



**CONCORDIA**  
UNIVERSITY  
INFORMATION TECHNOLOGY

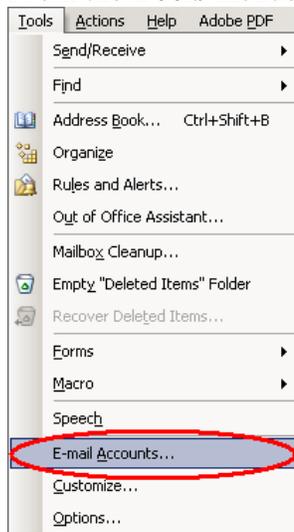
## **Student Email Usage Instructions:**

All Concordia University students now have email addresses. The following information will be helpful in using these email addresses to communicate with our students effectively:

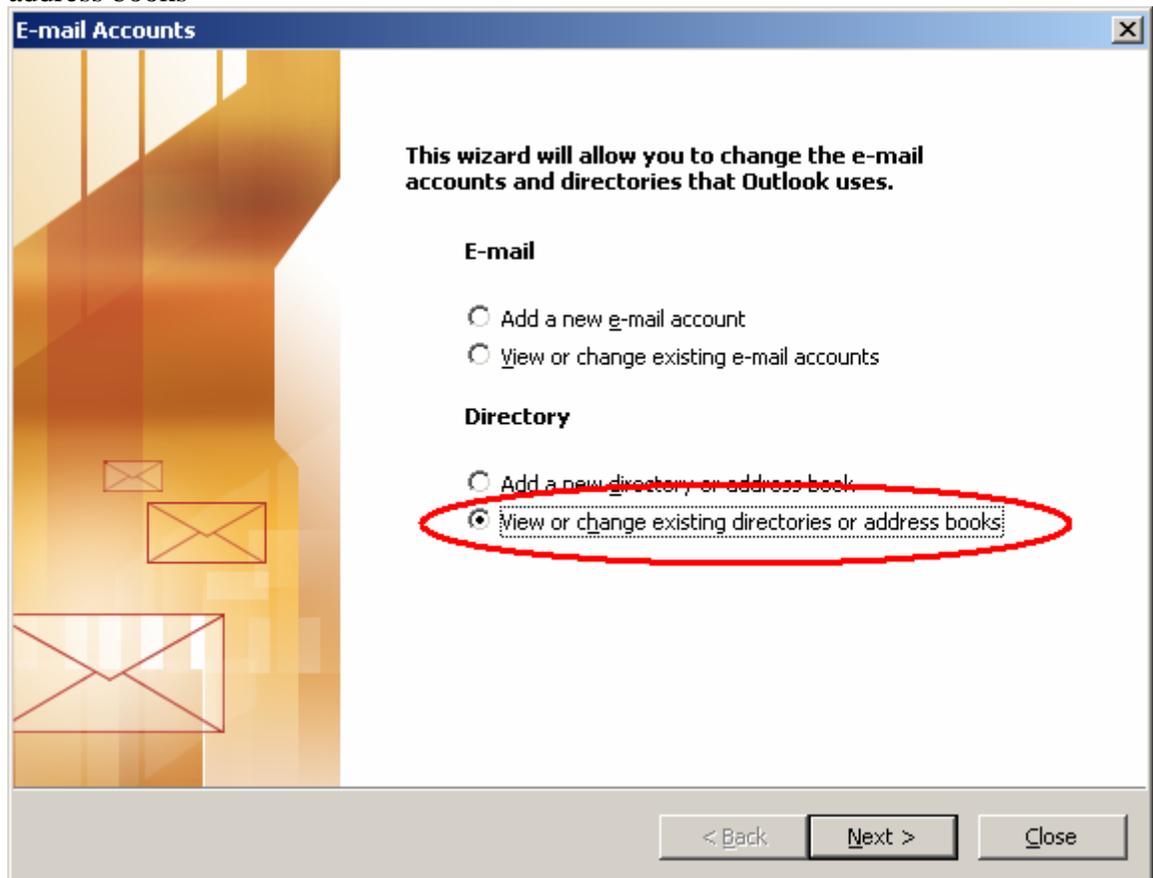
- The email addresses are all in the format of **firstname.lastname@eagles.cui.edu**
- All students had their email addresses and passwords distributed to them via the methods described in the Webmaster broadcast sent out on Tuesday the 22<sup>nd</sup> of August. Please refer to that broadcast if any students have questions about getting their username and password
- The email system is NOT an exchange server, and their accounts are NOT in the global address book on our exchange server
- The students have webmail access only to their emails, it does not currently support other mail clients
- Any and ALL correspondence of an official nature from any Concordia University employee to any Concordia University student should ALWAYS be sent to the student via their Eagles' email address ONLY. This is designed to prevent FERPA violations, so please adhere to this policy.
- Students will have the ability to forward messages from their Concordia address to another email address of their choosing, at which time they will take full responsibility for the security of any messages they send and receive.
- Student email addresses will only be valid while the student is attending the University. 90 days after leaving the University the student's email address and email box will be deleted.

The students have been entered into a read only Contact List that is in the Public Folders on the cui.edu Exchange server. This will allow you to look up and email students directly from Outlook. In order to add the list to your address book, do the following:

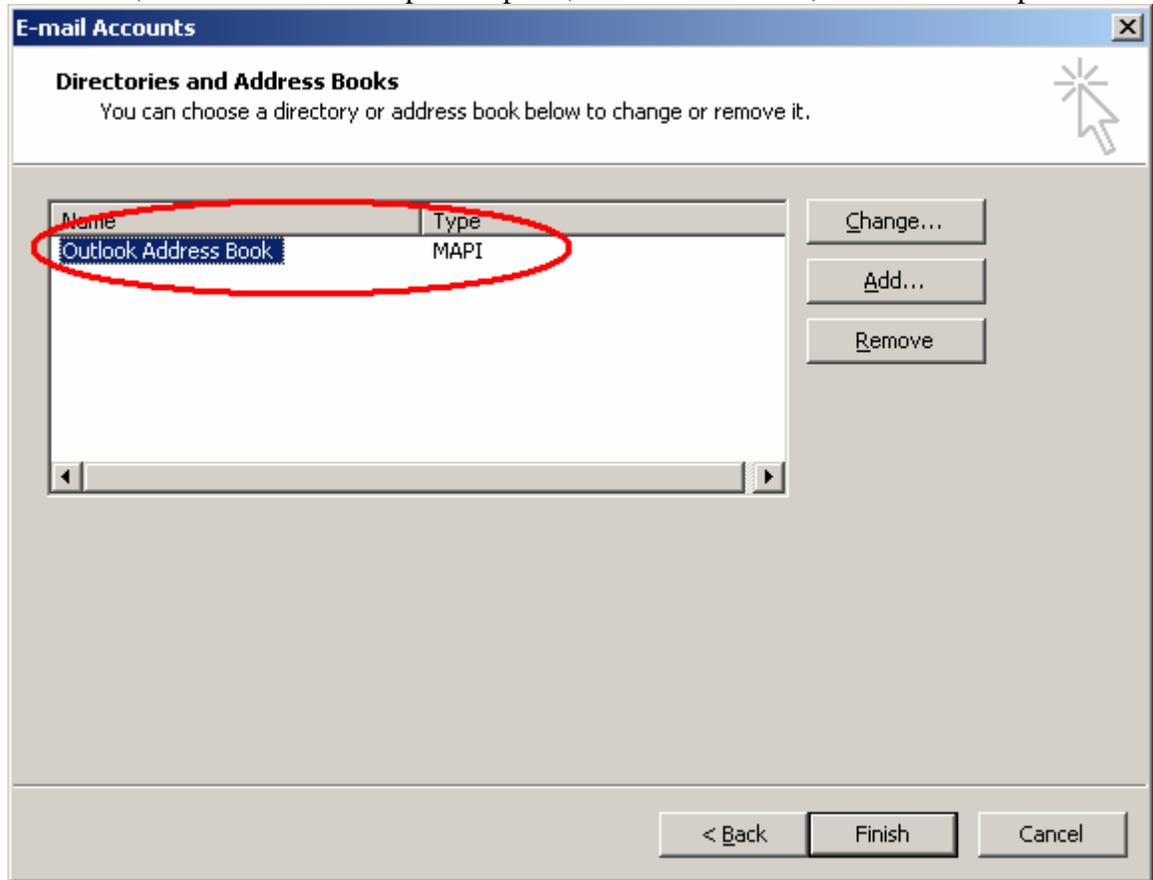
1. Open Microsoft Outlook
2. From the **Tools** menus select **E-mail Accounts**



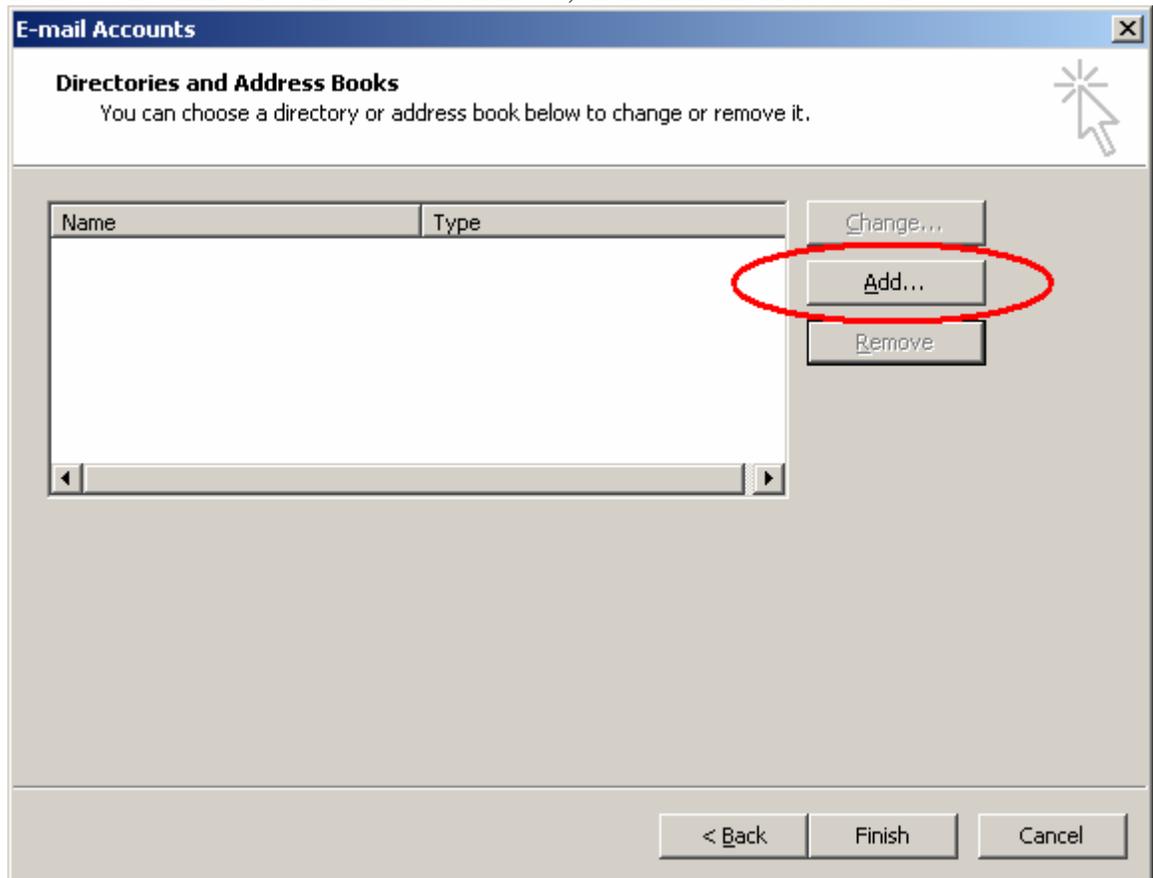
3. In the E-mail Accounts dialogue box select View or change existing directories or address books



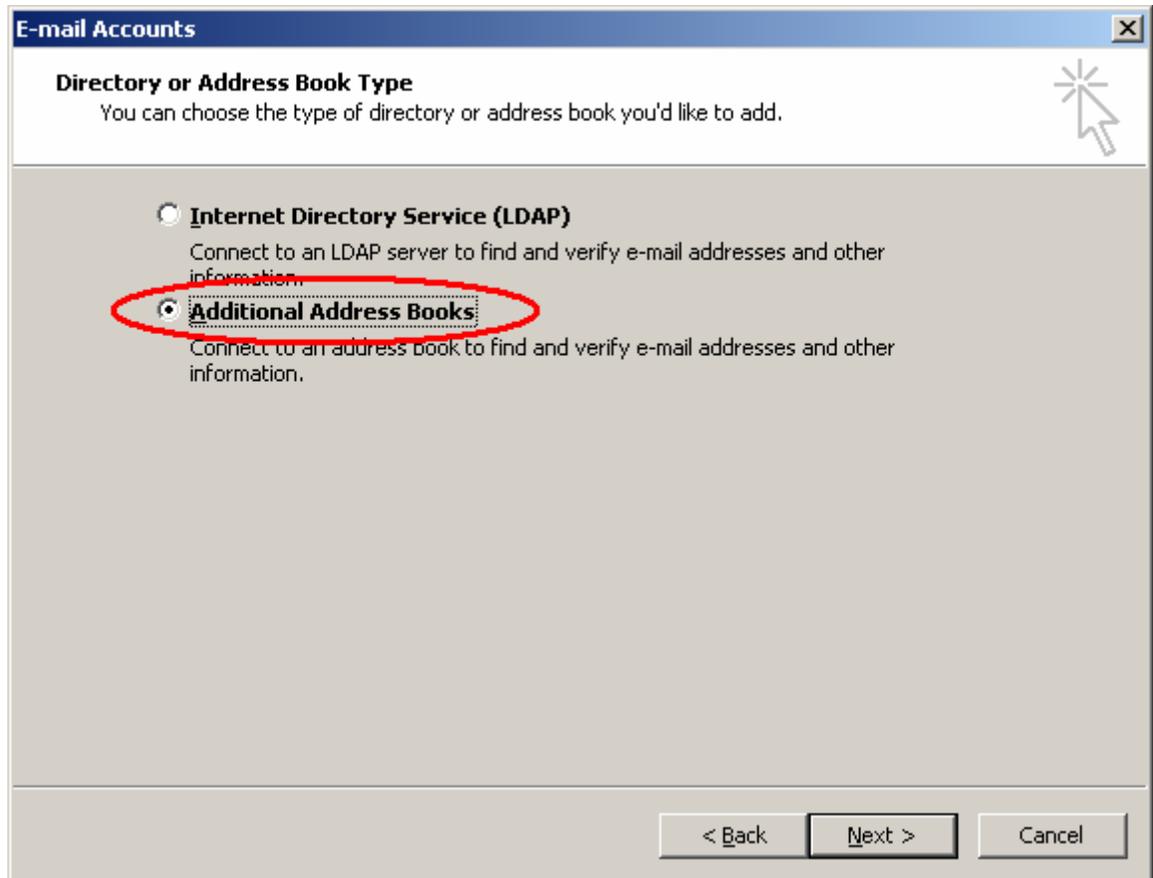
4. Verify that you have an **MAPI** type of item called **Outlook Address Book** listed. If it exists, click **Finish** and skip to Step 10 , if it does not exist, continue to Step 5



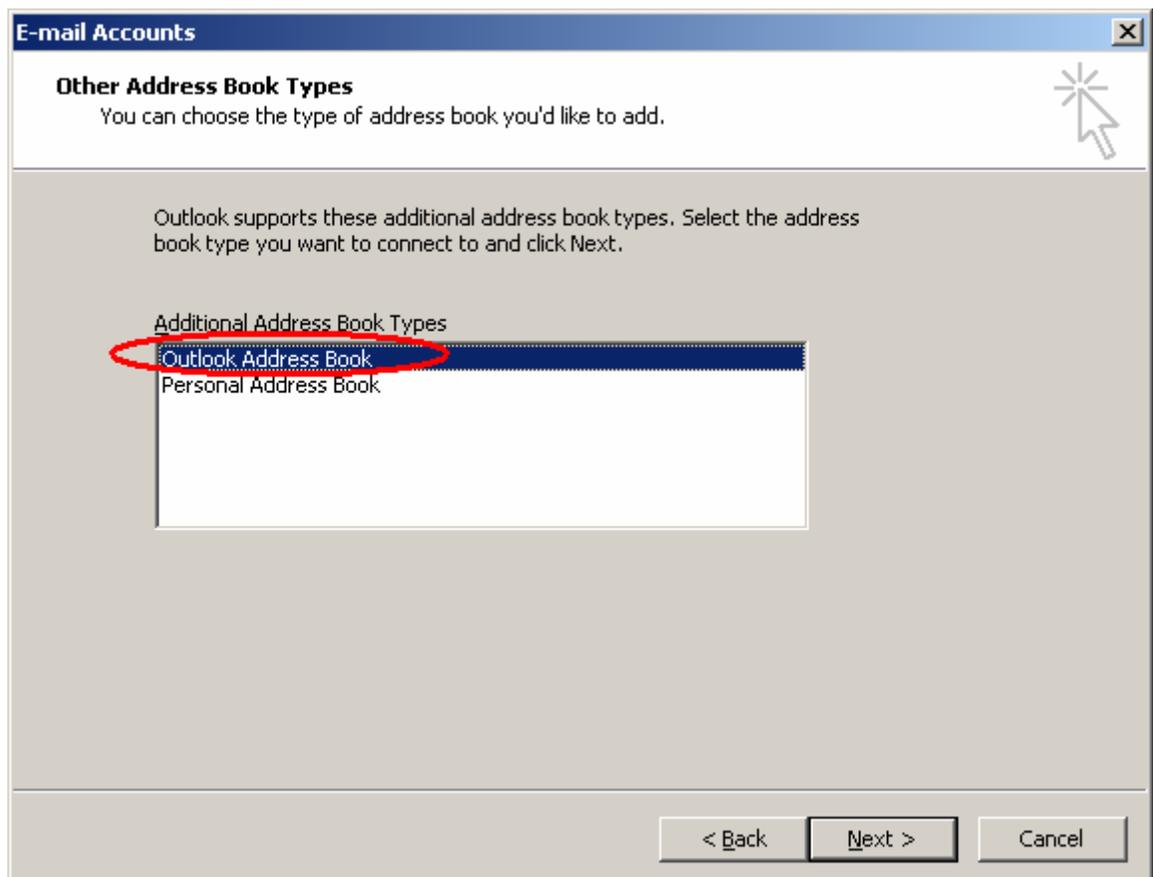
5. If the Outlook Address Book is NOT listed, then click the **Add** button



6. Select the Radio Button for **Additional Address Book** and then click **Next**



7. Select the **Outlook Address Book** and then click **Next**



8. Click **OK** to dialogue that pops up, then click **Finish** on the original **Directories and Address Books** page that should now contain the **Outlook Address Book** you just added.



9. Close Outlook and re-open it.

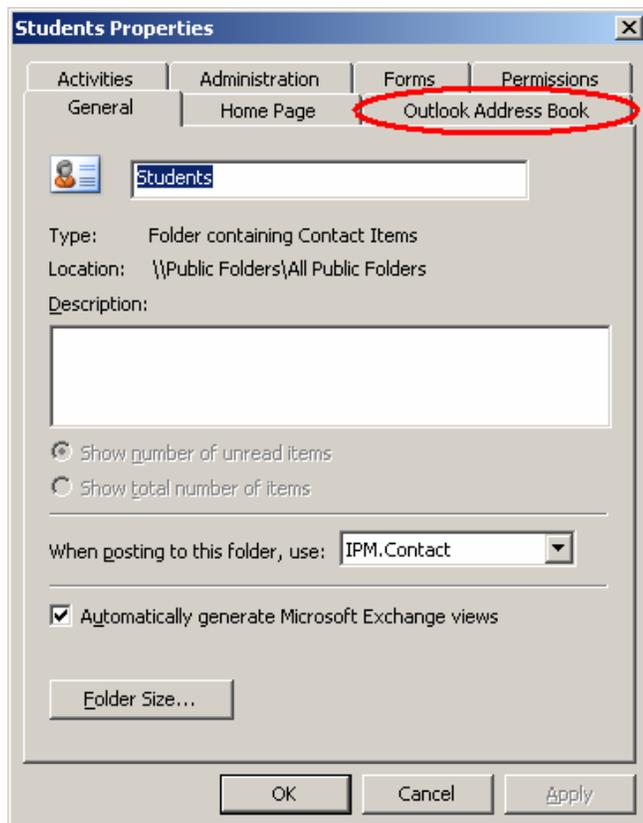
10. From the Outlook Bar on the left side of the Outlook window, click the **Folder List** button



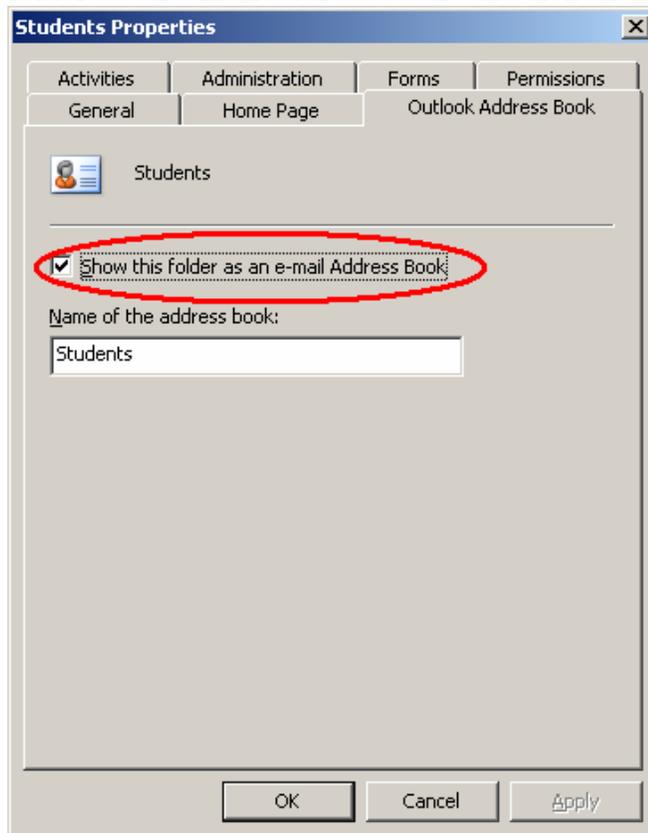
11. From the Folder List, expand the Public Folder/All Public Folders Directory and right-click the **Students** contact folder



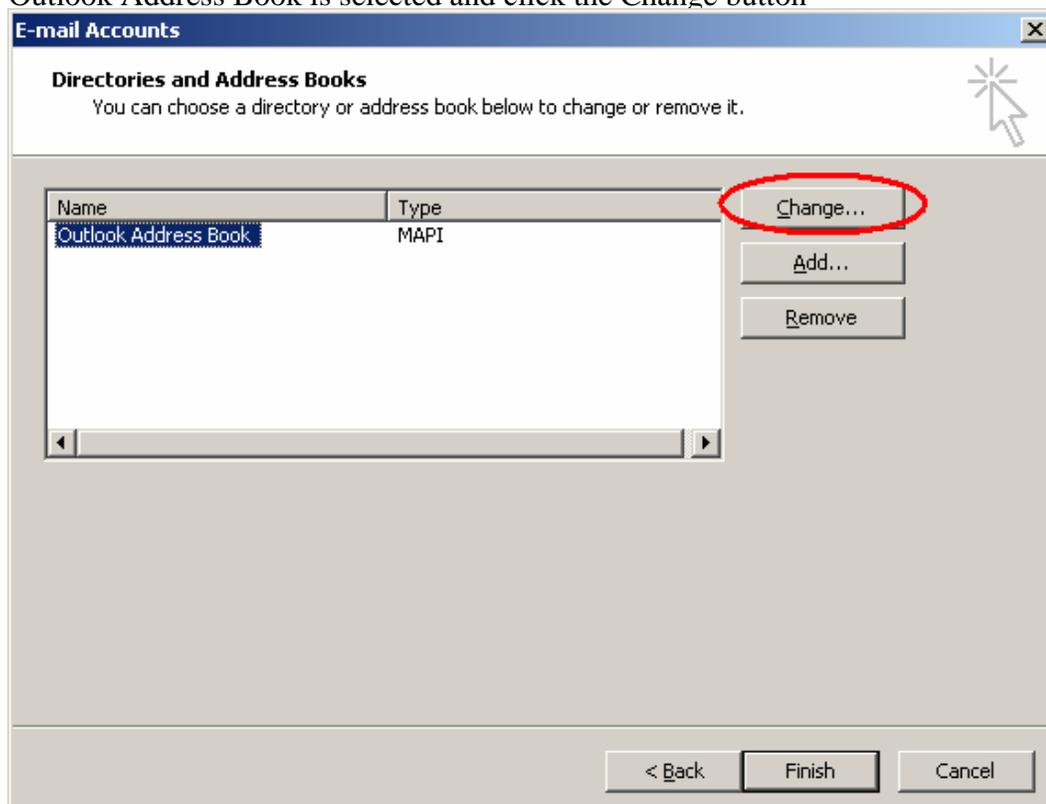
12. Select **Properties** from the bottom of the shortcut menu, and then select the **Outlook Address Book** tab on the properties dialogue that opens.



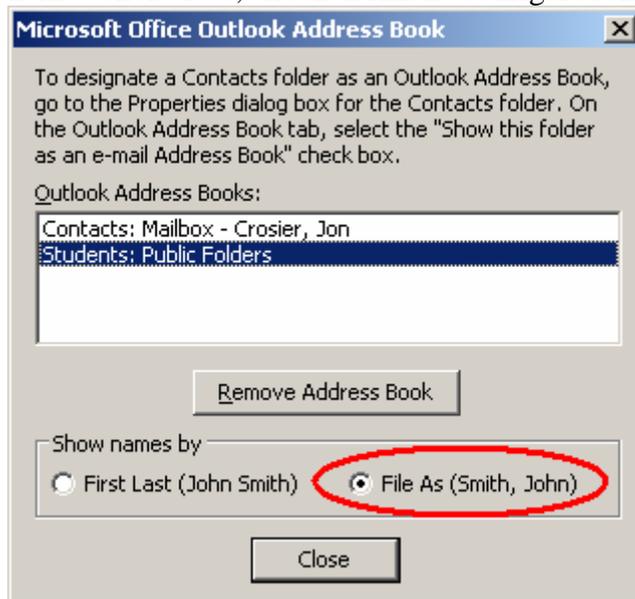
13. From the **Outlook Address Book** tab select the checkbox that reads “**Show this folder as an e-mail address book**” and then click **OK**



14. To arrange the students in your address book by last name alphabetically, first repeat steps 2 and 3, then from the Directories and Address Books, make sure the Outlook Address Book is selected and click the Change button



15. Under the section that denotes **Show names by** make sure the radio button for **File As (Smith, John)** is selected, this will display names alphabetically by last name. Click close, and then finish. Configuration is complete



16. In order to send email to a student, create a new message the same way you normally would, then click the **To** button in the message. In the dialogue to select names, click the drop down menu to **Show names from the:** and select the **Students** contact folder from the **Outlook Address Book** section. You should now be able to select or search for any student by last name.

