

THE ESSENTIALS

Student email addresses are
firstname.lastname@lincoln.edu

Check email using OWA, at
https://mail.lincoln.edu - enter your
network username and password, and
main-campus for the domain.

NEED HELP?

The Help Desk **610-932-1234**

The IT Office: **Dickey Hall 276**

On the Web: **www.lincoln.edu/it**



Lincoln University IT

1570 Baltimore Pike
Lincoln University, PA 19352
Phone 610-932-1234
Fax 610-932-1218
www.lincoln.edu/it

STUDENT EMAIL



YOU@LINCOLN.EDU

WHAT IS MY EMAIL ADDRESS?

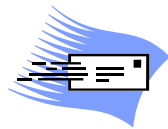
Your email address is your first name and your last name separated by a dot. Dashes and apostrophes are removed, as are suffixes (Jr., III, IV etc.) Here are a few examples:

Michael Jones has the email address michael.jones@lincoln.edu

Sarah Ann Jones has the email address sarahann.jones@lincoln.edu

Abdal-Jaleel Williams has the address abdaljaleel.williams@lincoln.edu

HOW DO I SEND AND RECEIVE EMAIL?



Lincoln University uses Microsoft Exchange as its mail system, and has Outlook Web Access

(OWA) for accessing mail over the Internet. Point your web browser to mail.lincoln.edu and enter your network **username** and **password** (see below). OWA allows you to send and receive mail, use the university global email address list, file messages in folders, and maintain a personal calendar. All of your email is stored centrally, so you can access mail from any computer on the Internet.

USERNAME? PASSWORD?

Your **username** is the same as your email address unless your name is exceptionally long (call the Help Desk if you have trouble). Always enter your username in all lower case letters. Your **password** is your full Social Security Number. Enter it with no spaces or dashes, and include any leading zeros your SSN may have. If you are asked to enter a "domain" with your username, enter `main-campus`

VIRUSES AND SPAM










Fighting attacks on our electronic systems is a very expensive, time-consuming job. Experience has shown that individuals do not take enough precautions against viruses, and so we have instituted a centralized, no-choice virus protection system. All files and email messages are scanned for viruses, and either cleaned or deleted if viruses are found.

All incoming mail is scanned for "spam" - annoying advertisements, and adult-oriented messages that many find objectionable. You will receive a daily email telling you what was blocked, from which you can release the messages if you'd like to read them anyway.

RULES AND REGULATIONS

Use of Lincoln University technology, including the email system, is a privilege not a right, and may be revoked. Additional sanctions may be imposed according to University policy and applicable laws.

-  DO NOT use the email system to harass individuals -- anywhere, at any time.
-  DO NOT use the email system to pose as another person.
-  DO NOT attempt to defeat any network protections or authorization mechanisms.
-  DO NOT take any action that degrades the performance of the network or servers. Mass mailings and chain letters are expressly prohibited.
-  DO NOT attempt to modify or damage the network or servers, or the work of others.
-  DO keep your password secret. It protects your work and your network identity. You will be held responsible for actions taken with your username and password.
-  DO maintain your mailbox folders. Please minimize your use of email storage. Email storage is shared by all and limited in capacity.