

E-mail Accounts for all Active National University Adjunct Faculty

The University provides all adjunct faculty with an easy to use, web-based e-mail system called "IMail". An e-mail account is created for all faculty when they become activated. The standard e-mail address format is: Firstname.Lastname@natuniv.edu (Martha.Washingtin@natuniv.edu).

To access your faculty account:

1. Use Internet Explorer version 5.5 (or newer) or the MAC equivalent. The log on address is <http://mail.natuniv.edu> .
2. Use your default setting, the nine-digit ID and six-digit birthday (mmddyy), to log in. Then click on "Options, Password" and create your own unique password.
3. If you use AOL or CompuServe, see troubleshooting tip No. 5 for details on how to log on to access your account.

The first time you login:

1. Set up your preferences:
 - a. Go to the top right corner once you log on. Look for "Options and Styles..." and click on "Preference".
 - b. Define how you want incoming e-mail messages to display.
 - c. Choose how you want your account to handle deleted messages.
 - d. If you prefer, set up an automated signature.
 - e. Remember to click on the "Save" button.
2. Set up a sent mail folder if you want to save a copy of your sent messages. In "Preferences" find "save copy of outgoing mail in Sent folder", check the radio button for "Yes" and click on "Save".
3. If you are forwarding an e-mail, make sure any attachments are attached.

Troubleshooting Tips and FAQs:

1. To change the security level setting on Internet Explorer, click on "Tools", then Internet Options, then "Security", and then "Custom Level". Choose the medium or medium-low for your security level. Click on OK twice to exit the window.
2. To forward all of your "natuniv.edu" messages to another e-mail box:
 - a. Log on to "mail.natuniv.edu"
 - b. Click on "Options and Styles"
 - c. Choose "Forwarding"
 - d. Enter the address to which you want to forward your messages

- e. Click on "Save"
 - f. Under "Preference," go to "Forward Attachments"
 - g. Check the radio button to include attachments
 - h. Click on "Save"
3. When using Internet Explorer 5.5 and up, the log on address is <http://mail.natuniv.edu>. (If you get an error message saying "can't display the web page", check your Internet connection and try this in the address line: <http://199.35.63.5>.)
 4. Your password must be in all lower case.
 5. If you use American Online (or CompuServe), the browser does not support cookies. As a result, you will have to connect using AOL and then use Internet Explorer to log in.
 - a. First, connect to your ISP and then minimize the AOL browser.
 - b. Start a new version of Internet Explorer and go to "mail.natuniv.edu". If you suspect that your ISP has a conflicting setting, contact your ISP administrator.
 6. If you suspect that your ISP has customized your Internet Explorer, you will need to download the complete, version 5.5 or 6.0 from www.zdnet.com/downloads/. You can download and install the browser for free.
 7. Please note that Netscape is not compatible with IMail services.
 8. Follow these steps to delete stored passwords in Internet Explorer:
 - a. Click on Tools and then Internet Options.
 - b. Select the Content tab and then click "AutoComplete" button under the personal information section.
 - c. Un-check the "User names and passwords on forms" and hit OK.
 - d. Click on "AutoComplete" again and clear the AutoComplete history.
 - e. Click on the "Clear Forms" and "Clear Passwords" buttons to clear the stored passwords.