

The National University Academic E-mail System

Available to all Adjunct Faculty

Features:

- Unique 'yourname@natuniv.edu' address
- Easy to use, browser-style interface with "Help" features
- Uses an existing (library) password and ID protocol.
- Can be accessed anywhere from the Internet.
- POP3 compatible – Outlook Express recommended (contact us for setup)

Your National University Academic E-mail Account

4 Steps

1. Log on to any Internet provider (your ISP). *
2. Start Internet Explorer (IE). **
3. Enter this address "mail.natuniv.edu" and hit enter.
4. Use your nine-digit ID and password to sign in ***

* If you use America Online (AOL) or CompuServe, log on to that service, then minimize the screen, and open a new Internet Explorer window (step 2).

** IE is the default browser on all Windows based PCs. Download the newest version from the IE website.

*** Log on to the e-mail system using your library logins. (The ID is a nine-digit 'student' number and the default password is your six-digit birthday.) Use 'options' to create a new password.

The Help tab on the web page contains answers to many common e-mail questions. If you have other questions, or are having difficulty logging on, contact the help desk.

National University
IT Customer Service Help Desk
help@nu.edu
(619) 563-2647
1 (800) NAT-UNIV ext 2647

You must adhere to all University privacy and communication policies when using this e-mail system.

Help Desk Hours
Mon. – Thurs., 8 am to 8 pm
Fri., 8 am to 5pm
Sat., 8 am to noon