



Guide for YouthFriends Project Managers (Teachers)

GETTING STARTED

1. Complete and submit project proposal to District Coordinator.
2. Collect Parent/Guardian Permission from each participating student.
3. Work with District Coordinator to add students to MentorMail.
4. Send introductory e-mail to mentors about project expectations, school and students.
5. Match mentees with mentors unless already matched by district coordinator.
6. Ask mentors to send first message to their mentee(s).
7. Schedule weekly messaging. Set a specific day/time each week for messaging and script questions ahead of time for each week. For example, computer time is scheduled for students every Wednesday, and mentors know to watch for messages that day and to have replies sent by the following Monday (allowing for time to monitor messages before Wednesday).
8. Go to the messaging system* at <https://mymentormail.org>. Type in your username and password and click 'log in'. Bookmark the address by adding it to your list of favorites!
***MentorMail 2.0 is only supported by Internet Explorer 6.0 and above, Firefox 2.0 and above, or Google Chrome.**
9. Proceed to the messaging system and begin monitoring messages between mentees and mentors. Refer to the **PROJECT OVERSIGHT** page for more information on monitoring for flagged messages and inactivity.
10. Communicate with YouthFriends mentors monthly by sending a class update, news or appreciative gesture.

IN MENTORMAIL YOU CAN

- Change a student's name, grade and password
- View and print list of mentees in your class
- View and print list of mentors for your project
- View mentor's commitments
- Match your students to their mentors

TO CHANGE A STUDENT'S PASSWORD

1. Log into MentorMail
2. Go the 'Mentee' page
3. Select the district, school and project manager
4. A list of students will appear. Select the student whose password you want to change.
5. Scroll down and reset password using the 'Change Password' section.
6. Now, the student can log in using their new password.

TO CHANGE YOUR PASSWORD

Log into MentorMail system and select 'Reset Password'.

SUPPORT

For MentorMail system problems or suggestions, contact mentormail@youthfriends.org or call 816.842.7082

KEY FACTS ABOUT MENTORMAIL

Developed by YouthFriends for the exclusive use of YouthFriends e-Mentoring participants, the MentorMail system is simple to use and easily accessible from any Internet-connected computer.

- You will have your own MentorMail account to access using a username and password.
- All e-mentoring correspondence is conducted through MentorMail accounts. No mentoring e-mails through business or personal addresses are allowed.
- All messages are archived, as well as monitored and reviewed for content. The system automatically "flags" inappropriate messages, URLs, language, attachments or personal contact information.