

# Use your SNC E-Mail Account

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As a student at St. Norbert College, you automatically receive an e-mail account with an @snc.edu address. While in College, **you are expected to regularly check your SNC e-mail account.**

## Why Use your SNC E-mail?

- *You don't want to miss out on important information.*  
Many faculty members and campus departments communicate important information *only* via e-mail, and if you don't check your SNC e-mail account, you will not receive that information.
- *It's easy to do.*  
From any Internet connection, just use your web browser to go to WebMail (<http://www.snc.edu/webmail>).
- *You can keep your SNC e-mail address forever.*  
Another reason to use your SNC address as your primary address is that you may continue to use your SNC e-mail address for as long as you wish after you graduate. Our Alumni E-Mail Forwarding Service will forward messages sent to your SNC e-mail address to any other e-mail address you choose. This allows people to continue to send e-mail to your SNC address, and allows those messages to reach you, even though you're using a different address.

## Using Non-SNC E-mail Accounts

While in College, you should use your SNC e-mail account as your primary account. If you use a free or web-based e-mail account such as HotMail or Yahoo, you may continue to do so *in addition to, but not instead of,* your SNC account. In general, we do not recommend these outside accounts, because they are:

**Not Reliable:** Due to the heavy load on their servers, these accounts are often less reliable than your SNC account. We have had many reports of messages that were sent to or from these accounts, but were never received. This can be a serious problem when communicating about important things, such as with your professors about assignments, or with your supervisor about work. In addition, these services often have small space quotas; if you exceed your quota, you will not be able to receive any mail.

**Not Supported:** We do not support the use of these other accounts, so if you have problems with them, we will not be able to assist you. Your SNC e-mail account, on the other hand, is fully supported, and we will help you any time you need assistance setting it up or using it.

**Not Well Respected:** These other accounts are not well respected by many companies and organizations, due to the fact that disreputable people often use these accounts to send "spam". Many companies filter messages from these accounts out of their e-mail systems entirely, so that messages from them never even reach their recipients. In contrast, your SNC address, which shows that you are affiliated with the College, will earn more respect and will not be filtered out. This will be especially important when you are applying for jobs and internships, and anytime you want to make a good impression.

**Not Listed in SNC Directories:** Your SNC e-mail address is the only one listed in all campus directories, so whenever anyone looks you up, they will find your SNC address, not your other address.

If you wish to use only one account, you may forward your e-mail from your other account to your SNC account (for help in doing this, consult the help for your other account).

## Assistance and Questions

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](mailto:helpdesk@snc.edu), or stop by the Help Desk in Cofrin 101. The Help Desk is for St. Norbert College students and employees only.