

Student Directions Using Educator's Email Forwarding

Educator has a fairly robust email package that is totally web accessible. However, the email address is different from the Alverno email address – it is username@courses.alverno.edu. To make it easier for you, you can set Educator to forward email to your Alverno email account (or any other account).

To Use Educator Email Forwarding:

1. Make sure you are logged into Educator and have entered one of your courses.
2. Click on the **E-Mail** navigation area. In order to forward your email, you must click on the **Preferences** sublink in the Email navigation area. Click on **Preferences** and the you will see something similar to:

User: Linda Ehley
In Course: Advanced Web Design (CS 372)

Forwarding address for mail sent to **ehleyla@courses.alverno.edu**:

Preserve a copy of mail at **ehleyla@courses.alverno.edu** when forwarding:

Signature on outgoing e-mail:

Return-to address for mail sent from **ehleyla@courses.alverno.edu**:

Should students have the ability to broadcast e-mail messages to this entire course? (Condition applies to this course only)

3. In the **forwarding address to mail** box enter your Alverno email address or any other email address you wish. **Remember to enter the entire address correctly!** Since you will want folks to reply to your messages at the Alverno (or the other email address you entered), enter a **Return-to address** in the box. Use the same address that you entered in the top box. Notice that you have the ability to preserve a copy of email on the Educator site. This feature means that you **do not have** to go to your Alverno email package in order to see email originally sent to Educator. It also means that you will need to **delete** your email in Educator. If you do not want to bother with Educator email –**leave this box UNCHECKED.**
4. Email in Educator is similar to any email package. You have an **Inbox**, can send email to any (or all) students in any of your courses, set up folders, use an address book and create email lists. All students in the class have their email addresses automatically entered in your address book.