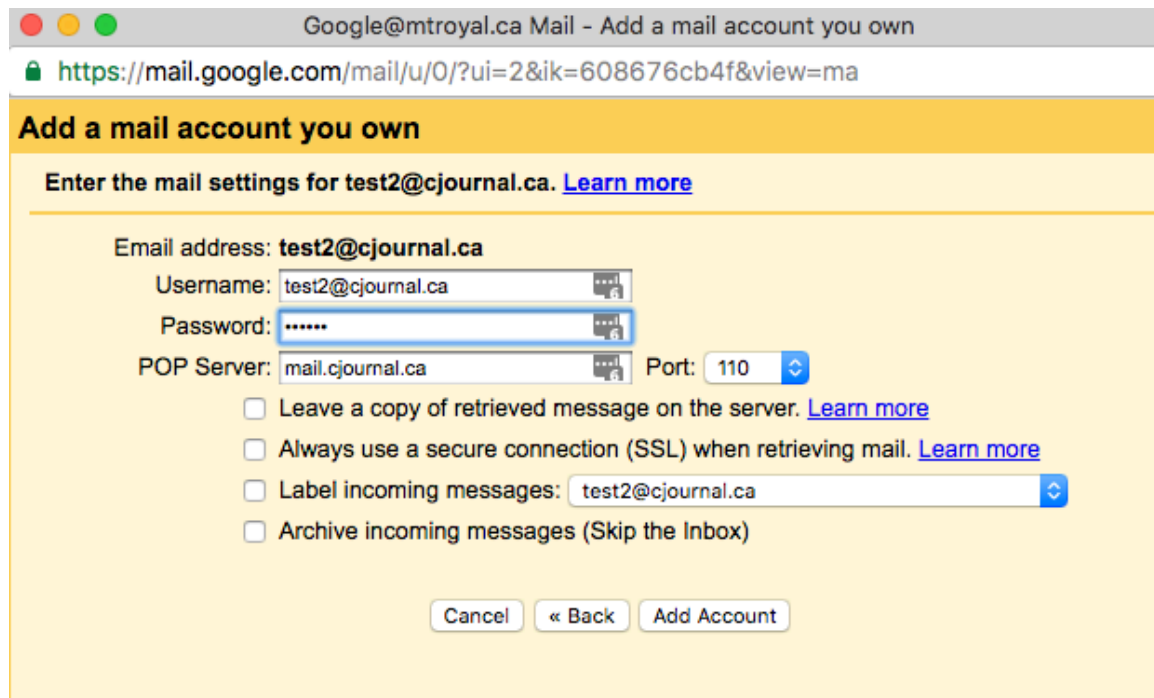
If you did not make this request, or you don't want to add this email address

Copy and paste the verification code into Gmail, then click **'Verify'**. **Note:** if you get an 'incorrect password' notice, you may have pasted in an extra space at the front – delete this and try again

6. Add a POP3 mail account

You'll be returned to the **Accounts tab**, and under the 'Send mail as' you'll also see 'Check mail from other accounts (using POP3)'.

Click **'Add POP3 mail account to your own.'** Enter your Cjournal email, click 'next step' then enter your password (last six digits of student ID), leave everything else unchecked then click **'Add Account.'**



The screenshot shows a web browser window with the title "Google@mtroyal.ca Mail - Add a mail account you own". The address bar shows the URL "https://mail.google.com/mail/u/0/?ui=2&ik=608676cb4f&view=ma". The main heading is "Add a mail account you own". Below this, it says "Enter the mail settings for test2@cjournal.ca. [Learn more](#)". The form fields are: "Email address: test2@cjournal.ca", "Username: test2@cjournal.ca", "Password: *****", "POP Server: mail.cjournal.ca", and "Port: 110". There are four checkboxes: "Leave a copy of retrieved message on the server. [Learn more](#)", "Always use a secure connection (SSL) when retrieving mail. [Learn more](#)", "Label incoming messages: test2@cjournal.ca", and "Archive incoming messages (Skip the Inbox)". At the bottom, there are three buttons: "Cancel", "« Back", and "Add Account".

7. Send test message

Your account will be added and set to both send and receive emails.

Send a test mail to your Cjournal account from an external account to make sure it is working. You may also get a duplicate of the verification email from google@mtroyal.ca - feel free to delete these.

From now on when sending from Gmail, you will have the option of choosing your CJournal account by clicking on the little drop down arrow in the 'From' field:

To

From **Kerri Martin <klmartin@mtroyal.ca>** ▼

Subject **Kerri Martin <klmartin@mtroyal.ca>**
Kerri Martin <test2@cjournal.ca>

Kerri Martin
Head of Web Publication Production
Mount Royal University
403-440-5190
Office: T292
CalgaryJournal.ca



Always send from your cjournal email when communicating with sources, etc.

Important Note: Make sure you check your SPAM folder frequently in Gmail as sometimes real emails may end up there.

Adding the standard email signature to GMAIL

The following standard signature (contact information and the blurb below) needs to be included on all CJournal emails:

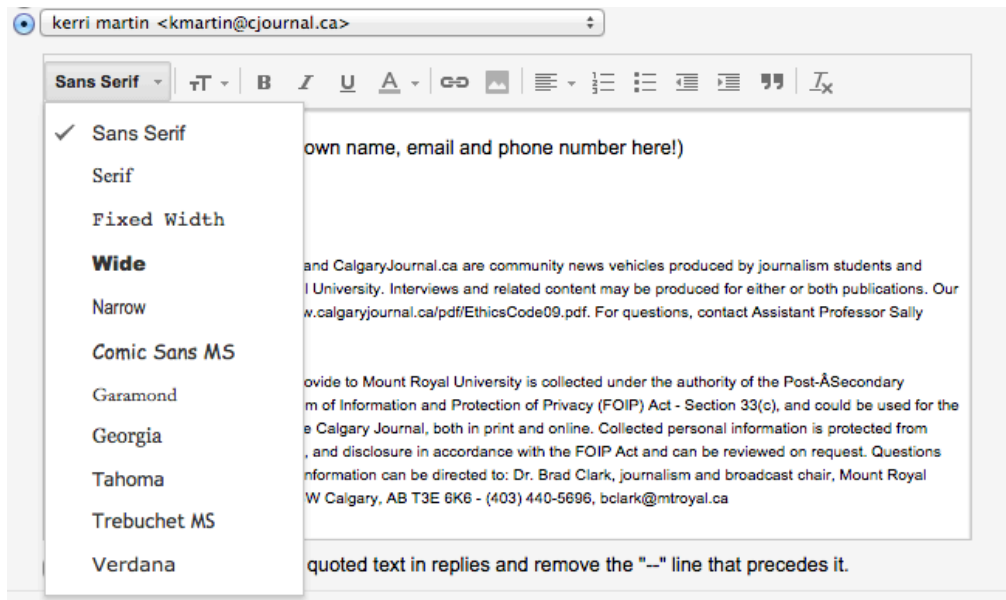
Jane Doe (**change to your own name, email and phone number here!)
Reporter, Calgary Journal
jdoe@cjournal.ca
403 XXX-XXXX

The award-winning Calgary Journal and CalgaryJournal.ca are community news vehicles produced by journalism students and supervised by faculty at Mount Royal University. Interviews and related content may be produced for either or both publications. Our ethics code is available at:
<http://www.calgaryjournal.ca/pdf/EthicsCode09.pdf>. For questions, contact the managing editor Sally Haney shaney@mtroyal.ca

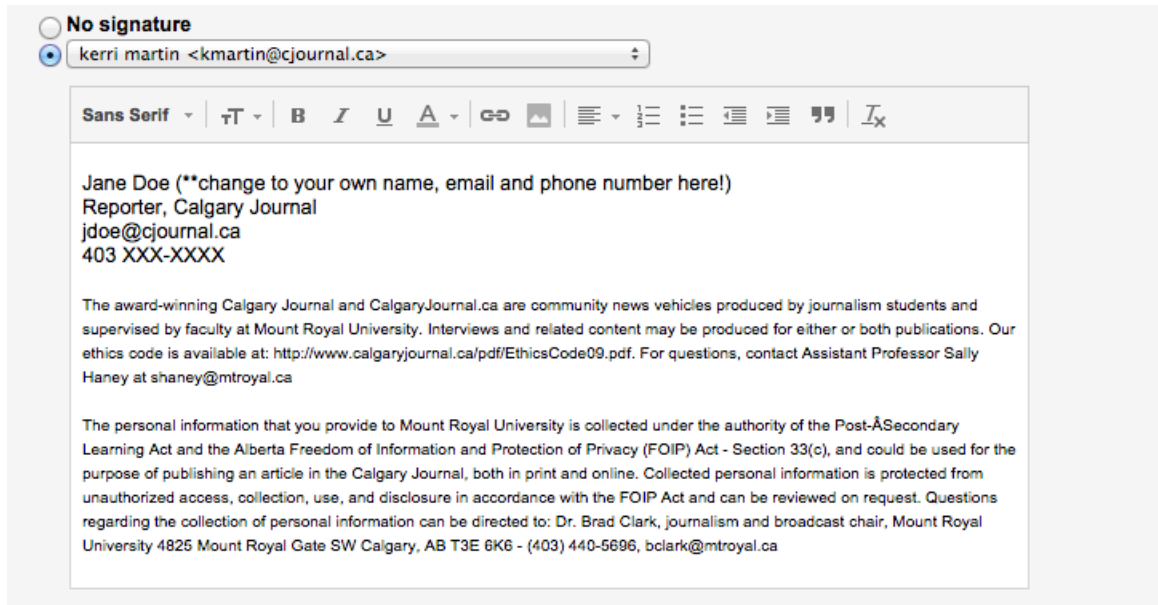
The personal information that you provide to Mount Royal University is collected under the authority of the Post-Secondary Learning Act and the Alberta Freedom of Information and Protection of Privacy (FOIP) Act – Section 33(c), and could be used for the purpose of publishing an article in the Calgary Journal, both in print and online. Collected personal information is protected from unauthorized access, collection, use, and disclosure in accordance with the FOIP Act and can be reviewed on request. Questions regarding the collection of personal information can be directed to: Dr. Brad Clark, journalism and broadcast chair, Mount Royal University 4825 Mount Royal Gate SW Calgary, AB T3E 6K6 – (403) 440-5696, bclark@mtroyal.ca

To prevent formatting issues, copy and paste from a text file here:
<http://mtroyalcommunications.ca/sig.txt>

1. Go to the top, right gear icon, then click settings
2. Under the **General Tab**, scroll down to **Signature field**
3. Choose your CJournal account from the drop down, copy and paste the standard signature as seen here: <http://mtroyalcommunications.ca/sig.txt>
4. Highlight all and choose 'Sans Serif' for the font



5. Highlight the last two paragraphs, click on the icon beside the font and choose 'small'



6. Scroll down and click 'Save Changes'

Adding your Gmail to your phone

The process will vary depending on what phone you use. If you have problems, please visit the START LAB in T106.