

Getting Started

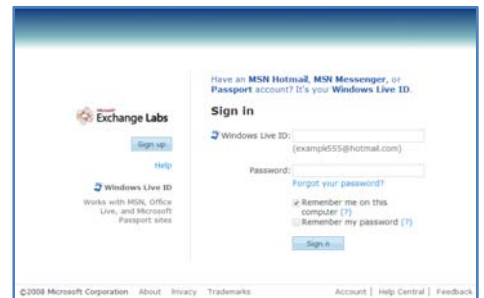
Logging In:

- Click **Log On** on the Student Mail Home page
- On Login page enter your student ID (*First initial Last name @student.framingham.edu*) and password (*MMDDYY of your birthday*).
- Click **Sign in**.



First Time Users:

- On your first time logging in you will be asked to enter some additional information and set up security questions to help recover your password.
- You will also be asked to set your language and time zone as well as have the option for low visibility settings.
- Framingham's Time Zone is (GMT -05:00) Eastern Time (US & Canada).
- Click **OK**.



Using The Mail Service

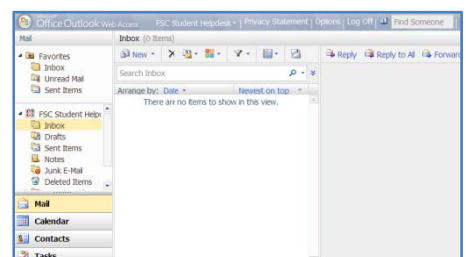
Microsoft Exchange™ brings the featured of its popular mail client Outlook to an easy to access web interface.



About The System:

The Client is separated into 4 distinct parts:

- Mail
- Calendar
- Contacts
- Tasks





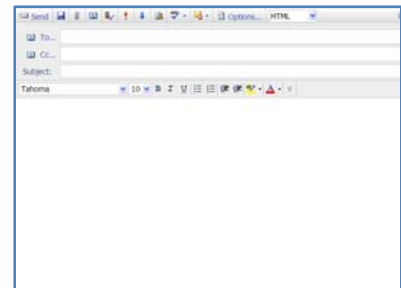
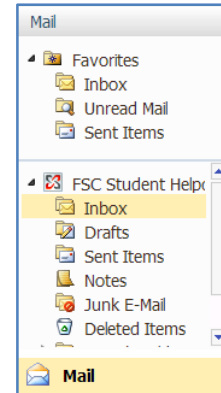
Mail:

The Mail function allows you to send, receive and view e-mails sent to your student mail account.

- The inbox is where the majority of your messages are received.
- You can add folders to sort your mail.

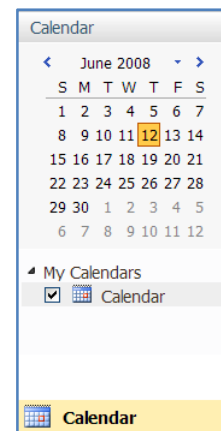
Composing Messages:

- In the mail tab click  .
- Fill out the To: field with the intended recipient(s) name.
- Enter a subject.
- Fill out your message.
- Click  .



Calendar:

The calendar lets you keep dates and schedules sorted into *calendars*



Contacts:

The contact section allows you to keep an address book with contact information for various people.

Tasks:


The task list is a special section that allows a user to make and edit a to do list with a to do list.

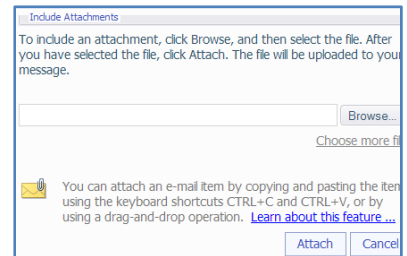
FAQ

I forgot my password what do I do?

- On the login page click “forgot your password” below the password box and answer the presented questions.

How do I add attachments?

- After creating a new message, click the paperclip icon () in the message toolbox.
- Click Browse and locate the file you would like to attach.
- After locating the file click attach.



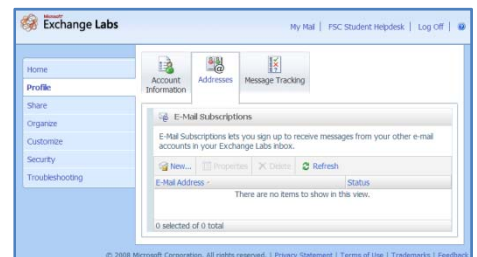
How do I make a folder?

- Right click on the mail sidebar.
- Select *create new folder*.
- Enter the folder's name.

How do I forward my Mail from another Account?

If you would like to integrate another mail account into your Student Mail account:

- Click Options.
- Click Profile.
- Click the Addresses Tab.
- Click new.
- Add your other account here by entering the information.
 - This info is usually available in the help files from your other email service provider.
- Enjoy all your mail being sent to your Student Account.



How do I change my password?

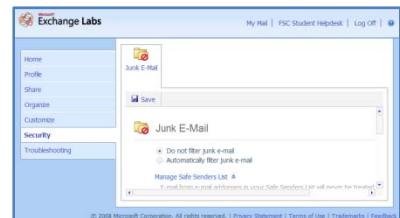
- Click your name on the top toolbar
- Log into your windows live profile
- Click on change.
- Enter your old password
- Type new password, re-type to confirm.
- Click Save.

Password reset information

Password: ***** [Change](#)

How do I set up a Junk Mail Filter?

- Click options.
- Click security
- Check the option to enable the Junk Mail filter.



Will My Student Mail work on a Mac?

- Yes! It will, because the entire program is run from your internet browser it will work on any device with an internet browser.

I'm already a student, Will My e-mail address change?

Yes, under the new system all students e-mail addresses will be changed to end in @student.framingham.edu.

- The end is changing but your user ID will be the same. (*JDoe@stumail.frc.mass.edu will now become JDoe@student.framingham.edu.*)
- Your password will be the Month, day and year of your birthday in two digit format. (*A user born on September 3, 1980 would have the password 090380.*)

I'm a new student, what is my e-mail address?

New student email addresses, generally, follow the same format (*first initial Last name*) as current students. Further details will be provided at New Student Orientation, or mailed to your home.

How do I check my e-mail?

- E-mail can be checked by following links from [My Framingham](#).
- You can access it directly through [Exchange Labs](#).

Will I still have access to the old Stumail.frc.mass.edu?

Yes, but only until October 15, 2008. You will no longer be able to send or receive from this account but you can print or POP email down to your local desktop.

Will my old emails be transferred automatically?

Any emails that currently exist in your stumail account will **not** automatically transfer over.

You can either forward your old emails to your new account one at a time or POP your e-mails from your webmail account. Then maintain these e-mails on your local desktop/notebook system for future reference.

Details on how to POP your e-mails is available on the [ITS website](#).

What happens if someone e-mails my old address?

Any e-mails sent to your old address will automatically be forwarded to your new address starting June 25th 2008.

This service will continue until October 15th 2008. Make sure to **update your résumé and other documents** with your new address.

How do I know my account will be secure?

We recommend that all students set their password to be “strong”. This will be signified by the password strength meter on the password change page.

A strong password is one that has both capital and lowercase letters, as well as numbers and symbols.


I have more questions?

If you feel you have unanswered questions feel free to call the student help desk, (508) -215- 5950, or come down to HH G20.

Windows Live ID:

Old password: [Forgot your password?](#)

Type new password:
Six- characters minimum; case sensitive

Password strength:  Strong

Retype new password:

Make my password expire every 72 days
[What does this mean?](#)

Why Use it?

- **10 GB of e-mail storage space!**
With an increase storage space, you have plenty of room for all your e-mail and files.
- **24x7x365 Support** through Microsoft and FSC
@ student.framingham.edu is hosted on servers by Microsoft to provide the highest levels of reliability and performance.
- **Increased message size**
You can send 14 MB message size, including up to 10 MB attachments, and up to 50 attachments.
- **New looks**
Your e-mail uses a great new outlook inspired interface.
- **Connect to your classmates more efficiently!**
With Windows live calendar tool, you can share your calendars, send meeting requests and use other collaboration tools to coordinate both academic and non-academic activities.
- **Control spam and viruses through filtering**
Microsoft offers increased spam protection and filtering.
- **Multi-task!**
You can use your **@ student.framingham.edu** account to access an extended set of tools offered by Microsoft including Windows Live Messenger, Spaces, and Windows Live for Mobile.
- **Keep your account even after your graduate.**
Your e-mail account will not be deleted after you graduate – only its look and feel will change as alumni. However, to ensure that your messages and files are kept intact, you must login to your account at least once every **365** days, (as a student or alumni) otherwise your content will be cleared, while your e-mail account remains.

