

Accessing Email from Off-Campus

Your Alverno email account is one of the official ways that the College uses to communicate with you. As an Alverno student you are required to check your Alverno email on a regular basis.

The Top Five reasons why you need to read your Alverno email:

1. It is an official way that the College uses to communicate with you
2. Your instructors may use it to communicate with you
3. Your IOL (Interactive Online) password is sent to your Alverno email address
4. Registration and Advising information, along with information from Financial Aid and the Business Office, is sent via Alverno email
5. Student Services distributes the weekly Campus NewsNet via Alverno email

How to Access Alverno Student Web Mail:

You access Alverno Student Web Mail through a web browser such as Internet Explorer from any computer with an Internet connection. The URL is <http://student.alverno.edu> Click the Webmail Help link on the login screen for detailed directions. Your Alverno email user name and password are the same as your network username and password.

How to Access Alverno Student Email using your current ISP and IMAP-compliant email client software:

If you currently use Outlook Express to access your personal email account, you can set up an additional profile, which will allow you to receive Alverno email in another Inbox within that program. In Outlook Express, click Tools / Accounts / Add / Mail to create a new inbox for your Alverno mail. Use the following settings:

Display Name:	your name
Email Address	your Alverno email address (username@alverno.edu)
Mail Server Type	IMAP
Incoming (IMAP) Server Name	student.alverno.edu
Outgoing (SMTP) Server Name	student.alverno.edu
Account Name	your Alverno network user name
Password	your Alverno network password

Note: You may not be able to send email via this account due to security restrictions imposed by your ISP. If you want, you can set up the outgoing mail with your ISP's outgoing mail information so that you can send mail from the same profile.