

## **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

E-mail Accounts		×
<b>Directories and Address Books</b> You can choose a directory or address book below to chang	ge or remove it.	×
Aeme Type Outlook Address Book MAPI	Change Add Remove	
	< <u>B</u> ack Finish	Cancel

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

E-mail Accounts		×
<b>Directories and Add</b> You can choose a	iress Books directory or address book below to change or remove it.	×.
Name	TypeAdd. Add.  	
	< <u>B</u> ack Finish	Cancel

6.	Selec	t the	Radio	Button	for	Additional	Address	Book	and the	n click	Next
		-									

E-mail Accounts	×
<b>Directory or Address Book Type</b> You can choose the type of directory or address book you'd like to add.	×
<ul> <li>Internet Directory Service (LDAP)         <ul> <li>Connect to an LDAP server to find and verify e-mail addresses and other information.</li> <li>Additional Address Books</li> <li>Connect to an address book to find and verify e-mail addresses and other information.</li> </ul> </li> </ul>	
< <u>B</u> ack <u>N</u> ext >	Cancel

7. Select the Outlook Address Book and then click Next

E-mail Accounts	×
<b>Other Address Book Types</b> You can choose the type of address book you'd like to add.	
Outlook supports these additional address book types. Select the address book type you want to connect to and click Next.	
Additional Address Book Types	
Outlook Address Book	
< <u>B</u> ack <u>N</u> ex	<t> Cancel</t>

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.

Students Properties				
Activities Administration Forms Permissions General Home Page Outlook Address Book				
Students				
Type: Folder containing Contact Items Location: \\Public Folders\All Public Folders				
Description:				
Show number of unread items				
C Show total number of items				
When posting to this folder, use: IPM.Contact				
Automatically generate Microsoft Exchange views				
<u>F</u> older Size				
OK Cancel Apply				

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** 

Activities       Administration       Forms       Permissions         General       Home Page       Outlook Address Book         Students       Students         Show this folder as an e-mail Address Book         Name of the address book:         Students	Students Proper	ties			x
Students  Students  Show this folder as an e-mail Address Book  Name of the address book:  Students	Activities General	Administration   Home Page	Forms Outlook Ac	Permissions Idress Book	
Name of the address book: Students	Stude	ents			
Name of the address book: Students	✓ Show this for	older as an e-mail Add	ress Book		
Students	Name of the ad	dress book:			
	Students				
	,				
OK Cancel Apply		ОК	Cancel	Apply	

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

nail Accounts			
Directories and Address B You can choose a director	<b>ooks</b> y or address book below	to change or remove it.	Ť
Name Outlook Address Book	Type MAPI	<u>C</u> hange <u>A</u> dd <u>R</u> emove	▶ 1 1
		< <u>B</u> ack Finish	Cancel

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

Microsoft Office Outlook Address Book
To designate a Contacts folder as an Outlook Address Book, go to the Properties dialog box for the Contacts folder. On the Outlook Address Book tab, select the "Show this folder as an e-mail Address Book" check box.
Outlook Address Books:
Contacts: Mailbox - Crosier, Jon Students: Public Folders
Remove Address Book
Show names by First Last (John Smith)  File As (Smith, John)
Close

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.

Select Names		×
Type Name or Select from List:	Show Names from the:	
	Global Address List	-
	Global Address List	
Name	All Address Lists	
Abate, Eshetu	All Contacts	
accounting	All Groups	
Acker, Wes	All Users	
ADC	Public Folders	
Adhanom, Abraham	Outlook Address Book	
Administrator	Contacts	
Admission	Students	
Aerie		
Aharonian, Heidi	×1889	Alpha
Alcantara, Nick		
Alexander, Judith		<b>–</b>
•		▶
Message Recipients		
T <u>o</u> ->		
<u>C</u> c ->		
<u>B</u> cc ->		
Ad <u>v</u> anced 🔻	OK	Cancel