Email

Local Service

All students, faculty and staff are provided an email account on the local campus server for the entire time they are associated with HSU. The name of the email server is **webmail**. Additional email server account information can be found at Central Systems Account & Activation [1].

Activate Your Account [2] - Instructions for activating your email account.

Preferred Email Account Options

Email Address and Campus List Options [3] - Establish a preferred email address for **all** HSU electronic correspondence, and choose which automatically distributed university email messages you want to receive.

Personalized Email Alias for Faculty and Staff

Email Address Alias [4] - A service which assigns an HSU email account an alias comprised of your first and last name. The service includes the ability to create two additional informal aliases.

Accessing Your Mail

Managing Disk Space - The inbox in your HSU email account is limited in size (25 GB). This is referred to as your **disk quota**. You should limit the number of messages saved in your inbox to prevent exceeding this quota, which prevents you from receiving new messages. Depending on how you access your mail, you should delete unwanted messages, or move messages you want to save to a new folder. If you are using a mail client, you can set up the preferences to remove messages from the email server when they are downloaded to your desktop. You can view your disk quota use in Webmail [5].

Webmail [6] - HSU has provided a local web-based email service through Gmail [7] that allows you to access your email from any computer that has a Web browser and access to the Internet both on and off campus. To access your webmail, simply log into the myHumboldt portal with your HSU User Name [8] and Password and click on the GMail link at the top right of the page.

Virus and Spam Protection

Filtering Email Attachments [9]- In an effort to provide vital protection against malicious computer viruses spread through email, Humboldt State University now actively filters (blocks) email attachments that represent a known and significant threat of viral infection. This link provides information and instructions for filtered email attachments.

Virus Protection and Email Security [10] - Information on antivirus software and how HSU screens email to protect your computer from viruses.

Using Filters to Manage Spam [11]- Instructions on setting filters to manage spam in your HSU

Webmail.

Practical Uses

Google Groups [12] - Anyone with an HSU User Name and Password can set up and manage Google Groups following the instructions in Gmail.

University Notices [13] - The university notices email service enables authorized HSU account owners to send a message to all faculty, staff and/or students with active HSU email accounts.

Related Topics

Connecting to the Servers [14]
Information Security [15]

Related Topics

Email [16], Security [17]

Source URL: http://www.humboldt.edu/its/email

Links:
[1] http://www.humboldt.edu/its/services/accounts
[2] http://www.humboldt.edu/its/accounts-activation
[3] http://www.humboldt.edu/its/email-options
[4] http://www.humboldt.edu/its/email-aliases-employees
[5] https://webmail.humboldt.edu/
[6] http://www.humboldt.edu/its/email-webmail
[7] http://www.humboldt.edu/its/glossary/5#term195
[8] http://www.humboldt.edu/its/glossary/5#term99
[9] http://www.humboldt.edu/its/security-attachments
[10] http://www.humboldt.edu/its/security-virusprotection
[11] http://www.humboldt.edu/its/email-spam-filtering
[12] http://www.humboldt.edu/its/google-groups
[13] http://www.humboldt.edu/its/unotices
[14] http://www.humboldt.edu/its/connect
[15] http://www.humboldt.edu/its/security
[16] http://www.humboldt.edu/its/category/quicklinks/email
[17] http://www.humboldt.edu/its/category/quicklinks/security