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IMPORTANT NOTE: Computer accounts are not to be shared with other users; when evidence of account sharing is found, all parties involved will be considered to be in violation of this policy. Please review Article 223: ECSU Policy on Computer Use

All Eastern students have a Technology account automatically generated upon registration. This account is used for Computer Labs, Email, Blackboard, and other online services, though not all online services. Your username must be typed completely in lowercase, and passwords must be typed in whatever case is appropriate.

IMPORTANT NOTE: New and transfer students MUST log on to either a university-owned computer or their Eastern email accounts (from on or off-campus) before attempting to log on to Blackboard.

How to determine Your Username, Password, and Email address:

- Log on to E-Web Online Services. For E-Web instructions see Article 21: Logging in to E-Web: Online Services .
- Once you have successfully logged onto E-Web, click on the Personal Information link.
- Click on View/Update E-Mail Address(es). You should see your Eastern email address on the page.
- The part of the email preceding the @ symbol is your username. This is often your last name and some part of your first name.
- The default password is made of the following 7 characters:
  - First Character: $
  - Second Character: First initial of your username in CAPS.
  - The last 5 digits of your Eastern ID number from your ID card or acceptance letter.
  - Example: A student with the username Jones and Eastern ID of 10256789, their default password would be $J56789
- The first time you use your default password it will tell you it's expired and you will be prompted to set a new password that only you know. Please refer to Article 485: Password Management for details.

Password Change

- To change your email password, see Article 485: Password Management

Alumni Accounts

After graduating, your account will be converted to Alumni status and granted only a Microsoft 365 mailbox license. This means that your OneDrive and other application access will be removed once your degree is awarded. The degree evaluation/awarding process is handled by the Office of the Registrar and takes place 1-2 months after your final grades have been submitted.

If you'd like to know more about your transition to Alumni status, you can reach the Office of the Registrar at registrar@easternct.edu

Email Web Access

Faculty, Staff, and Students can access their email online using the following URL:

- Office 365 Portal

IMPORTANT: When entering your account info use the whole email address.

On campus access of web mail should not require Multi Factor Authentication (MFA). Accessing email from off campus will require MFA. To learn about and set up MFA for off campus access, go to Article 516: Multi Factor Authentication (MFA) Frequently Asked Questions (FAQ)

More information about using Outlook on the web can be found at https://support.office.com/en-us/article/get-help-with-outlook-on-the-web-cf659288-35cc-4c6c-8c75-e8e4317fda11

Email Quotas and Restrictions

The following restrictions apply to faculty and staff email account:

- Individual emails cannot be greater that 35 MB including attachments. Faculty and staff are restricted to less than 1000 recipient email addresses per email and 5000 recipients per day. Students are restricted to less than 300 emails a day.
- Blocked file extensions: inf, ink, scf, msp, cpl, msh2xml, msh1xml, mshxml, msh2, msh1, msh, psc2, psc1, ps2xml, ps1xml, ps1, wsh wsc, wsf, ws, jse, vbs, vb, cmd, jar, hta, msi, scr, bat, Macros, com, js, exe

If you need to email a file with one of these extensions, you must change the extension to .txt and instruct your recipient to change it back to the original once they receive it. To change a file extension refere to the following instuctions:

- Make sure you can see file exentions. If you see a period followed by two three or four letters at the end of your file name (e.g., .doc), then you can see them. If you don't see the extension you need to turn on the ability to see them. To turn this on:
  - Click on My Computer.
  - Click on the Tools menu.
  - Choose Folder Options.
  - Click on the View tab.
  - Scroll down to Hide Extensions for Known File Types
  - Uncheck Hide Extensions for Known File Types
- Locate the file you want to attach to your email.
- Select it by clicking on it once (don't open it). It should be highlighted.
- Press F2 (rename) on your keyboard.
- Move your cursor over to the file extension and change it to .txt
- Press Enter on your Keyboard

You can now safely send the attachment over email. Remember to instruct your recipient to change the extension back to the original.

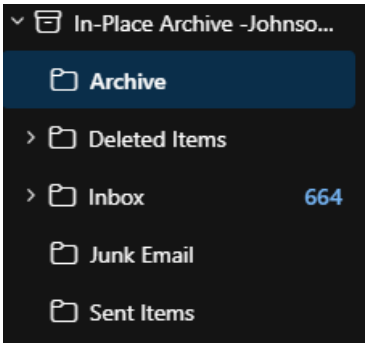
Email Archiving and Managing Storage Space

Users who email large files or have long standing accounts may eventually reach a storage limit. To address this, Outlook has an Archive feature that will free up space by archiving items older than a selected number of years. Additionally, deleted items and junk mail are automatically archived. Archived material still appears in Outlook search results.

Mailbox selection pane

To archive email, right-click any folder in Outlook, choose Assign Policy and select either the one year, three year, or five year policy. Each of these will auto-archive items within the selected folder based on their age, archiving items older than one, three or five years respectively. An Online Archive folder will contain the archived email, but will not count against your quota.

The Online Archive mailbox comes with a default capacity of 100 GB (in addition to your 50 GB main mailbox quota) and will preserve the folder structure of archived items. For example, items archived from an Inbox, Deleted Items, and Junk Mail folders that are older than five years appear in the archive folder similarly structured as shown in the image below.



When you search your mailbox using the search bar in Outlook, your Online Archive will automatically be included within the results. You can find more information about using the Online Archive mailbox folder in Outlook here: [Manage email storage with online archive mailboxes - Microsoft Support]

Not receiving a delivery or read receipt can mean a lot of things. It doesn't mean your message wasn't delivered, opened, or read. It just means that your requests weren't fulfilled. The video below explains what happens when you send read receipts:

https://support.office.com/en-us/article/video-when-the-receipt-doesn-t-come-97d9dcbd-d9a6-4763-9fc8-cc5e97e6705a

At the January 7, 2009 meeting of the Council of Presidents, the CSUS Email Policy - Email as an Official Correspondence, was approved with an effective implementation date of August 1, 2009. Attached please find a copy of the policy.

CSUS Email Policy

Eastern maintains electronic mailing lists for use by the campus community to facilitate communication within campus organizations. Mailing lists may also be created for other purposes provided the guidelines are met.

Each list consists of two or more email addresses that are used to send messages to each email address in the list simultaneously. Only list members can send messages to the list or receive messages from the list. When a list member replies to a message, all list members receive a copy. Depending on the configuration of the list, users may be able to subscribe or unsubscribe themselves.

Creation of new lists is a limited service that the University considers on a case-by-case basis. Lists may be terminated at any time at the discretion of University or the list-owner. The University assumes no obligation to maintain archives or records associated with them. Limitations on the lists will be provided to the list-owner at the time the list is created.

Lists must be:

1. Directly associated with the academic mission of Eastern Connecticut State University or foster scholarship.
2. Used in a manner consistent with but not limited to the ECSU Policy on Computer Use and the Policy on Student Use of University Computer Systems and Networks found at https://easternct.makekb.com/11/ as well as state and federal laws.
3. Maintained by a faculty or staff member of Eastern Connecticut State University who has accepted responsibility for maintenance of the list as the list-owner. (Lists may be used and maintained by student organizations provided a faculty or staff member is a sponsor of the student organization and agrees to own or co-own the list.)
4. Approved by the Dean, director of the department or a Vice President when not directly supporting courses.
5. Used after consideration has been given to other tools such as a course management system.

Individuals interested in this service need to complete and submit the List Creation Request Form.