Wayland Student & Adjunct Email Account Instructions

Wayland Baptist University (WBU) provides email accounts to students and adjunct professors. These email accounts are an official form of communication for WBU, and many offices (such as: Admissions, Financial Aid, Registrar, Business Office, and Human Resources) utilize the Wayland email accounts for important communications to students, adjunct professors, faculty and staff. The WBU email account is also the **ONLY** email account that professors have direct access to for communication with students, including communications for on-line classes in Blackboard. It is very important that you check your WBU email account often.

The WBU Information Technology team automatically generates the @wayland.wbu.edu email accounts when a **student initially registers for class**, or upon internal **notification of a new adjunct professor**.   It is important that you activate your Wayland email account as soon after it has been created as possible. After a new account has been created for you, you will be **notified** by the WBU Information Technology Department about the email address, including what **your specific login information** is. This notification is sent to the personal email account(s) you already have on file with WBU. No email will be received by your WBU email account until it has been activated. If you do not receive the initial login information, please contact the I.T. Help Desk by phone at (800) 203-9048 or (806) 291-3540, or via email at itsupport@wbu.edu.

Email activation and login instructions

You must activate your WBU email account before it can begin receiving email. Once activated, you must check your WBU email **AT LEAST** once a year, or the account will become inactive and will no longer receive email. This can happen **even if you *forward*** the account to another email address. If forwarded, you still must log in to the email account at least once a year, or it can deactivate automatically. If your account becomes inactive, you can contact the WBU I.T. Help Desk, as indicated above, and we can reactivate it for you at that time.
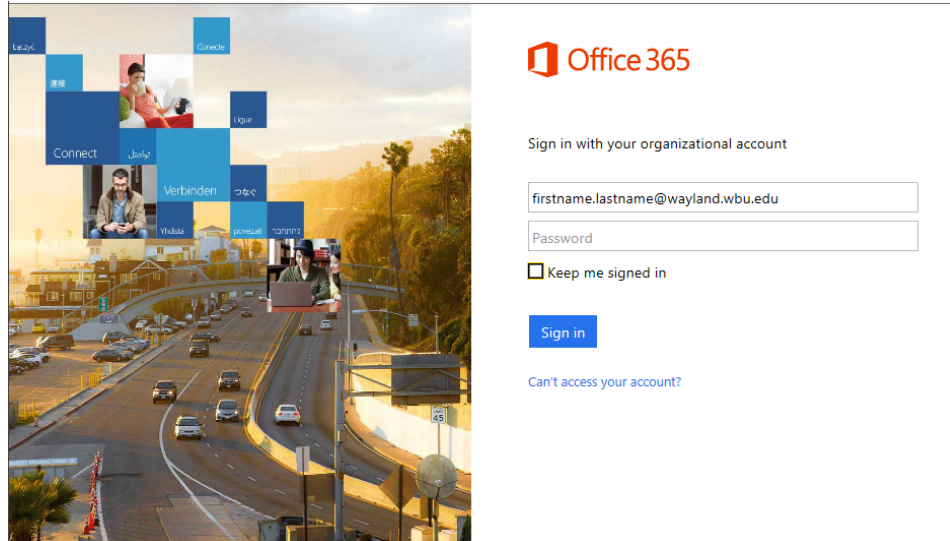
To login and activate your WBU email account:

1. Open your Browser of choice (Internet Explorer, preferred) and type:

    www.wbu.edu/email   (or **email.wbu.edu**)

    in the address bar and press [**Enter**] or click **Go**.

    You should see a login screen similar to the one shown below.

2. In most cases,* your Email username will be your firstname.lastname@wayland.wbu.edu. Be sure to place a period between the first name and last name. (Example: John Smith would be john.smith@wayland.wbu.edu).

* **NOTE**: Make sure you use your **legal** first name that you put on your WBU Application for Admission. If your legal name is John Mark Smith, and that is what you put on your application, but you go by Mark Smith, your email address will normally be set up as *john.smith@wayland.wbu.edu*.

As mentioned on page 1, you should have received a **notification via your personal email** with your specific email account name and password when your individual account was first generated (i.e., the first time that you enrolled in classes as a Wayland student, or became an adjunct professor for Wayland). If the email bounces back to us, we will send you a letter via regular mail. This notification is especially important **if you have a very common name** that may be shared by other students or faculty. In such cases, your email account may also include your middle initial or a number. For example, if there are three Jane Smith's at Wayland, one might be jane.smith@wayland.wbu.edu, another jane.m.smith@wayland.wbu.edu, and another jane.smith.93@wayland.wbu.edu.

Type your full email address as your username, and then press the [**Tab**] key (**or click the mouse**) to proceed to the password field.

3. Type the temporary password you were given in the password field. Please note that passwords are **case-sensitive**. Your temporary password is usually the first 4 letters of your first name in lowercase, then a period, followed by the first 4 letters of your last name in UPPERCASE, then another period, and the last 4 digits of your Social Security Number.

Note: If one of your names is less than 4 letters, just put that much in (Example: joe.SMIT.6755). If both of your names are less than or equal to 4 letters in length, then your password may have the names reversed (Example: FORD.jim.9527). In such cases, please refer to the notification mentioned in Step 2 above.

4. Click **Sign In**.

5. Upon initial login, you may be asked to change your password.

    o   In the **Old Password** field – type in the default password provided to you by WBU. (ie: john.SMIT.1234)

    o   In the **New Password** field – type in a new password of your choice. It has to be at least 7 characters in length. It will also suggest you use at least three of the following in your password: uppercase letters, lowercase letters, numbers and/or symbols, or it will not let you save your password.

    o   In the **Confirm Password** field – type in your new password again.

    o   Click **Save**.

   o   It should then take you into your email account. Your account will now be fully activated and ready to use.

The first time you log in after changing your password, you may be asked to select a country and time zone. This should be a one-time only occurrence. Select the appropriate choices from the drop-down menus for where you live and click **OK**. Your Wayland Email inbox should now appear on the screen.
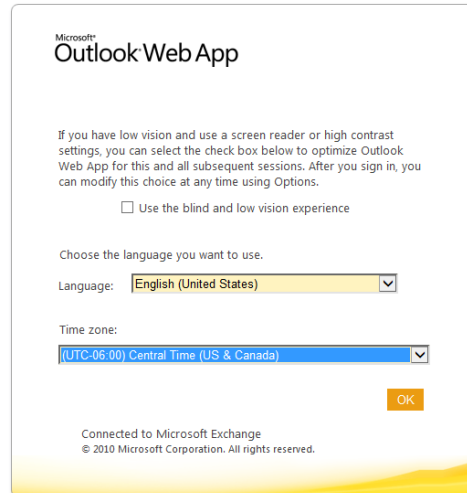
Your email screen will look similar to the one shown below.
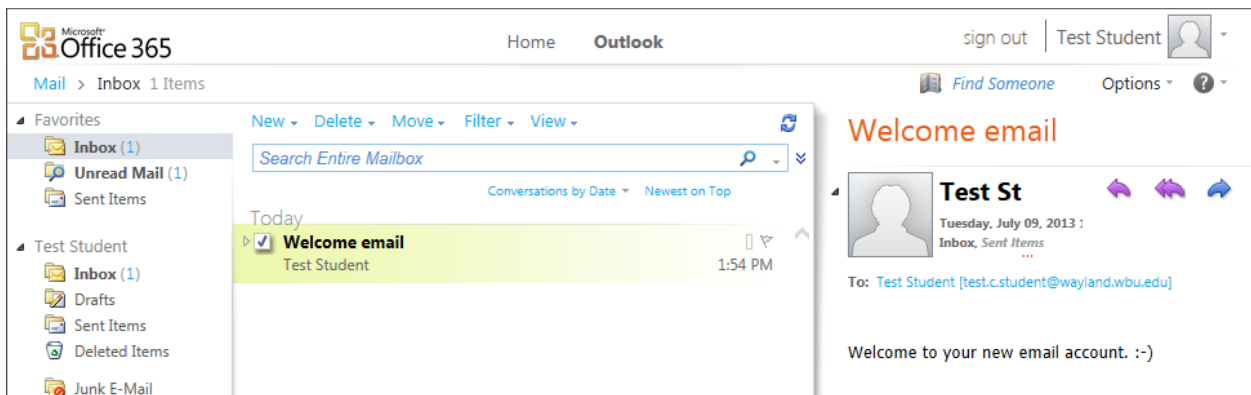
## Forwarding Your Wayland Email to Another Email Account

One of the features of your Wayland email account is the ability to forward the email from your @wayland.wbu.edu email account to another email account that you use more often. This is also helpful for military students who are unable to open Microsoft online email accounts while on some military bases. The @wayland.wbu.edu email can be forwarded to a *.mil* email account, as well as any other personal email account.

Below are instructions on how to forward your WBU email to another email account:

1. Log in to your WBU email account as instructed on page 1. It should take you directly into your Inbox.

2. In the upper right-hand corner of the screen, click on the down arrow to the right of **Options**; then click on **See All Options…**

3. The following screen will appear. On the right-hand side, click on **Forward your e-mail**.
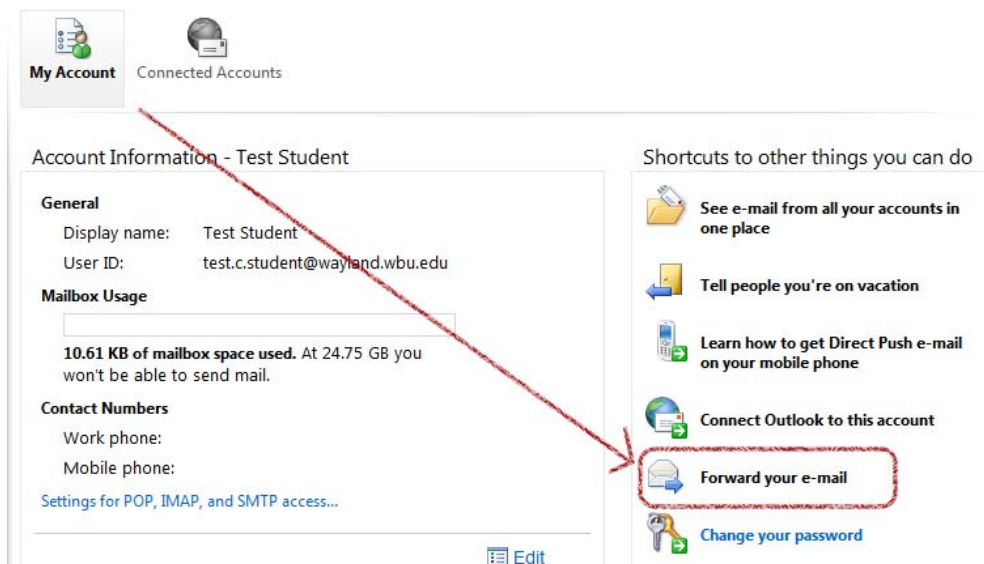
4. At the **bottom** of the page that appears after Step 3, you should see a "**Forwarding**" section. (NOTE: Setting up email **Forwarding** is a different feature than setting up a **Connected Account**, which is at the top of the page). Make sure you scroll down on the page to ensure you are seeing the **Forwarding** section.
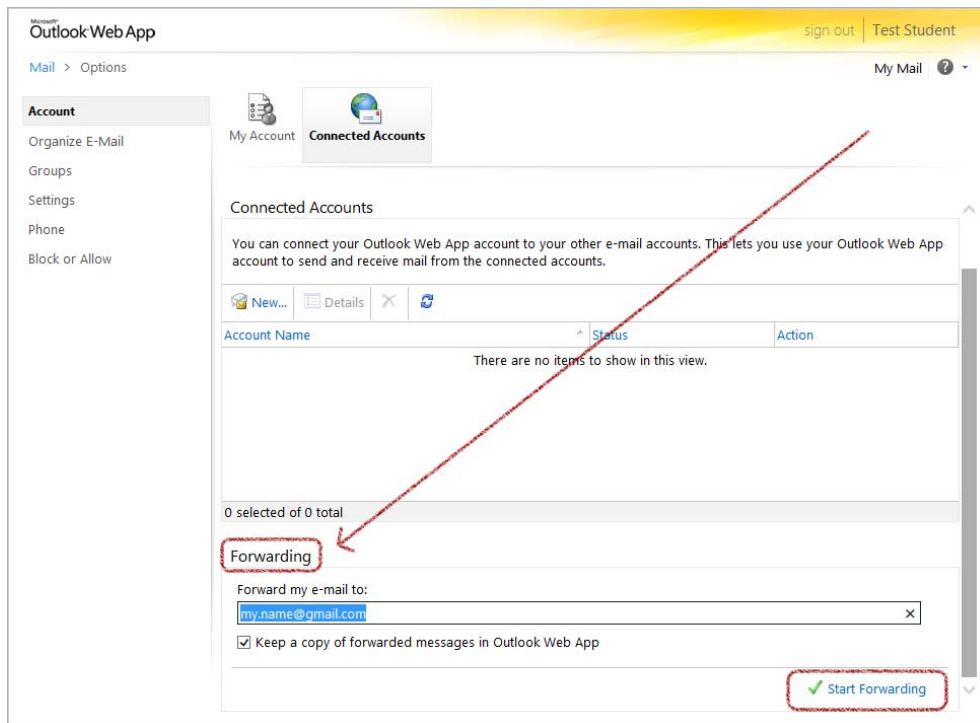
5. Type in your personal email address (i.e., my.name@gmail.com) that you want to forward your @wayland.wbu.edu email messages to, and then click on "**Start Forwarding**" in the bottom right hand corner of the page to save changes (as shown in the screenshot above).

Now all email from your WBU email account should automatically route to the email account you forwarded it to. By default, it also keeps a copy of each email in your @wayland.wbu.edu inbox, so you will have the email in both locations.

If you should desire to discontinue email forwarding, you can do so by clicking on the "**Stop Forwarding**" link (which appears after forwarding has been set up) to save the changes.
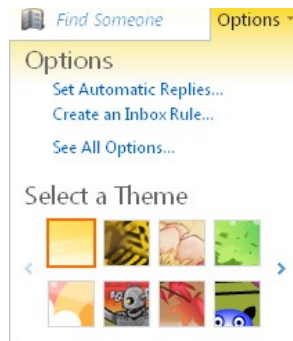

How to Change Your Password

Once you have successfully logged in to your WBU email account, you may change your password at any time as instructed below.

1. Log in to your WBU email account as instructed on page 1.

2. In the upper right-hand corner of the screen, click on the down arrow to the right of **Options**;

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then click on **See All Options**…

3. The following screen will appear. On the right-hand side, click on **Change your password**.
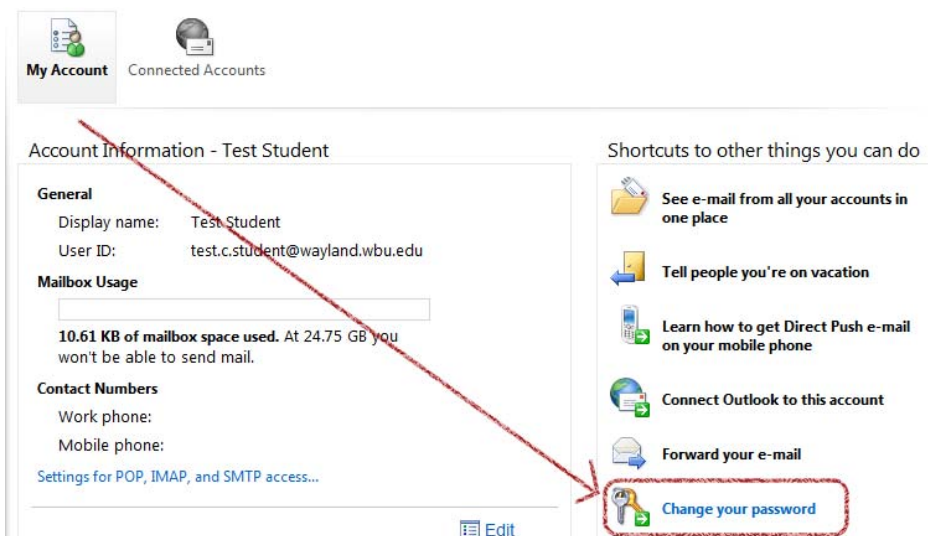
4. On the screen pictured below, type in your **old** password, followed by a **new** password. The new password should be 8-16 characters long and include three of the following: uppercase letters, lowercase letters, numbers, and/or symbols. After confirming the *new* password a second time, click on the **Save** button.
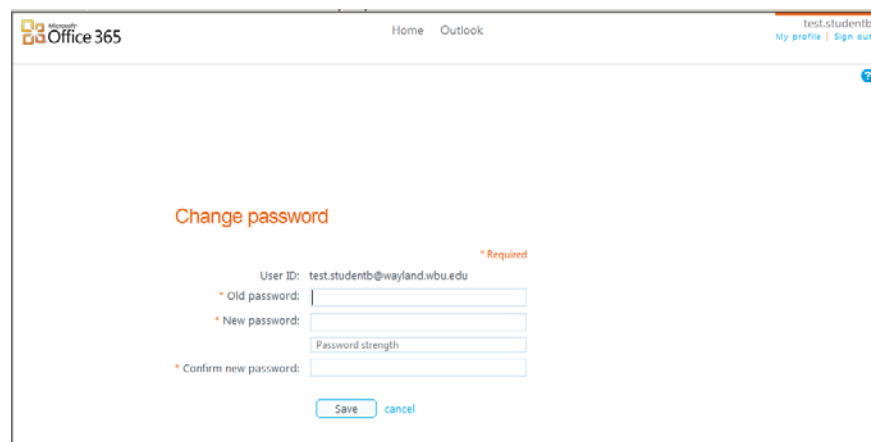
Your password has now been changed and the next time you log into your @wayland.wbu.edu email account, you will need to use the *new* password. If you happen to forget what you changed your password to, you can contact the I.T. Help Desk at itsupport@wbu.edu or (800) 203-9048 and they can reset your password for you.

How to Delete Multiple E-mails from Your Inbox

In the new version of WBU email, it may not appear to be as easy to select multiple emails at a time in order to delete them. In the previous version, and in other email providers, you could just check the **Select All** box at the top of the Inbox and delete many emails at the same time. You will no longer see the **Select All** checkbox in the current version of WBU email. Below are some tips for alternate methods of deleting multiple emails from your Inbox at the same time.

1. If all of the email messages are closely connected together (one right after the other):

    a. Click on the first email message that you wish to delete.
    b. Hold down the **Shift** key on your keyboard.
    c. While still holding down the **Shift** key, click on the last email message that you wish to delete.
    d. All of the emails in between should become highlighted. You can then let go of the **Shift** key.
    e. If you wish to delete all of these messages, then click the **Delete** option at the top of your Inbox and all of the highlighted email messages will be deleted.

2. If all of the email messages are **NOT** close together, but you still wish to delete multiple emails at the same time, try the following:

    a. Click on the first email message that you wish to delete.
    b. Hold down the **Ctrl** key on the keyboard.
    c. While still holding **Ctrl**, click on each additional email message you wish to delete (they do not have to be in consecutive order). Each message you wish to delete should be highlighted.
    d. Click on the **Delete** option at the top of your Inbox to delete the highlighted messages.

How to get your WBU E-mail connected to your phone

You can use a mobile device to access information in your account. If you set up an Exchange ActiveSync account on your device, this information may include email messages, voice mail messages, and also calendar, contact, and task data. If you set up a POP3 or IMAP4 account, you will only be able to send and receive e-mail.

Exchange ActiveSync, POP3, and IMAP4 Connections

To use your mobile phone to access your e-mail, you need to set up an Exchange ActiveSync, POP3, or IMAP4 connection between your mobile phone and your account.

> **Note:** If you're not sure whether your mobile phone supports Exchange ActiveSync, POP3, or IMAP4, consult your mobile phone documentation or your mobile service provider.

Exchange ActiveSync

Exchange ActiveSync is designed to synchronize e-mail, calendar, contact, and task information in addition to voice mail messages. If you set up an Exchange ActiveSync connection, your mobile phone will be kept up-to-date with your mailbox through a process known as synchronization.

POP3 or IMAP4

POP3 and IMAP4 accounts are designed to send and receive email messages. If you set up a POP3 or IMAP4 connection, your phone will send and receive email messages on a schedule that you choose. If you have a choice between POP3 and IMAP4, we suggest you choose IMAP4 because it supports more features.

A quick way to setup your phone can be found at the link below. It has **a Wizard** that will walk you through **how to setup your email** based on the **type of phone** you have:

http://help.outlook.com/en-US/140/ms.exch.ecp.EmailOnMobilePhone.aspx

If you **cannot access the wizard link above**, you can get there by the **following steps:**

1. Log in to your WBU email account as instructed on page 1.

2. In the upper right-hand corner of the screen, click on the down arrow to the right of **Options**; then click on **See All Options…**
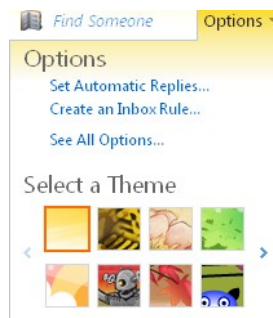
3. The following screen will appear. On the right-hand side you will see the item shown below. Click on the link for "**Learn how to get Direct Push e-mail on your mobile phone.**"
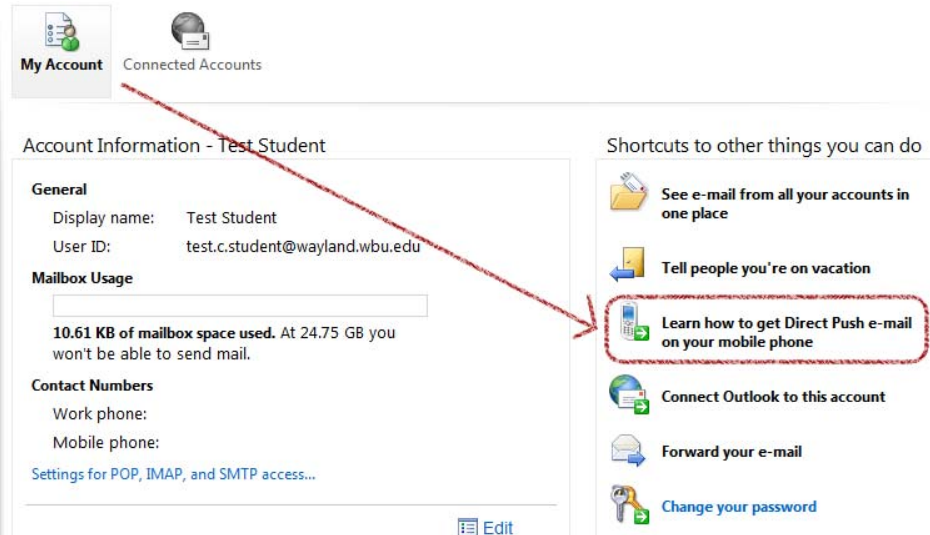
4.   A page similar to the following should then appear.
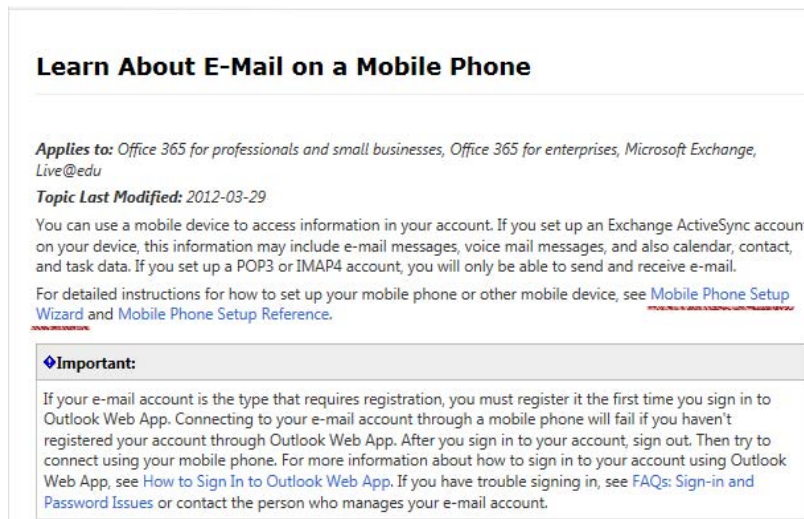
For detailed instructions, click on the **Mobile Phone Setup Wizard** link, and it will walk you through how to setup your email on your brand of mobile phone. The **Mobile Phone Setup Reference** link provides additional information.

5.   To find the specific POP, IMAP and SMTP settings for your individual email account, go back to your "**Mail**" inbox, and click on **Options**, followed by **See All Options…** again.
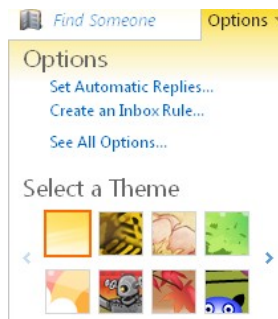
6. The following screen will appear.
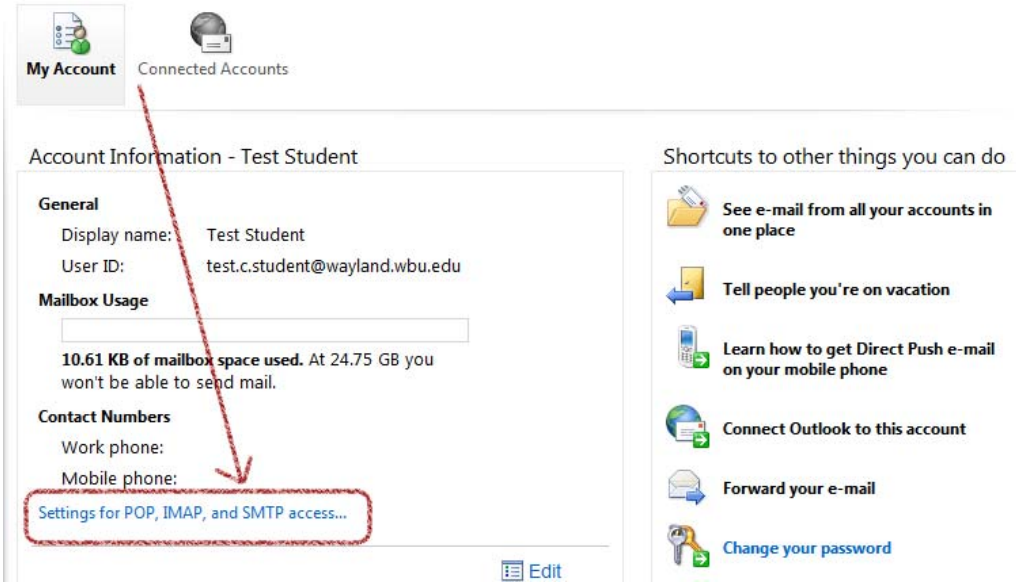
7. Click on the "**Settings for POP, IMAP, and SMTP access…**" link to find the exact settings for your individual email account. Your "pod_____" settings may differ from the examples below.

    POP setting
        Server name: pod51010.outlook.com
        Port: 995
        Encryption method: SSL

    IMAP setting
        Server name: pod51010.outlook.com
        Port: 993
        Encryption method: SSL

    SMTP setting
        Server name: pod51010.outlook.com
        Port: 587
        Encryption method: TLS