



Welcome to WestConn E-Mail

Your WestConn e-mail address is: **your_username@student.wcsu.edu**

Opening Lotus Notes

- **Start** → **Internet Explorer** (*Netscape will not work*)
- In the address bar type: student.wcsu.edu/login
- Enter your Lotus Notes User Name and Password. Click "Login".

Note: When you log into your WestConn email web account, within a few seconds a Security Warning Box appears.

Check the box that says **Trust all content from IBM**, then click **Yes**. Clicking "Yes" runs the Lotus Domino Applet which loads the tool bar in Notes allowing you to send a New Memo, Reply, Forward, Delete, etc. You will have to do this only once per machine.

You may access the following services

Email/Calendar

- **Use Email** — Read your email and manage your calendar and to do list.
- **Mail Quota** — Contains information about your mail quota. Students have 35MB of space.

WCSU Announcements

- **All Announcements** - All announcements containing the latest information for WestConn students.
- **Office of the President** - Information from the university President.
- **Student Affairs** - Announcements from the Vice President of Student Affairs.
- **Technology** - Information for WestConn students concerning technology and technology initiatives.






Other Tools

- **Student Information** — Links you to the online.wcsu.edu/login webpage.
- **Change Password** — Passwords must be at least eight characters in length.
- **Logout of Lotus Notes** — Click here to logoff WCSU's Student Notes system. For security, please close all browser windows and exit Internet Explorer when complete.



Using Mail

- **Inbox**—messages that have been received.
- **Drafts**—messages that have been saved as drafts and not sent.
- **Sent**—messages that have been sent and saved.
- **Follow Up**—messages marked for follow up with an icon to indicate whether the message requires urgent, normal, or low-priority action.
- **Junk Mail**— block incoming mail sent to you by a selected sender so that those messages are designated junk mail, and are delivered directly to your junk mail folder, instead of to your Inbox.
- **Trash**—deleted mail messages and any other documents that have been sent to the trash, but are not yet deleted.
- **Views**—shows All Documents in the Mail database will regardless of where it is saved.
- **Folders**—organize messages by creating folders and moving/copying mail messages into those folders.

Receiving Mail

- Click on **Use Email** on first introduction page.
- Click on the **Mail** tab and select **Inbox**.
- New messages appear red while messages already opened appear black. Double click on the sender's name to open and read the e-mail. A new window will open displaying the selected message.
- The toolbar across the top of the screen contains the following commands:
 - **New Memo**—create a new message.
 - **Reply**—reply to the sender of the message.
 - **Forward**—forward the message to another e-mail address.
 - **Move**—move selected message(s) into designated folder
 - **Follow Up**—add/remove flag to message
 - **Tools**—Add Contacts or Edit Calendar entries
 - —edit a message
 - —print the selected message
 - —delete the message
 - —close the window
 - —navigate through the e-mails in your Inbox

Replying to Messages

1. Single click the message you want to reply to. Move your cursor over the **Reply** tab. You have the following options:
 - **To Sender**—reply to the author with your message only.
 - **To Sender with History**—reply to the author with your message and the original message.
 - **To Sender without Attachments**—reply to the author without re-sending any attachments
 - **To Sender with Internet-Style History**—reply to the author by including the original document in plain text.
 - **To All**—reply to the author and all other recipients with your message only.
 - **To All with History**—reply to the author and all other recipients with your message and the original message.
 - **To All without Attachments**—reply to the author and all other recipients without re-sending any attachments
 - **To All with Internet-Style History**—reply to the author and all other recipients by including the original document in plain text.
2. After choosing which reply option you want, a new window will open. Type your message in the message body area.
3. You have three send and other miscellaneous options:
 - **Send**—send your message.
 - **Send and File**—send your message and save a copy to your selected folder.
 - **Save as Draft**—save the message as a draft and file it in your Drafts folder. (The message will not be sent to the recipient(s).)
 - **Options**—delivery options include: Delivery Report, Delivery Priority and Return Receipt.
 - **Format**—Rich Text or Plain Text formats are available.
 - —print the selected message.
 - —close the window.

Forwarding Messages

1. Single click the message you want to forward. Move your cursor over the **Forward** tab. You have three options:
 - **Forward**—forward the message.
 - **Forward without Attachment(s)**—forward the message without any attachment(s).
2. **Internet-Style Forward**—forward in plain text.
Choose the forward option you want and a new window will open.
3. Check High Priority or Return Receipt, if applicable.
4. Enter the forwarding e-mail address(es) in the following fields:
 - **To:** —the main recipient(s) of the e-mail
 - **cc:** —carbon copy

bcc:—blind carbon copy

Or, click on the , , or  buttons to access your address books.

5. Type a Subject.
6. Type additional message in the message area, if applicable.
Include attachments, if applicable (*see below*).

Format as you wish by modifying font styles, sizes, colors, and styles; add a table; set alignment, indents, bulleted and numbered lists, headings, and horizontal rule; insert page break, image, link; and spell check.


Chose a **Send** option to send your message.

Creating/Sending New Mail


Select **New** → **Message**. A new window will open.

Follow steps 4 through 9 above.

Sending Attachments

1. In the **Add Attachments** field, click on the Folder icon  and select the file you wish to attach.
2. Select the file(s) you wish to attach and click **Open**.
3. The selected documents will be listed in the Add Attachments field.
4. Click **Send** when you are done.

Deleting Messages

1. From your Inbox, single-click on the message you want to delete and click the trash can  icon. The message will be deleted from your Inbox.
2. You can also delete the message while you are viewing it by clicking on the trash can icon within the message viewer.

Add Sender to Address Book

1. Open the email message from the sender that you wish to save in your contacts.
2. Click on **Tools** in the Message Task Bar.
3. Select **Add Sender to Contacts** from the Drop-down menu.
4. Fill in the fields of your choice and change first and last names as you want them to appear.
5. When completed, click **Save and Close**.

Block Mail from Sender

1. From your Inbox, single-click on the message from the sender that you wish to block.
2. Click on **Tools** in the Message Task Bar.
3. Select **Block Mail from Sender**.

Mark a Message for Follow Up

1. Single-click on the message you wish to mark for follow up.
2. Click on **Follow Up** in the Message Task Bar.
3. Choose a priority option.
4. Enter a follow up action plan with date and time.
5. Set alarm.
6. When done, click **Save & Close**.

Note: You can also mark open mail messages as you read them.

Create a Folder

1. From your Inbox, click **New → Folder**.
2. In the pop-up box, enter a name for the folder, then click **OK**.

Note: If you wish to place the folder into an existing folder, enter a name for the folder, and then select (highlight) the parent folder instead of the main folder area.

Move Message to a Folder

1. Single-click on the message you wish to move.
2. Click on **Move** in the Message Task Bar. You have three choices:
 - **Move To Folder**
 - **Copy To Folder**
 - **Remove From Folder**
3. Choose the option you want.
4. Select a folder from your list of folders and click **OK**. Your message will be moved/copied/removed as selected.

Note: You can also move/copy mail messages as you read them.

Rename a Folder

1. Right-click the folder you want to rename.
2. Select **Rename Folder** from the pop-up menu.
3. Enter the new name in the pop-up window and click **OK**.

Delete a Folder

1. Right-click the folder you want to delete.
2. Select **Delete** from the pop-up menu.

Your WestConn email also has a calendaring system, a to do task organizer, a detailed address book, and a notebook area to keep miscellaneous notes. If you would like to learn how to utilize these and other functions available through WestConn Email, or require further assistance, the Student Technology Training Center (STTC) conducts workshops and tutorials on WestConn Email. You can pick up a workshop schedule and/or make an appointment for a tutorial at the STTC, located in the Student Center in room 225. Workshop schedules may also be found online at www.wcsu.edu/sttc. For more information, call the STTC at 837.8715.