SUNY Adirondack eMail

Official Correspondence

Faculty, Staff and Students should be aware that their campus email account is considered their official email account in regard to all business pertaining to SUNY Adirondack. If a Faculty, Staff and Students opts to forward mail from their official account to an outside service provider they do so at their own risk. Faculty, Staff and Students are responsible for checking their email frequently and consistently (at least once a day is recommended) for official correspondence and with familiarizing themselves with the content of official messages.

Public or shared computers

If you're using a public or shared computer, be sure to ***sign out*** of your Google Account before leaving the computer.

Accessing SUNY Adirondack eMail

For assistance call: Educational Technology (518) 743-2226
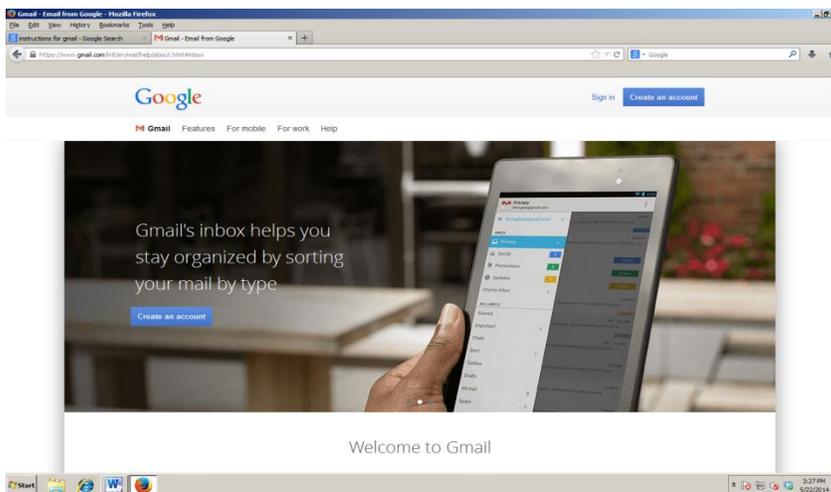
If you do not have your Network ID and password, go to the Technology Services Web Page http://www.sunyacc.edu/techservices, under the Quick Links section Click "Self-Service Banner" and then Click "Enter Secure Area" and enter your information. Your User ID is your nine digit Banner ID number, beginning with 50. You may also get to the Banner Link using http://banner.sunyacc.edu

1. Click the tab labeled "Personal Information" > "Lookup Network ID and Password". From here, you will enter your Banner ID and pin number again. Then, hit "Next>>". You will have 30 seconds to take down your Network ID and password.
2. Back at the SUNY Adirondack Webmail login page, fill in your account name (your personal Network ID, which is also used to log on to the computer) and your password (which corresponds to your Network ID).

Your Gmail Address is:

- username@wolfmail.sunyacc.edu for students
- username@sunyacc.edu for faculty and staff
- Go to the https://www.sunyacc.edu/techservices, under the Quick Links section Click "Google Apps".
Log-In to SUNY Adirondack

s_doej@wolfmail.sunyacc.edu

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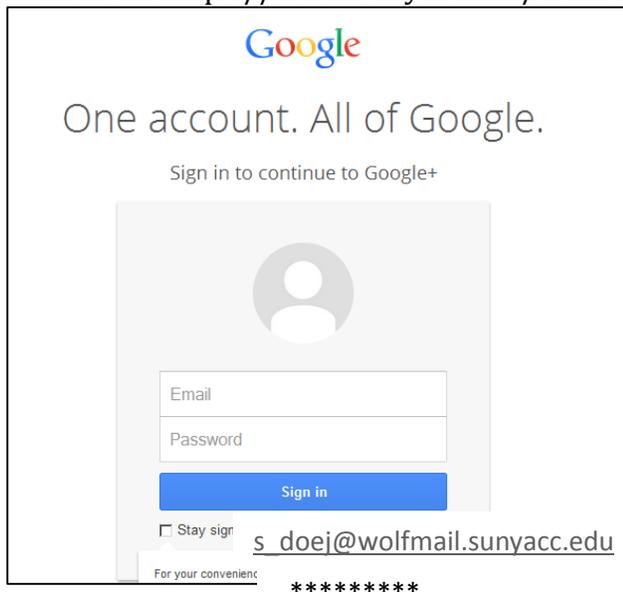
Checking and Reading Email Messages

Once logged in, the contents of your inbox will be displayed. The inbox will list your email messages with the most recently received messages first.

To read a message in your Inbox, simply click on the subject of the email, underlined in blue. This will bring you to a screen where you can read your message. If an email message has an attachment, it will have a plus sign in front of the subject.

To open or save the attachment, scroll to the bottom of the message and look for a link with the attachment's name. Click on that link to open or save the attachment.

To return to your Inbox, click the "*INBOX*" link on the left hand side of the page. If you have not read a message, it will be **Bold**.

Composing a New Email

- Click "Compose". You can find this option near the top left of the screen, about the "Inbox"option. This will open up a new email window.
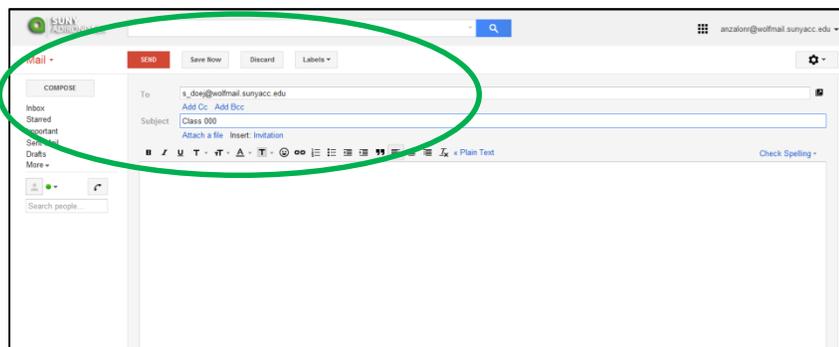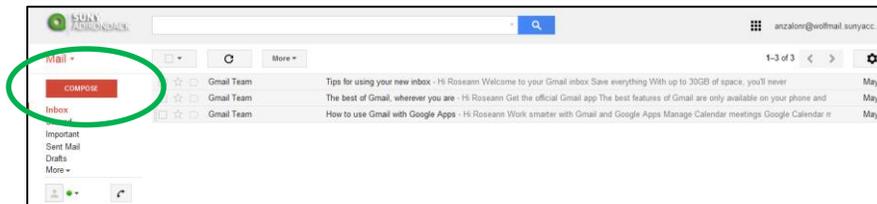
Educational Technology

- In the "*To"* field, type in the email address for each person receiving your message. If you are sending an email to someone with an ACC email address,

  Students**: s_username@wolfmail.sunyacc.edu**, Faculty: **username@sunyacc.edu**. If entering more than one address, separate them with a comma.

- In the "*Subject*" field, type in a subject for the message (this should not be left blank). If you are sending the message to an instructor it is recommended that you place the CRN number of your course in this field.
- Type your message in the box at the bottom of the page. If you are conversing with a faculty member it is recommended that you include your Banner ID number in your signature line.
- When you are finished typing your message, click the "*Send*" button, located at the left top of screen.

Reply to an Email Message and Forwarding to an Email.
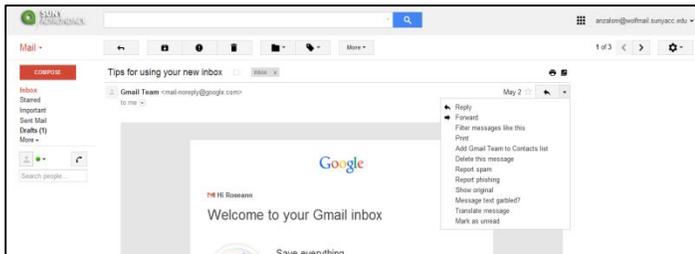
- In your Inbox, click on the subject of the message to which you would like to reply. When the message is open on the screen, click on the *Reply* link, located near the top right of the message. The address in the "*from*" field of the original email will automatically be inserted in the "*To*" field.
- The message you are replying to will appear in the message box. You can begin typing your response before (or after) the text of the replied message.
- After you are finished typing your message, click the "*Send*" button, located above the box with your message.
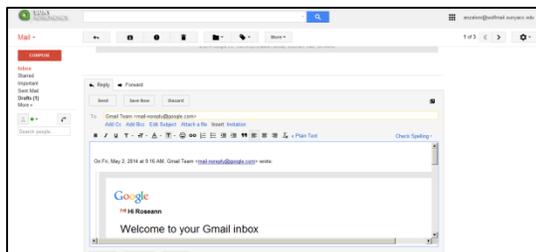
Forward an Email Message
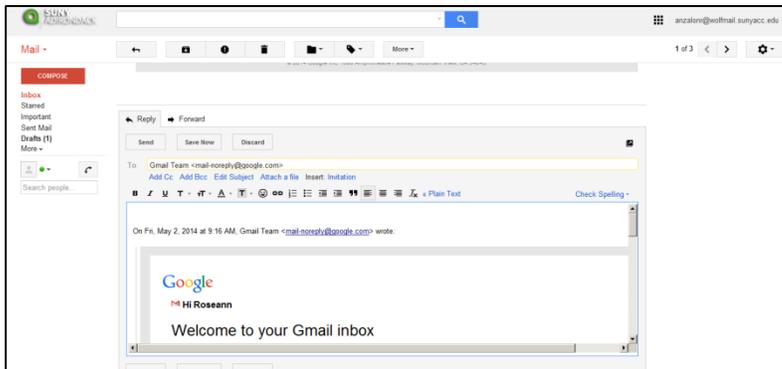
Sometimes you may wish to forward a message to someone else; that is, send a message that was sent to you to one or more different people. Forwarding a message saves you the trouble of composing a new message with the same information.

To forward a message:
Read the message you would like to forward. Once the message is on the screen, click on the "*Forward*" link. You should be able to see the original message in the message box at the bottom of the page (where you normally compose your own).

- Type in the address(es) you want to forward the email to in the "*To*" field. If entering more than one address, separate each one with a comma.
- Add any other text you would like to include in the message box at the top or bottom of the message box.
- Click the "*Send*" button, located either above or below the box with your message.

Add an Attachment to an Email Message

There may be times when you would like to send a document, file, or graphic that you have on a disk to someone via e-mail. To do this, you can send this file as an attachment.

To add an attachment:
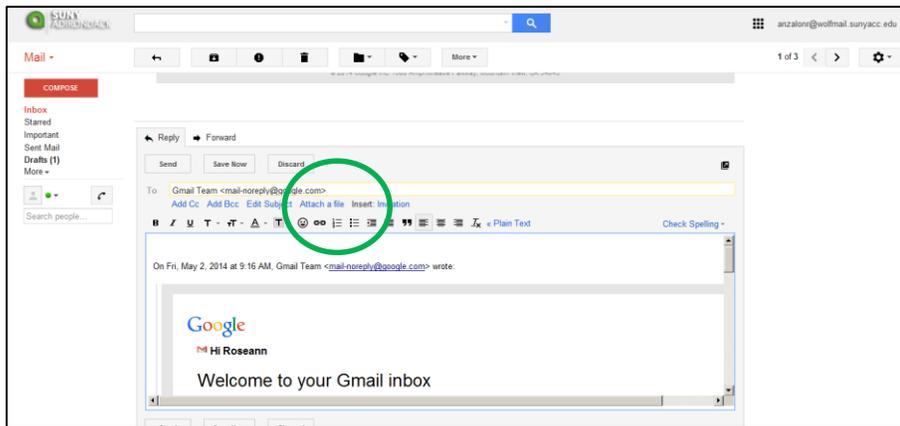
(Attachment). To send an attachment, simply click on "Attach a file" on the top of the email and access your computer's hard drive to search for the file you'd like to send. Once you find the file, just click "Open" and the file should be uploaded to your email. This may take a moment, depending on the size of the file and the speed of your Internet connection.

- To attach more files to the e-mail, repeat until all of your files are listed. If you need to remove one of the attachments from the list, check the X and the attachment is removed.
- After completing the message and adding the attachments, click the *Send* button, located above or below the message box.

Delete an Email Message

To delete an email, click the box in front of the email you want to delete and click the "*trash can*" at the top of the screen.

- To recover an email once it has been deleted, click the "*Trash*" link on the left side of the page, check the box next to the email you wish to recover, under "*Move Selected To*" use the drop-down field pick where you want to move the message to, then click the "*Move*" button.

Exit/Logoff Webmail
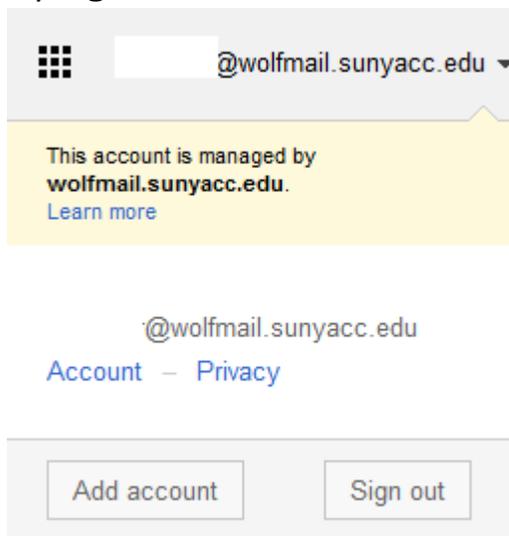
When you are finished with your email account for the session, you need to sign out. If you do not sign out, the next person who sits at the computer you used can access your email account. To sign out, click the *Sign Out* link in the upper right corner of the Webmail page.

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