

## Open the Personal Administration Tool (PAT)

1. Open your Internet browser.
2. Go to the web address for your site:  
http://xxmail.maricopa.edu  
xx=college identifier: cgc, do, emc, gc, gw, mc, pc, pv, rio, scc, smc
3. Click the **Personal Administration Tool (PAT)** link.
4. At the **Location** field, click the down arrow to select your site if it is not selected.

## Login to PAT using Directory OR Email Information

You have two login options: you can use your directory name and password **OR** your email address and password.

### Login using your Directory Information

1. Follow the previous steps to navigate to the PAT tool.
2. At the **Directory Name** field, enter your first and last name as it displays in the **Maricopa Directory** (usually Firstname Lastname).
3. At the **Password** field, enter your password.
4. Click the **Login** button.

### Login using your Email Information

1. Follow the previous steps to open the PAT tool.
2. At the **Memo Address** field, enter your email address.
3. At the **Password** field, enter your email password.
4. Click the **Login** button.

If your email password is NOT the same as your directory password, you will be required to synchronize your email password with your directory password. By synchronizing, your directory password will be set as your email password.

5. Click on the **Continue** button at the Personal Administration Tool Memo Access screen.
6. You must logout and log back in to continue to use PAT.

## Change Your Password

**Note:** A valid password is at least **seven characters** in length and consists of at least **one uppercase letter**, at least **one lowercase letter** and at least **one number**.

1. Login to PAT; click the **My Profile** tab from the navigation on the top of the screen.
2. Enter the desired password at the **New Password** field on the My Profile window.
3. Enter the desired password again in the **Re-type Password** field.
4. To synchronize your password, verify that the checkboxes next to Directory Information Password and Memo Email Password are checked in the **Password change applies to:** field.
5. Click **Submit** at the **My Profile** window.

**Note:** If you wish to continue working in PAT after changing your password, you must logout and login again with the new password.

## Change Your Directory Information

1. Login to PAT; click the **My Profile** tab from the navigation on the top of the screen.
2. Edit information such as phone number, fax number, address, etc. using the fields on the **My Profile** screen.
3. To change your Directory Name (as it displays in the Maricopa Directory):

At the **Familiar Name** field, enter the text (1 word only) you wish to display as your first name in your **Directory Name**.

At the **Directory Name** field, enter your new **Directory Name** (must be a combination of First Name+Last Name or Familiar Name+Last Name.)

4. Click **Submit** at the **My Profile** window.

**Note:** After a name change, you must logout and login with your new name if you wish to continue working in PAT.

## Using the Email Settings Feature

### Check Your Disk Space

1. Login to PAT; click the **Email Settings** tab.
2. The top portion of the **Email Settings** page shows the **Allotted disk space** and the amount of **Disk space used** for your MEMO account.

### Set Autoreply

1. Login to PAT; click the **Email Settings** tab.
2. In the **Autoreply text:** field box, enter the text for your autoreply.
3. By default, the option “**Vacation reply (only send a single copy to a recipient)**” will be activated. When activated, the sender will receive one Autoreply from your account the first time he sends you a message.

**Optional** – Activate “**Return contents with autoreply message**” if you would like to have the Sender’s original message quoted in the Autoreply message that is sent.

**Optional** – If you would like the Sender to receive an Autoreply more than once, you may specify how often the same recipient will receive your Autoreply message by entering the number of days at “**Message sent to same recipient every \_\_\_\_\_ day(s).**”

4. Click **Save Autoreply settings** to activate your Autoreply. A screen confirming your autoreply text and options have been updated will display.
5. Click the **Return to Email Settings** button.

### Cancel Autoreply

1. Login to PAT; click the **Email Settings** tab.
2. Click **Clear Autoreply settings** button to deactivate Autoreply. A screen confirming your autoreply has been deleted will display.
3. Click the **Return to Email Settings** button.

## Suspend Email

1. Login to PAT; click the **Email Settings** tab.
2. Click the **Suspend email** button. A message will display stating “Your email forwarding has been updated.”
3. Click the **Return to Email Settings** button.

This will “turn off” your receipt of email until you cancel the Suspend email feature.

## Cancel Suspend Email

1. Login to PAT; click the **Email Settings** tab.
2. Delete the current “**nomail@nomail.maricopa.edu**” text located in the **Forward all email** field.
3. Once the text is cleared and the field is empty, click the **Forward all email** button. A message will display stating “Your email forwarding has been updated.”
4. Click the **Return to Email Settings** button.

## Autoforward Your MEMO Email to a Different Email Address

1. Login to PAT; click the **Email Settings** tab.
2. Click the cursor in the **Forward all email** field and type in the email address to which you wish to forward your email.
3. Click the **Forward all email** button. A message will display stating “Your email forwarding has been updated.”
4. Click the **Return to Email Settings** button.

## Cancel Autoforward of Your MEMO Email to a Different Email Address

1. Login to PAT; click the **Email Settings** tab.
2. Delete the email address located in the **Forward all email** field.
3. Once the text is cleared and the field is empty, click the **Forward all email** button. A message will display stating “Your email forwarding has been updated.”
4. Click the **Return to Email Settings** button.

## Direct Copies of All Mail to a Different Email Address

1. Login to PAT; click the **Email Settings** tab.
2. Click the cursor in the **Send a copy of all email** field and type in the email address to which you wish to direct copies of all your email.
3. Click the **Send a copy of all email** button. A message will display stating “Your email ‘Copies to:’ has been updated.”
4. Click the **Return to Email Settings** button.

## Cancel Direct Copies of All Mail to a Different Email Address

1. Login to PAT; click the **Email Settings** tab.
2. Delete the email address located in the **Send copy of all email** field.
3. Once the text is cleared and the field is empty, click the **Send a copy of all email** button. A message will display stating “Your email ‘Copies to:’ has been updated.”
4. Click the **Return to Email Settings** button.

## Logout of Personal Administration Tool (PAT)

1. Click the **Logout** link from the navigation on the top of the screen.

# Technology Training Services

## MEMO Personal Administration Tool (PAT)

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Set and Cancel Suspend Email

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Logout