

NWFSC Email in the CLOUD User Guide



Email in the CLOUD offers students:

- ❖ Access to your email account through www.outlook.com or from the NWFSC homepage or Raidernet.
- ❖ Microsoft Office Suite: Word, Excel, PowerPoint, OneNote
- ❖ Email storage up to 10 GB and Sky Drive up to 25 GB. Upload any photo or file up to 50 MB.
- ❖ Outlook Calendar
- ❖ Social Networking, ability to share documents and photos.
- ❖ Ability to sync Email to smart phones and Outlook

Who gets email and for how long?

- ❖ All students, credit and non-credit, get an email account when they are admitted or readmitted if they do not have an existing NWFSC email account. The account is active the next morning after the student's admission is processed.
- ❖ Student accounts will never be deactivated.

What is my email address?

- ❖ If you complete a paper admission application, you will receive a letter from the Registrar's Office telling you your email address and password. If you apply for admission online, you will see the letter online at the end of the admission process.
- ❖ Student email addresses are assigned using the first 10 letters of your last name, the first letter of your first name and a sequence number in the case of duplicates. Example: If your name is John Doe, your email address might be doej2a@nwfsc.edu.
- ❖ You can log on to the RaiderNet using your student ID and PIN to find out your NWFSC student email address. It will be displayed on the homepage in the "My Details" section.

Sign In, Change your password, Answer the security question, Log out!

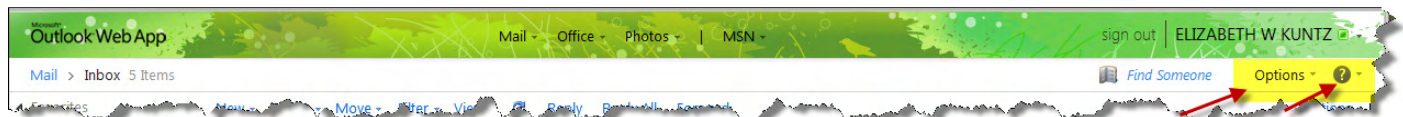
- ❖ Use your full email address with domain name as the Windows Live ID. Example: doej2@nwfsc.edu
- ❖ New account passwords are set to a default: Capital first letter of the student ID, #, birth date. (J#MMDDYY)
- ❖ The first time you sign in, you will be required to change your password and set custom settings.
- ❖ Set your security question! Go to Options/See All Options/Change Password. After you set up the security questions, it will allow you to use the "Forget Your Password?" option later if necessary.
- ❖ If you access your student email on campus or another public location, you must remember to sign out.



Email – Read It!

- ❖ **Email is the official means of communication of the college.** It is your responsibility to check your NWFSC email often. Read your NWFSC email for updates concerning your status from Student Services, Financial Aid and Veteran’s Affairs, for class information from your instructors, for emergency information and college closures messages and for Information regarding campus news and events.
- ❖ You can access your NWFSC student email from anywhere you have Internet access: at home, on campus, or any place where internet access is available. The college provides computer labs with internet access for student use at each NWFSC campus and center. Most public libraries provide internet access to the public.
- ❖ Students are responsible for reading and abiding by the “*Student Email Policies*”. The Computer Acceptable Use Policies and the Student Email Policies will be shown to students once a term when they log on to Raidernet. Students can also review the policies from the Student Email link on www.nwfsc.edu.

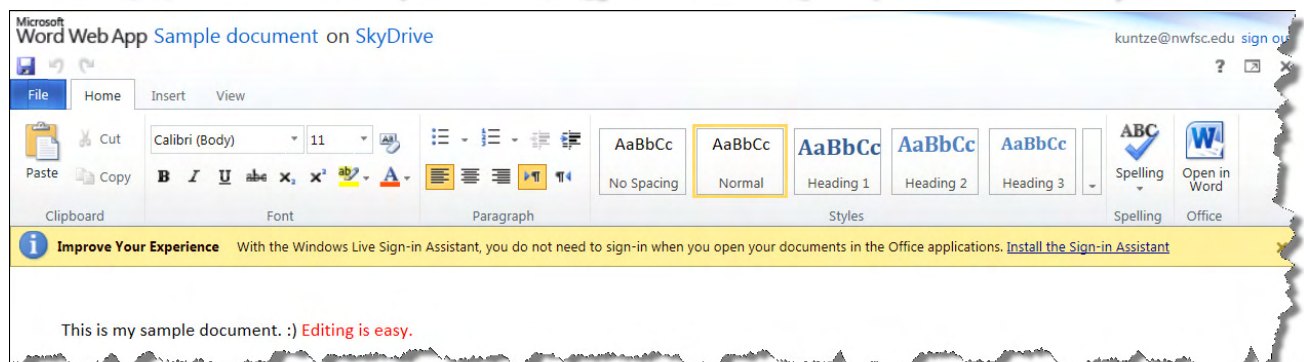
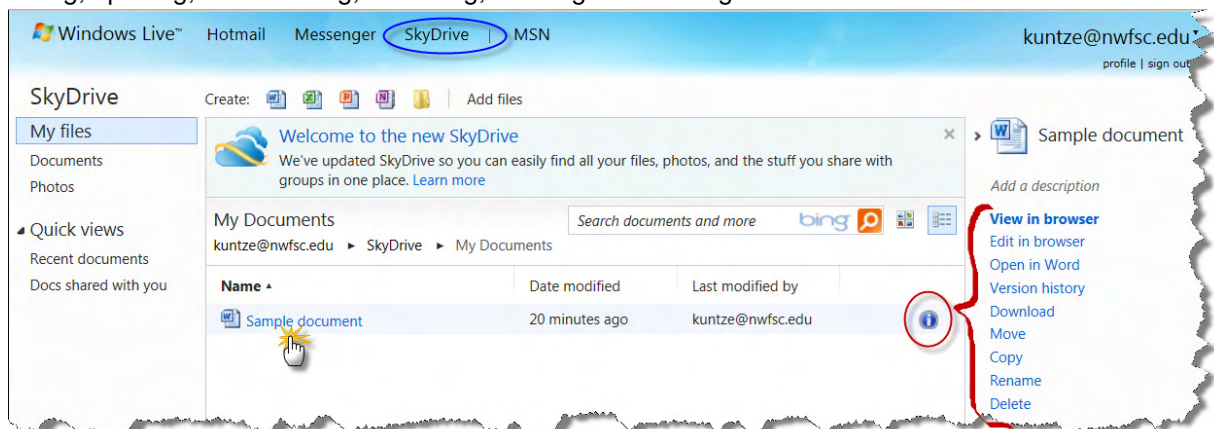
Options and Help



- ❖ **Forward your email!** You may sync your NWFSC email with another Outlook account or you can simply forward your NWFSC student email to another email address so that you only have to check one email account. From the Mail page, go to Options in the upper right hand corner. Click See All Options/Forward Your Email.
- ❖ Use the “?” help icon on the top right-hand corner of your email account to help you learn how to use your email.

Microsoft Office and SkyDrive

- ❖ Your NWFSC email account allows you to create and edit documents even if you do not have Microsoft Office applications on your computer.
- ❖ You can view and edit documents either in the browser or in Word, Excel, PowerPoint or OneNote and save them on the SkyDrive. You have access to the SkyDrive anytime and anywhere you access your email.
- ❖ You can download the documents to your own jump drive or hard drive from the SkyDrive.
- ❖ You can attach a document to an email if it is saved on your own jump drive or hard drive. OR...
- ❖ You can send a link to share a document with your instructor or others. You can edit permissions to allow the document to be read-only or to be able to be edited by others.
- ❖ Click the information Icon to the right of the document when you hover over it with your cursor to see the options for editing, opening, downloading, renaming, deleting and sharing.



Problems or Questions: Contact the IT helpdesk at (850) 729-5396 or helpdesk@nwfsc.edu.