



# **NC State College GroupWise 6 E-Mail System For Students**

**Need Help?**

**On Line Help at:**

**[www.ncstatecollege.edu/it/students](http://www.ncstatecollege.edu/it/students)**

**or**

**Call the IT Help Desk**

**419-755-4734**



**Technical support provided**

**Monday-Friday**

**8:00 a.m. to 5:00 p.m.**



## Computer and Network Resources Use Policy

**North Central State**  
COLLEGE

North Central State College computer and network resources are privileges provided to conduct the legitimate business of the College and to support the missions of the institution. The purpose of this statement is to establish policies and procedures that promote the security and integrity of the College's computer systems and the information contained on those systems and that provide a framework for responsible access to computing resources. The President of the College and the Vice President for Academics and Student Services, deans, or instructors may elect to impose additional requirements or restrictions. North Central State College extends these principles and guidelines to systems outside the College which are accessed via the College's facilities. Computing or network providers outside North Central State College may impose their own additional conditions of appropriate use, for which users at North Central State College are responsible.

**Legitimate Use:** Computer resources of North Central State College are privileges provided solely for legitimate use by the following: currently registered students; authorized faculty, staff; and authorized agents of the College performing activities for the benefit of or with respect to the instructional or administrative missions of the College.

- Legitimate uses of these computer and network resources are limited to: college-related instruction, independent study, research, and official work of College administration, staff, students, campus organizations and agencies of the College, and such other specific uses as are expressly authorized by the President of the College or the President's designee.
- The computer and network resources may not be used for personal, commercial, or for-profit purposes without the written approval of the President of the College or the President's designee.
- Consistent with the College's Equal Opportunity/Affirmative Action policies, the computer and network resources may not be used to store, transmit, or receive any text, image, audio, or video materials that are discriminatory, abusive, profane, threatening, harassing, or sexually offensive.

**Ownership and Copyright:** All College-provided computer resources are licensed from vendors or owned by the College. Users have no rights of ownership to these computer resources.

- Each user shall comply with all licensing agreements for College-provided software. Each user shall comply with all copyright laws.

**Responsibilities of the User:** Utilization of any College information technology facility constitutes acceptance of the terms of this Computer and Network Resources Use Policy. Users acknowledge they have read and understand this Computer and Network Resources Use Policy and they shall be personally responsible for their acts or omission in connection with utilization in violation of this policy.

- These computer privileges shall not be transferred or extended by the College's students, faculty, staff or administration without the written approval of the President of the College.
- The user shall maintain considerate and ethical behavior in the use of College computer resources.
- The user shall not willfully create, copy, or disseminate computer viruses nor threaten to install or to infect the College's computer resources with any virus.
- Any unauthorized use, access, alteration, addition, destruction, duplication, or deletion of the computer or network resources, or the information contained therein, is prohibited.

- The user shall avoid wasting computer resources by activities beyond the scope of legitimate administrative or instructional requirements.
- The user shall be sensitive to the public nature of all computing facilities. All networks, network message traffic, and computer systems, including individual workstations, are subject to review for compliance with existing College policies.
- The user shall determine the licensing status of any software or data prior to copying or transferring the product.
- The user shall have prior written approval from the appropriate dean, supervisor, or administrator and the Information Technology Division before installing on College computers or networks any software not provided by the College. The user shall be responsible for the registration and license compliance for any software not provided by the College. Only lawfully acquired software may be installed on College computers and networks.
- The user must insure the integrity of all foreign software, disks, or hardware before installing, or using such software, disks or hardware on College computers or networks. "Integrity" in the context of this policy, includes assurance of compatibility with existing software, disks, or hardware, as well as freedom from contamination by any type of computer virus. "Foreign" computer software, disks, or hardware includes any computer software, disks, or hardware which: (1) have not been provided by the College, or (2) have been removed from and then returned to the campus, or (3) have been used on the campus in, or in connection with, any computer software, disks or hardware not provided by the college.
- The user shall obtain, from the appropriate College authority, prior written approval for the planned installation and proposed applications of any type of computing 'server' device, or 'server' software. All information or material placed on any type of computer server device shall comply with all applicable College policies and practices and all laws governing the use of computer, network devices, and the Internet.
- The user shall access only those computing resources, and those accounts authorized by the appropriate College authority. The user must protect the integrity of personal files, personal data and personal passwords. The user shall respect the privacy of the College's and other users' resources.
- The user shall not access the Internet through the college telephone system without written approval from the President of the College or the President's designee.

**North Central State College World Wide Web Pages:** North Central State College's World Wide Web pages provide an online publication about North Central State College for World Wide Web audiences. These pages provide easy online access to information about NC State's programs, administrative services, informational and support services, and the faculty, staff, and students at North Central State College. This policy governs information to be contained in any North Central State College Web page. Failure to comply with this policy will result in a refusal to upload documents to NC State servers or a removal of documents from the servers.

- All pages contained within the North Central State College web server must conform to the specifications and guidelines set forth by the North Central State College Web Style Guide. This information is available online at the following URL: [www.ncstate.tec.oh.us/intra/style](http://www.ncstate.tec.oh.us/intra/style).
- Documents on the North Central State College servers must not contain:
  - Copyrighted or trademarked materials in any form without written permission of the person who created them or owns the rights.
  - Images (i.e., photographs, drawings, paintings, or other derivatives thereof), audio, videos, or movies of people without their written consent. Talent releases are available for this purpose.
  - Commercial activities or advertisements not related to the instructional or administrative missions of the College.

- Any information, confidential or otherwise, pertaining to other individuals who do not want the information included.
  - Any images or data that are discriminatory, abusive, profane, harassing, or sexually offensive. When a complaint regarding discriminatory, abusive, profane, harassing, or sexually offensive material is received by North Central State College, the matter will be turned over to the appropriate dean, office, or committee.
- It is the responsibility of each individual who uses the technology resources of the College to be familiar with and abide by all current operational policies. Developers of web pages agree to all portions of this policy. The use of any technology resource at North Central State College implies acceptance of these and all other current operational policies. With the evolving nature of the web medium, specific changes or additions to these policies and guidelines may occur from time to time.
  - Authors of documents and those who store resources on NC State servers are responsible for what they allow users to access. Infringement of copyright laws and obscene, harassing, or threatening material on NC State servers can be in violation of local, state, national, or international laws and can be subject to litigation by the appropriate law enforcement agency.
  - All web sites on NC State servers are publicly accessible and may be reviewed for compliance with all North Central State College Policies and procedures.

**Penalties for Violation.** Violation of this policy may result in revocation of utilization privileges, administrative discipline, or immediate termination of the violator's relationship with the College and could lead to criminal and civil prosecution. The College is authorized by anyone utilizing its information technology facilities to cooperate with government and civil authorities in the prosecution of any criminal and civil matter against any person who violates this policy, including disclosure of any records, information, data, images, communications, recordings, or other evidence in the custody of, or accessible by, the College.

Approved by President's Staff: December 19, 2000

## Access GroupWise 6 E-Mail From the Internet

The following instructions are a brief summary of Group Wise features. For more information please go to [www.ncstatecollege.edu/it](http://www.ncstatecollege.edu/it) and click **On Line Help**.

GroupWise provides a method for exchanging notes and computer files between people using NC State's network or the Internet. Individual messages can be read, printed, forwarded, or deleted. GroupWise also includes modules for tracking appointments, calendars, and notes.

When you exchange mail using GroupWise 6, you will be sending **envelopes** back and forth. Every envelope contains a **message** (the note you want to send). Envelopes may also contain files, such as Word documents or Excel spreadsheets. As your incoming mail accumulates, you may want to organize the envelopes into **folders**. For example, you may want to place all envelopes relating to a particular course you are taking into one folder. You may want to place personal notes into another folder. You may create as many folders as you wish.

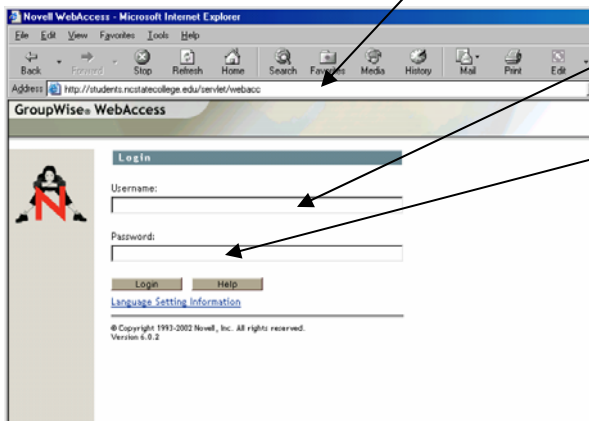
The following instructions will show you how to access and use GroupWise 6 through the Internet. Please note that the system will time out after ten minutes of nonuse. You will have to type your name and password again if the system has timed out.

Your **e-mail username** will be the first 5 letters of your last name followed by the first letter of your first name, then your birth month and birth day (using 2 digit format for both)

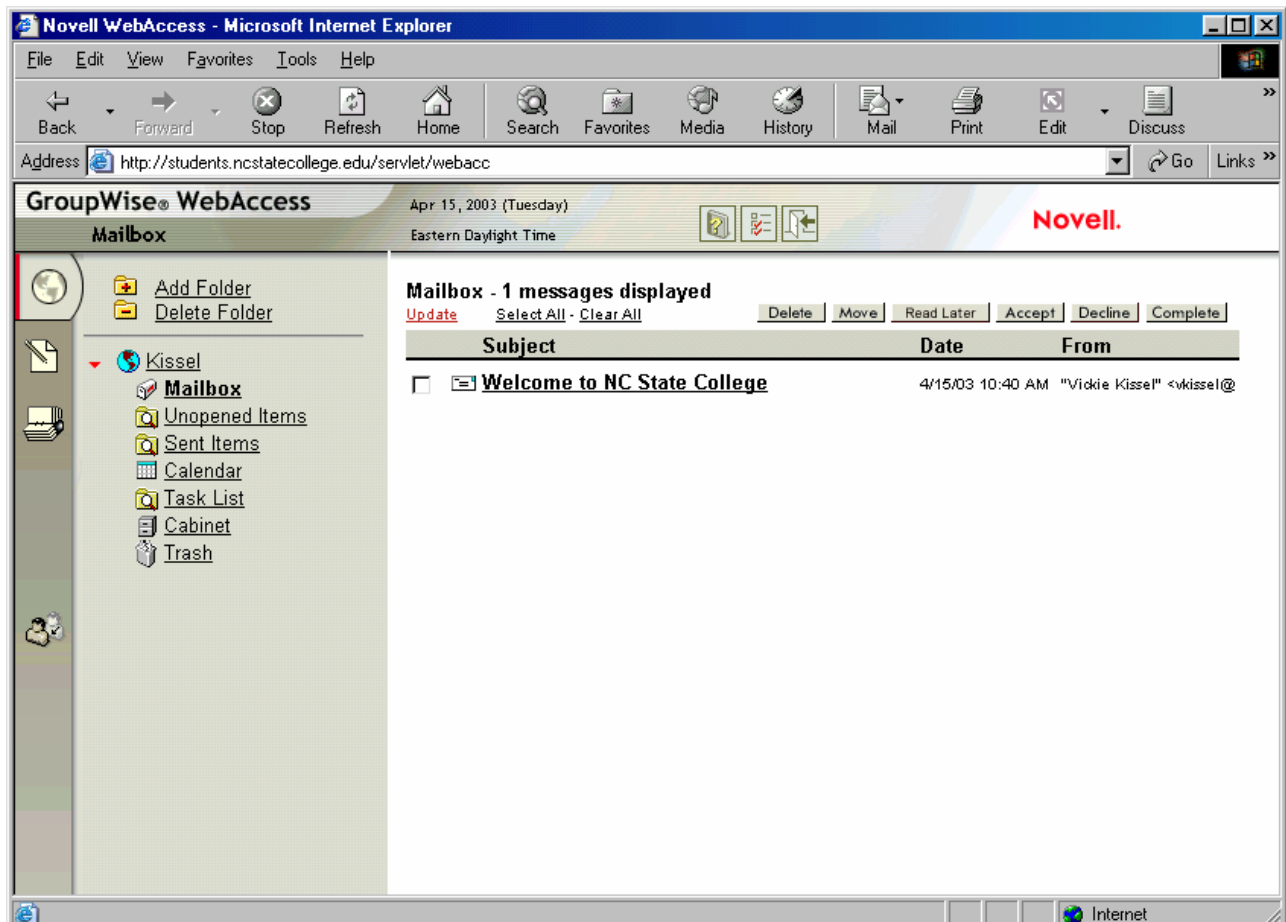
Your **e-mail address** (this is how others can send e-mail to you) will be the first 5 letters of your last name followed by the first letter of your first name, then your birth month and birth day (using 2 digit format for both), @ncstudent.net .

For example: The user name for Jessica Monroe, with the birth month of September and day of 08 would be: **monroj0908**. Her e-mail address would be: [monroj0908@ncstudent.net](mailto:monroj0908@ncstudent.net) .

1. Type the following address into your Internet browser address box:  
<http://mail.studnet.net>
2. Click on **Go** or **Search**



3. Type in your user name  
(example: monroj0908)
4. Type your password: (your last four digits of your social security number).
5. Click on **login**.



The view of GroupWise 6 above shows the Folders (in the Left hand window) and the list of mail that is in the Mailbox.

## GroupWise 6 Folders

- |                       |   |
|-----------------------|---|
| <b>Mailbox</b>        | Displays any messages that you receive (IN BOX)                                   |
| <b>Unopened Items</b> | Displays only the unopened messages   |
| <b>Sent Items</b>     | Contains the messages you sent (OUT BOX)  |
| <b>Calendar</b>       | Displays your calendar  |
| <b>Task List</b>      | Displays your tasks   |
| <b>Cabinet</b>        | This is where you create other folders that you use to organize your mail system. |
| <b>Trash</b>          | The trash folder contains the messages that you have deleted.                     |

These 3 Buttons Are:

Help

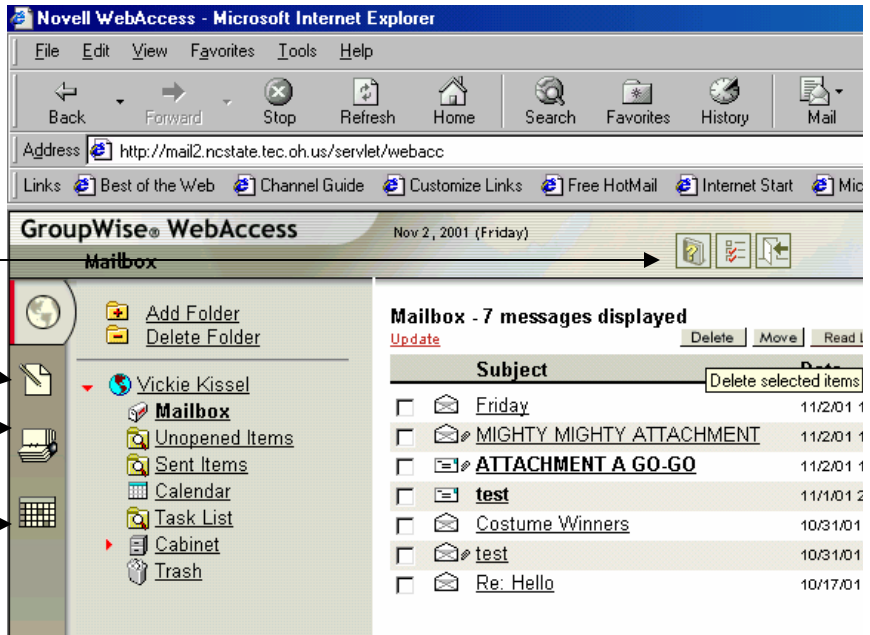
Options

Exit

Compose Message

Search Address Book

View Calendar

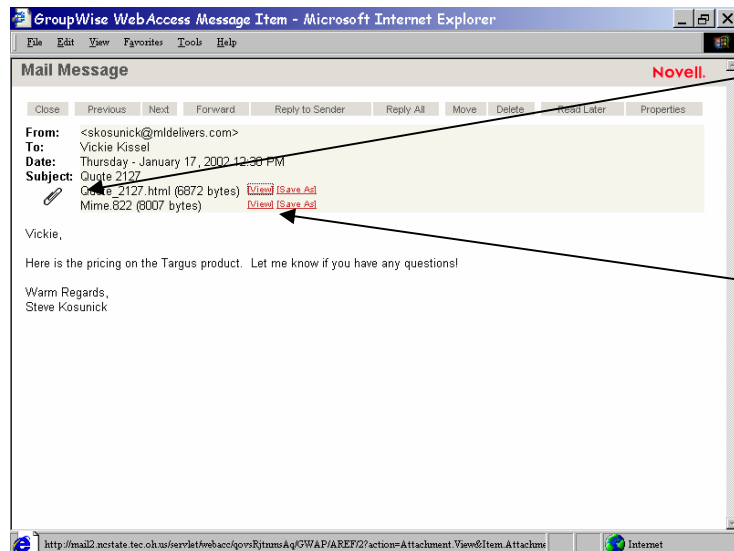


## Help

General help about performing tasks (sending mail, saving a file, deleting mail) can be found under help. Specific help on an GroupWise command can be found under the "Index" section of help.

## Reading your mail

With the Mailbox folder on the left frame of the window highlighted, the messages you have received are displayed in the right hand frame. Left click on the message that you want to read and it will open.



## Opening and Reading Attachments

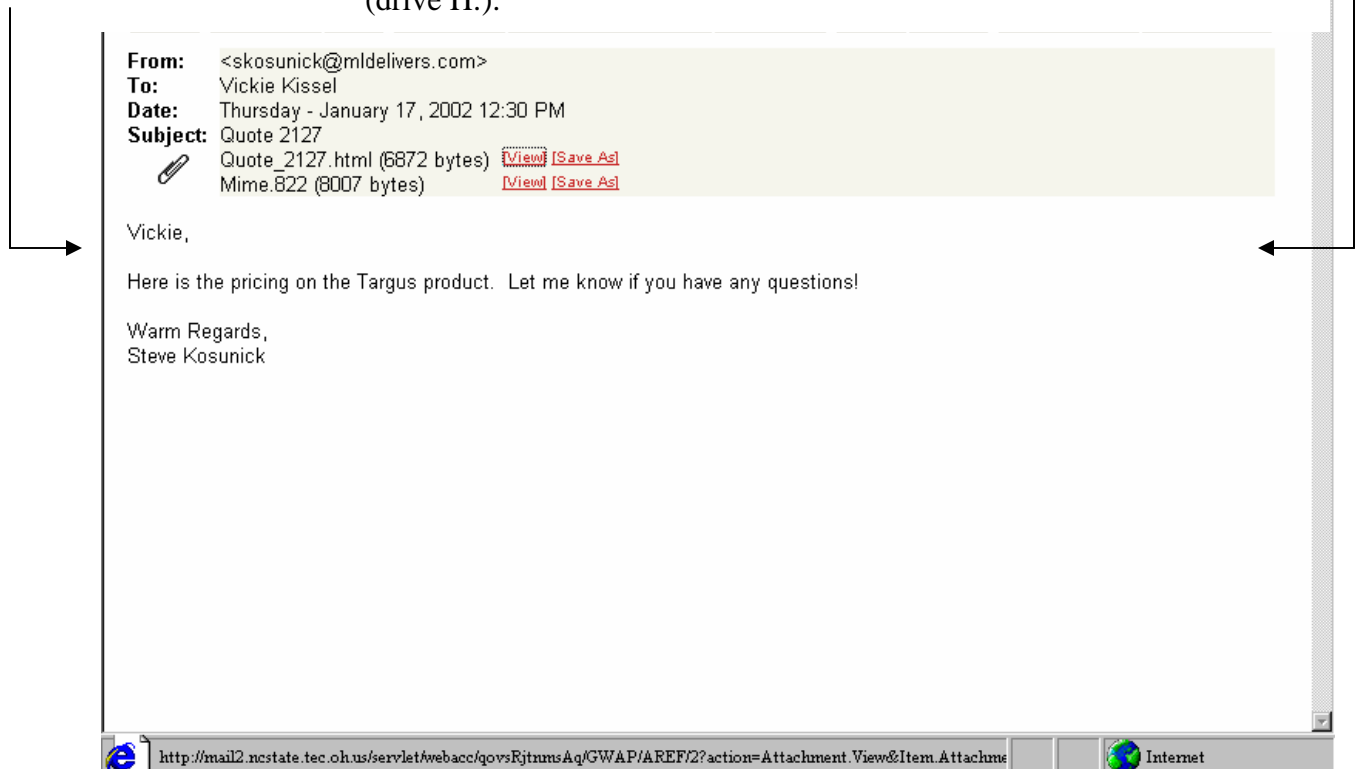
Once you have opened your e-mail if you have an attachment it will display as a *paperclip*.

You can either **View** the attachment or save the attachment to your hard drive by choosing **Save As**. If you click on View, your attachment will open so you can read it.

## Reading and printing messages

Mail messages can be read by clicking on the message entry of the "in-box" window. Once you have read a message, you can take one of several actions:

Action	Explanation
<i>Delete</i>	Get rid of your copy of the message.
<i>Forward</i>	Send a copy of the message to someone else.
<i>Move to a folder</i>	Organize your mail messages into folders, just like you might store paper mail in actual file folders.
<i>Print</i>	Print a copy of the message you have just read. <b>MAKE SURE THAT YOU HAVE CONFIGURED YOUR PRINTER PROPERLY!</b> It is best to print enclosures by saving them as disk files and then using software like WordPerfect or Word to do the actual printing.
<i>Reply</i>	Send a message back to the sender of the message you have just read. The "To:" line and the "Subject:" line will be filled in automatically.
<i>Save</i>	Save a copy of the message or attached file as a disk file. You can save the file to your local computer (drives A: or C:), or to your network drive (drive H:).



## Sending messages

To send a message click on the **Compose Message** button. The send mail dialog box will open.

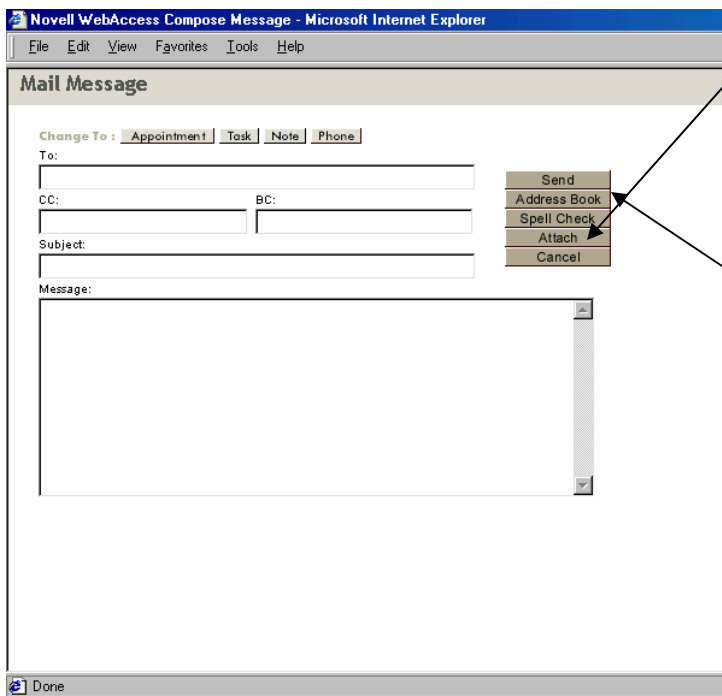
**To:** Type in the name for the person who is to receive the mail. You may send the same message to multiple people by typing their name's. If you do not know the person's login id, you can use the "Address..." option to find the login id. Use of the "Address..." option is explained in the next section of this User Guide. To send e-mail to someone off campus just enter the complete address, for example janes@alpha.umich.edu.

**CC:** Enter the login id(s) for anyone who is to receive a carbon copy of this message. All recipients of the message will see the login id's of the "To:" recipients and the "CC:" recipients.

**BC:** Enter the login id(s) for anyone who is to receive a blind copy of this message. Only the person receiving the blind copy will know that it was sent; other recipients do not see the login id's of the "BC:" recipients.

**Subject:** Enter a subject for the message. The subject should be descriptive of the actual message. Also, each message should be limited to a single subject.

**Message:** Enter the message you want to send.



**Attachments:** If you wish to "enclose in your envelope" a file or multiple files, you can enter their names here. If you don't remember the file names choose the Attach button and select the files you want to send.

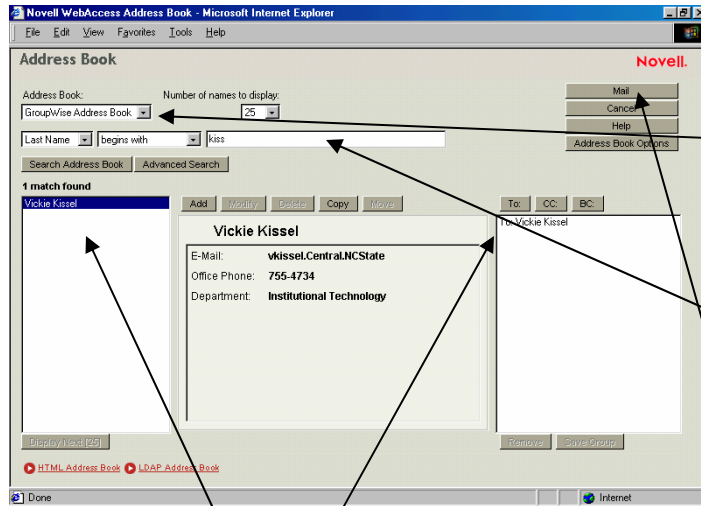
**Address:** This option is used to bring up a "pick list" of login id's or to type the external e-mail address.

**Send:** Clicking on "Send" will actually send the message.

**Cancel:** Clicking on "Cancel" will cancel the sending of this message.

## Addressing Mail

When sending a message, you can hand-type the e-mail address of the recipient or you can use the "Address" feature to search for the login id in your address book.



From The Compose Message box, click on **Address Book** (see page 5).

Choose the **Address Book** (Groupwise Address Book displays important NC State College's e-mail addresses). For your personal address book, just click on the arrow and choose your name.

Type in the first 3 or 4 letters of the person's last name then click on **Search Address Book**.

The system will display all last names in the criteria that you gave it.

Click once on the **name** you want to high light.

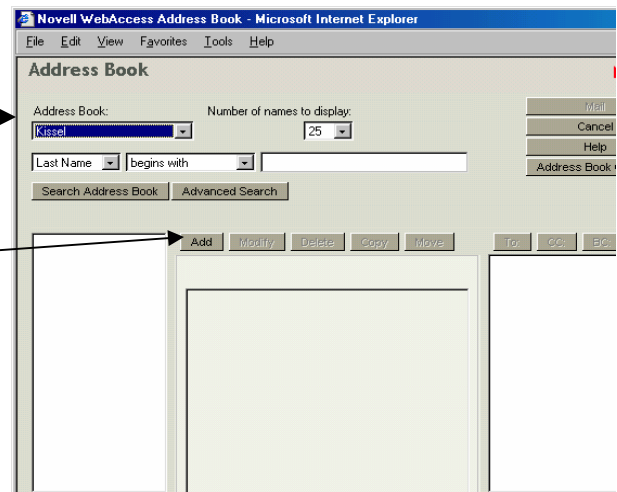
**Click on the TO: CC:, or BC: button** and that name will display as chosen. Follow the same procedure until you have chosen everyone you wish to send your e-mail to.

You can add names and e-mail address to your own **Address Book** by clicking on the **Address Book icon**:

- change the name of the address book to **your name**.

- click on the **Add** button and continue to fill out the **Address Book Entry information**.

Click on **Mail** to return to the Compose Mail Message box. Follow composing and sending directions on page 5.



## Changing Your Password

1. Click on the **Options** button
2. Click on the **Password** tab
3. Type your old password
4. Type your new password
5. Type your new password again and choose O.K.

