

Email:

Accessing your email:

Go to the NC State homepage (www.ncstatecollege.edu). On the top of the page in the green boarder you will find several icons (MyNC, a magnifying glass, an envelope, Bb, AZ, and a human outline).

In order to access your email, click once on the envelope icon.

A log-in screen should appear.

Type in your username in the box next to the Username label.

Click on the box next to the password label and type in your password.

You have now accessed your email

Sending Email to Someone:

At the top left hand corner of the email page are four tabs: New, Address Book, Proxy, and Manage Folders. Click once on the new tab. A new mail window should open up.

In the box labeled "To:" type in the email address of the person you are sending to.

Click on the subject field and type in a short subject for your email.

Next click on the really big white box. This is your email message. Type in a message here.

After you are finished with your email click on the send icon (labeled "send") in the top left hand corner of the window.

Checking/Receiving Email and Replying :

From the main email page click on the email you wish to read. This will open the selected email. After you are done reading your email if you wish to reply to the email click on the reply icon at the top left hand corner below the Mail Message title.

Type in your message and when finished click the send icon at the top left hand corner to send your reply.

Forwarding/redirecting an Email:

Open an email you want redirected.

Under the Mail Message title you will find a forward icon (an envelope with an arrow pointing to the right). Another window will pop up.

Type in the email address you want to send to and press send.

Sending attachments:

Open a new mail message just like you are sending an email to someone.

Inorder to attach a file click on the attachment tab.

A new box should open up click on the browse button and find the file you wish to attach.

Click on the file and click the open button.

Next click the attach button. The file should appear in the attach box.

Return to the Mail tab and type your message and press send.

Opening an attachment:

To open an attachment open an email message like usual and under the subjects field there should be an attachment field.

Click on the open button beside the file you wish to open