

Accessing Your SNC E-Mail

This handout explains how to access your St. Norbert College e-mail account. It also explains the various e-mail programs supported by the College. If you need help deciding which one to use based on your needs, feel free to contact the Help Desk.

WebMail

WebMail allows access to St. Norbert College e-mail accounts from any computer on the Internet via a web browser (Firefox, Internet Explorer, etc.). Because WebMail is web-based, you don't have to install anything on your computer in order to use it. WebMail offers all of the basic e-mail functions, including sending and receiving messages, folders, a signature file, spell-checking, address books (personal and college-wide), distribution lists, and attachments. However, if you want a more full-featured e-mail program, see the **Thunderbird** section, below.

Using WebMail

To use WebMail to check your SNC e-mail, whether on or off campus, just use your web browser to go to <http://www.snc.edu/webmail> and log in with your 6-character SNC login ID and password. The first time you log in to WebMail, you should click on the Options button and type your name in the "Full Name" box, in place of your login ID. You may also create your signature file at that time, and choose whether to automatically "Add Signature to Outbound Messages." Click OK (at bottom of screen) to save your changes. For more information about WebMail, see the handout **WebMail Basics**, at <http://www.snc.edu/techsupport>.

Thunderbird

The College also supports and strongly recommends a free e-mail program called Thunderbird. This program must be installed on each computer on which you wish to use it. Thunderbird stores your messages and folders on the mail server, so you can still access them from any computer on the Internet via WebMail (e.g., when traveling). We recommend that anyone using Netscape Messenger or Mozilla upgrade to Thunderbird. Instructions for installing and using Thunderbird are in the handouts **Installing & Configuring Thunderbird for SNC E-Mail** and **Thunderbird E-Mail Basics**, both available at <http://www.snc.edu/techsupport>.

Other E-Mail Programs

You may hear mention on campus of a program called Pegasus Mail, which is an older program that is being phased out. Outlook and Outlook Express are **not** supported and are strongly discouraged. You may use a non-supported e-mail program if you wish, but we highly discourage this, because if you have problems or questions, we will not be able to help you. If you want to use another e-mail program, you will need to configure it according to the specifications below.

Your E-mail Address/Return Address	<i>yourfirstname.yourlastname@snc.edu</i>
Incoming/IMAP host/server	imap.snc.edu
Incoming/POP3 host/server	pop.snc.edu
Incoming Mail Server User Name/Login Name	your 6-character SNC login ID, e.g., <i>duckdf</i>
Outgoing/SMTP host/server: On campus	smtp.snc.edu
Outgoing/SMTP host/server: Off campus	smtprelay.snc.edu*
*With the smtprelay.snc.edu server, you must use server authentication (the "Use name and password" option in Thunderbird) along with your SNC login ID and an "SSL" (Secure Sockets Layer) connection.	
Outgoing Mail Server User Name	your 6-character SNC login ID, e.g., <i>duckdf</i>

Questions and Assistance

If you have any questions or need more information, please call the Help Desk at (920) 403-HELP (4357), contact us via e-mail at helpdesk@snc.edu, or stop by the Help Desk in Cofrin 101. The Help Desk is for St. Norbert College students and employees only.