



# *Concordia Theological Seminary*

F o r t W a y n e , I n d i a n a

## **Email Information Fall 2006**

You are responsible for reading emails sent to your seminary account. This is how students are kept up to date with various departments and professors. It is important that you check your campus email regularly!

This document is intended to help any students access their email account from both on campus, using the campus network, as well as off campus provided that you have an ISP (Internet Service Provider) like AOL, ATT WorldNet, CompuServe, or NetZero.

### **BEFORE LOGGING INTO YOUR EMAIL**

Your campus account is initially configured so that you must change your password the first time you log on to a computer. In order to do this, you must go to any public computer on campus and log in with the user name and password given to you by the Info Tech Department. You will be forced to change your password immediately. This procedure must be followed **before logging on to your email** or your email will not work.

### **LOGGING INTO THE EMAIL SYSTEM**

Access the Web by using whatever browser you normally use (i.e. Internet Explorer, Firefox, Opera).

1. Access [www.ctsfw.edu/mail](http://www.ctsfw.edu/mail)
2. From the Access Your Email screen, type your network LOGIN ID in the Log On Box and then press <ENTER>.
3. You will then be prompted to type your network LOGIN ID and password and then press <ENTER>.
4. Your Microsoft Outlook Web Access Inbox will now be displayed.
5. You may now use Outlook's web interface for all your email needs.
6. For further assistance using Outlook Web Access, visit [www.ctsfw.edu/it](http://www.ctsfw.edu/it)

### **FORWARDING YOUR EMAIL**

Because POP3 is not available, you may have your email forwarded to any other email account. To do so, you must send an email requesting this change **from your campus account** which includes your name, current username and the email address to which you would like your email forwarded. This email should be sent to:

[NetworkManager@ctsfw.edu](mailto:NetworkManager@ctsfw.edu)

### **OUTLOOK**

If you live on campus and would like to access your email using Microsoft's Outlook client, you may do so by setting up your account as a Microsoft Exchange Server account. For further configuration help, visit [www.ctsfw.edu/it](http://www.ctsfw.edu/it).

If you should experience any difficulties or need some assistance, call the Information Technology HelpDesk at ext. 3178 or off campus dial 452-3178 to launch a trouble ticket or you can stop by the Information Technology Office (W-14) for help. If you leave a message please state your name, time, a number or location where you can be reached, and the nature of your problem. Someone will return your call and assist you.

**USER NAME:** \_\_\_\_\_ **@ctsfw.edu**

**PASSWORD:** \_\_\_\_\_

**DOMAIN: CTS** \_\_\_\_\_