

## A Message to New Students from the Director of Technology

Welcome to Madeira! My name is Mr. Dayton, and I am the Director of Technology. I look forward to welcoming you to Madeira in the fall. In the meantime, I have exciting news. You have already been assigned a Madeira email address. That means from now on, all email communication will be sent to your Madeira email account. It will be important that you get in the habit of checking your Madeira email account **at least** two or three times a week. There will be a lot of important information coming your way from Madeira, and you don't want to miss a single piece of it. In fact, there are three emails from me waiting there for you to read!

The first time you log into your Madeira email account, you affirm that you have read and will abide by the terms of the AUP (Madeira's Acceptable Use Policy.) This document appears at the end of this email. (see original email)

How do you access your email? You can access your email by going to the Madeira website [www.madeira.org](http://www.madeira.org) and selecting Quicklinks then Office 365 and Email. Your user name and password were emailed to your personal email on May 2, 2017.

Over the next few weeks you will receive important information from the Academic office, The Dean of Students Office, and me. This will include how to begin the exciting process of picking your classes for next year.

If you have any questions about your email, please contact me or anyone else in my department at the Department of Technology at [DOT@madeira.org](mailto:DOT@madeira.org).

Again, welcome to Madeira and I look forward to meeting you!