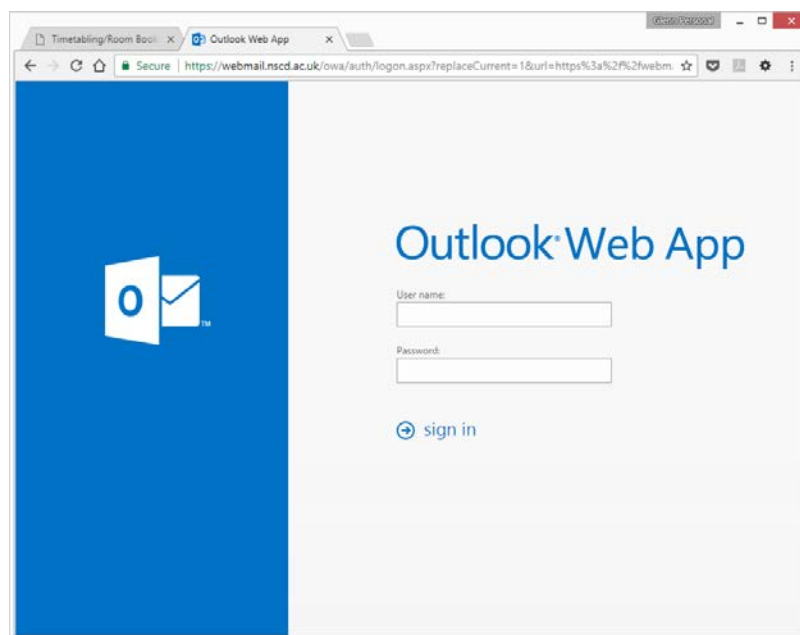# Student Email Help Sheet – Microsoft Email

In order to improve communication between staff and students, we have setup an email system for you to use while you study here at NSCD. All emails from staff that are relevant to you and your studies will be sent to your NSCD address.

For the 2017-18 academic year and beyond, we have switched to using a Microsoft Exchange based system. If you were a previous user of Google Mail your emails will be moved across to the new system. Your new email address will be in the format of your **user ID** and **@nscd.ac.uk**, so if your ID is **123456**, your email address is **123456@nscd.ac.uk**.

The school has moved to Microsoft Exchange so that we only use one standard email system in school. It also ensures we have a backup system in place to protect your emails and use a single network account to cover your access to IT and emails.

How to Log In

This can be done by visiting https://webmail.nscd.ac.uk and signing in using your network ID number and password

Once the system is happy with your logon, you will be logged into the email system and you will be presented with your inbox.

Your Inbox

When you have logged in for the first time you may already find emails from the school. Please read these messages as these will help you get the most out of the email system, the other facilities in school that are available to you and information on other IT systems. Your will probably already get information about your course as well.

Additional Features

Calendar

You can use the calendar to organise your time. Again, you can share your calendar with others if you wish so they can see when you are free or not. We are looking at ways to incorporate school timetables and timeslots from Moodle into your calendar.

Tasks

You can add tasks to your account, allowing you to set tasks and reminders on what you need to do.

Further Support

If you have any questions or you run into any problems please contact a member of the IT support team or a member of staff in the Library.

IT Support
Email: glenn.glidden@nscd.ac.uk
In person: The IT office is located upstairs opposite the stairs leading from Studio 2 and the canteen (opposite the upstairs water cooler).

Library
Email: library@nscd.ac.uk
In person: Please ask for Sam in the library for assistance.