



Setting Up and Using Your ENMU Email!

If you are a **NEW** Faculty member or have been with us for awhile but never activated your email, you need to activate your ENMU email today.

One of the first things as a Faculty member we ask you to do is to activate your ENMU email. *This is very important!* All ENMU business will be sent **ONLY** to your ENMU email. We ask that after you activate this account that you check it **daily** to be sure you are getting the messages that are being sent to Faculty & Staff. You can continue to use your other email such as charter, valornet, yahoo or zianet, but your ENMU messages will not be sent to those accounts. The ENMU email is a web-based email so you will be able to retrieve your email anywhere, anytime or if you choose you can setup the ENMU account locally on your machine using Outlook or Outlook Express or any other email software that you choose.

To Activate Your ENMU Email Account:

1. Complete the “ENMU Network & Electronic Mail Account Request” form. I have provided this form with this packet or it is available on the ENMU-Ruidoso web site under Faculty Resources.
2. Turn it in to *Sandy Stambaugh*, in the computer lab
3. Call, email or come by the lab to receive your username and passwords, *I can not fax the form until your paperwork has gone through payroll in Portales, this process could take a week or longer.*
4. Your email address will be – firstname.lastname@enmu.edu

To check your email via the web:

1. go to <http://wm.enmu.edu>
2. Username: **AD\username**
3. Password: **your assigned password**

Web mail has improved tremendously! You now have almost as much functionality with the web based email as you do with Outlook and Outlook Express. The advantage of using web mail is that you can access your email from anywhere you might be that has a network connection and there is no setting it up, it is ready to use as soon as your account is active.

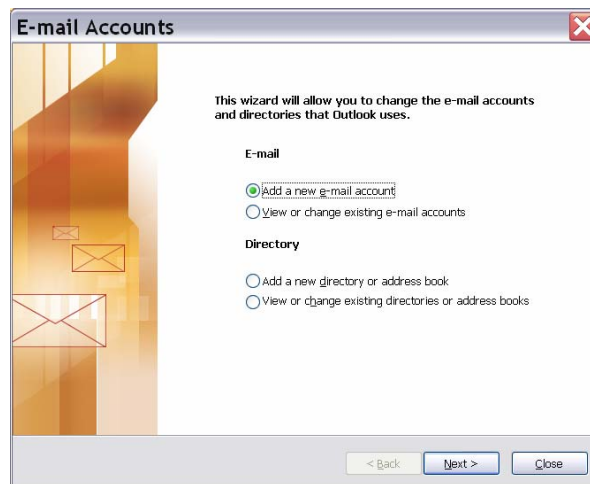
How Outlook, Outlook Express and Web mail work:

An email server works like the post office. Whenever someone sends you a message, the message is stored on the server in your “box” until you pick it up. When you check your email using the web service above, your mail stays on the server until you delete it. When you check your email with Outlook or Outlook Express, the mail is actually downloaded to your personal computer. Your ENMU email account will work just like any other email account setup in Outlook or Outlook Express.

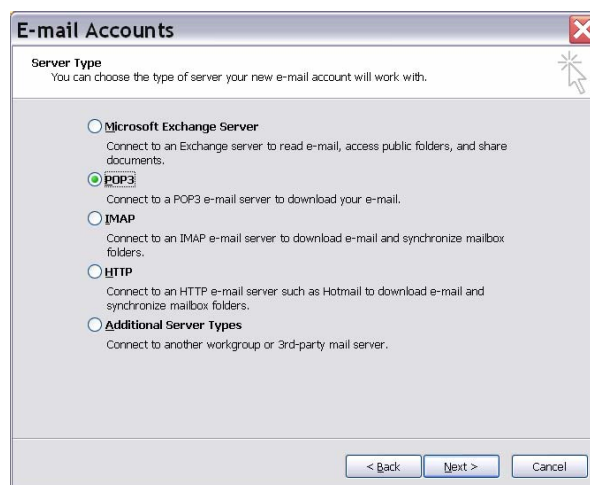
To add your ENMU email account to Outlook:

1. Start Outlook
2. Click Tools
3. Click E-Mail Accounts...

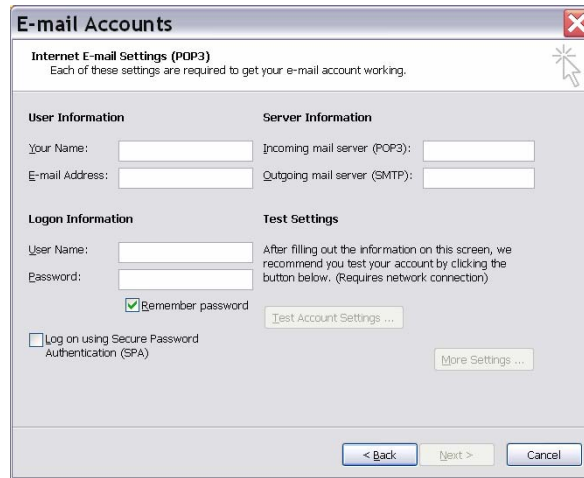
The following menu will appear. Click the “Add a new e-mail account” radio button, then click next.



On the menu shown below, click the “POP3” radio button, then click next.



When you click next, the following menu should appear:



Type the following information in the white text boxes:

Your Name: This is the name that the recipients of your e-mail will see.

E-mail Address: This is the email address that recipients of your email will respond to. If you want replies to come to your ENMU email put that address here (firstname.lastname@enmu.edu).

User Name: This is your ENMU username that you received from Sandy. It is usually the first 7 letters of your last name and your first initial. For example, if your name is “Joe Student” your user name is probably STUDENTJ. **Login Example:** AD\studentj

Password: This is the password that Sandy will give you or has given you. Please remember that passwords are case sensitive. Case sensitive means that the computer “cares” if capital letters and small letters don’t match.

Incoming mail server (POP3): itsnv402.enmu.edu

Itsnv402.enmu.edu is the name of the new ENMU server where your incoming messages are stored.

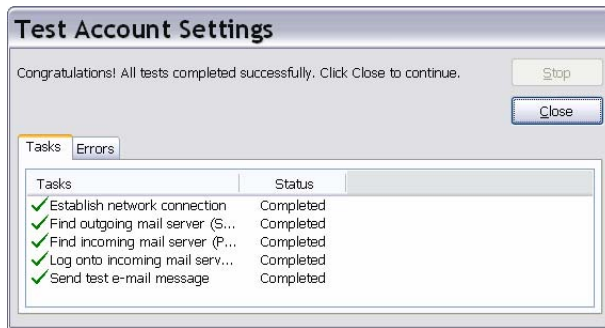
Outgoing mail server (SMTP): This is where you have to trick Outlook a little bit. Essentially you are getting your mail from one post office and sending it out a different post office. Your outgoing mail server needs to be the one appropriate for your Internet Service Provider (ISP). If you don’t know what yours is, call your ISP. Some of the outgoing mail servers for our area are:

Charter Communications: *smtp.charter.net*

Valor: *smtp.valornet.com*

Zianet: *mail.zianet.com*

Click “**Test Account Settings”** and if everything works, you will see the following menu:



Click Close>Next>Finish and you're done" That's all there is to getting your ENMU email account setup in Outlook. If you get error messages, double check your entries and test again. If it still doesn't work, call Sandy.

To change configuration in Outlook Express:

1. Open Outlook Express
2. Click on "Tools"
3. Click on "Account"
4. Click on "Mail" tab
5. Click on "ENMU account"
6. Click "Properties"
7. Click on "Servers"
8. On the incoming mail server (Pop3) type – itsnv402.enmu.edu
9. On the outgoing mail server (SMTP) type – **Your ISP SMTP** (*smtp.valornet.com – smtp.charter.net – mail.zianet.com*)
10. Change username to "AD\your username"
11. Password stays the same

Have a wonderful fall 2006 semester!

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