

Using your Student Email Account.

Click on the link <http://mail.student.keiseruniversity.edu/> to open your student email login page.

To sign-in, enter your assigned username (format = first initial.lastname) and password (your student ID number). You should have received this information via email, sent to your personal email account on file. Uncheck the box to “**Remember Me**” if you are accessing the site from a Public/Shared computer. Then click on the “**Login**” button.



The image shows a login form with a dark blue header. The header contains the word "Login" in white and the text "Please log into your single sign on account." Below the header are two input fields: the first contains the text "test" and the second contains six black dots. To the right of the password field is a "Remember Me" checkbox, which is currently unchecked. At the bottom right of the form is a "Login" button with a mouse cursor hovering over it.

After you login, you will be taken directly to your Inbox.

Your inbox will look similar to the screen shot below. Areas of usefulness and information have been highlighted below, along with a description of their functions.

The screenshot shows a Gmail interface for a user at Keiser University. The interface includes a top navigation bar with links for Start Page, Mail, Calendar, Documents, Sites, and more. The user's email address is test@student.keiseruniversity.edu. The main content area displays an email from 'Gmail Team' with the subject 'Gmail is different. Here's what you need to know.' and a date of 'Apr 23'. The interface also shows a left sidebar with navigation links for Compose Mail, Inbox (1), Starred, Chats, Sent Mail, Drafts, All Mail, Spam, Trash, and Contacts. A chat window is open on the left, showing a contact named 'test test' with a status of 'Set status here'. The bottom of the screen displays storage usage information: 'You are currently using 0 MB (0%) of your 6655 MB.' and a footer with copyright information for 2008 Google.

Start Page Mail [Calendar](#) [Documents](#) [Sites](#) [more »](#) test@student.keiseruniversity.edu | [Settings](#) | [Older version](#) | [Help](#) | [Sign out](#)

KEISER UNIVERSITY

[Compose Mail](#)

[Inbox \(1\)](#)
[Starred](#)
[Chats](#)
[Sent Mail](#)
[Drafts](#)
[All Mail](#)
[Spam](#)
[Trash](#)

[Contacts](#)

Trade A Phone Number - ReversePhoneDetective.com - Find out who owns any cell phone

Archive Report Spam Delete More Actions Refresh

Select: All, None, Read, Unread, Starred, Unstarred

Gmail Team Gmail is different. Here's what you need to know. - Messages that are easy to Apr 23

Select: All, None, Read, Unread, Starred, Unstarred

Archive Report Spam Delete More Actions Refresh

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Compose a message in a new window by pressing "Shift" while clicking Compose Mail or Reply.

You are currently using 0 MB (0%) of your 6655 MB.

Keiser University view: standard | [turn off chat](#) | [basic HTML](#) | [Learn more](#)

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Internet 100%

Settings link can be used to change email views, setup mail filters, forward a copy of incoming emails to another account, reset your password, and more.

Calendar link can be used to add items and reminders. Documents link can be used to store frequently used files online.

Contacts can be used to add new contact information or import contacts to Gmail from an existing address book

Amount of space left for email will be displayed along the bottom of the screen

Useful areas of the “Settings” area have been highlighted below. For further information on any of these functions, please click on the “Learn More” link on the bottom of the each Settings page or access “Help” from the link at the top of the page.

The screenshot shows the 'Settings' page for a Keiser University email account. The page is divided into several sections, each with a 'Learn more' link. Callouts provide additional information:

- Forwarding and POP link:** A callout box explains that these links can be used to send a copy of incoming messages to another email address or add an additional account to Gmail.
- Accounts link:** A callout box states that the 'Accounts' link can be used to change your password or add additional email accounts.
- Vacation Responder:** A callout box explains that the Vacation Responder can be used to send a message to all senders to let them know you are unable to or have limited access to email for a period of time.

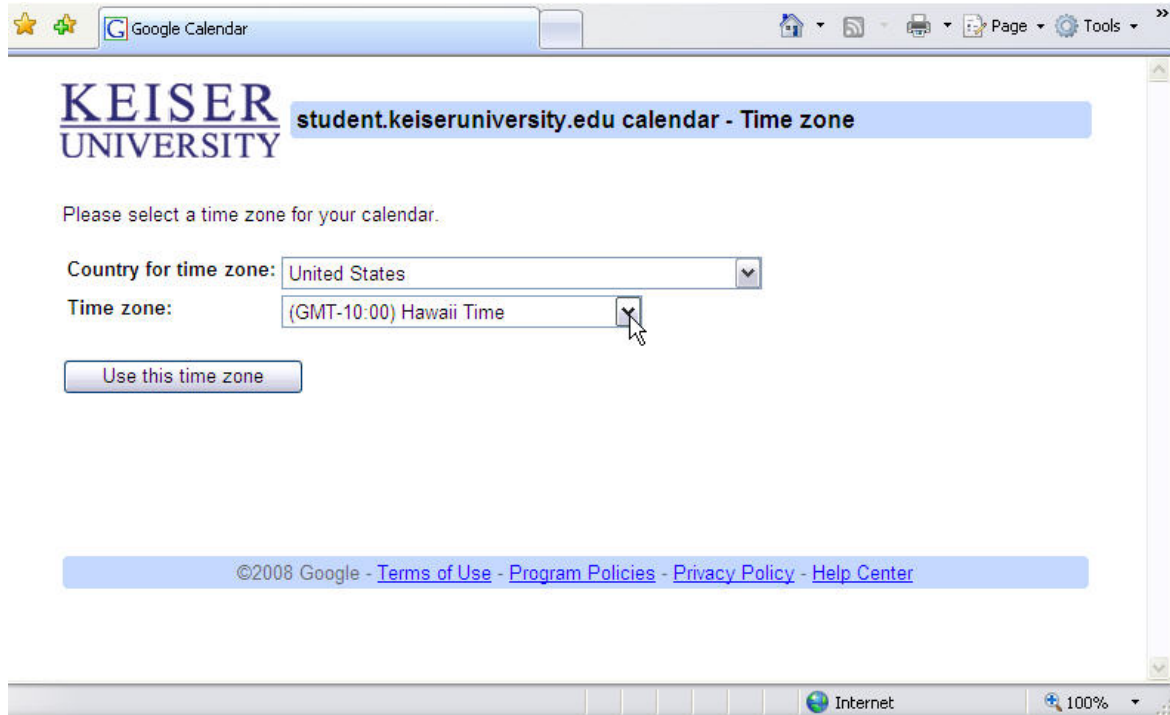
The settings page includes the following sections and options:

- General:** Language (Keiser University display language: English (US)), Maximum page size (Show 50 conversations per page), Keyboard shortcuts (Keyboard shortcuts off/on), My picture (Select a picture), Contacts' pictures (Show all pictures/Only show pictures that I've chosen for my contacts), Signature (No signature), Personal level indicators (No indicators/Show indicators), Snippets (Show snippets/No snippets), Vacation responder (Vacation responder off/on), and Outgoing message encoding (Use default text encoding/Use Unicode (UTF-8) encoding).
- Buttons:** Save Changes, Cancel
- Footer:** Import contacts from Yahoo, Outlook, and others into your Keiser University contact list. You are currently using 0 MB (0%) of your 6655 MB. Keiser University view: standard | turn off chat | basic HTML. ©2008 Google - Terms of Service - Privacy Policy - Program Policies - Google Home. Powered by Google.

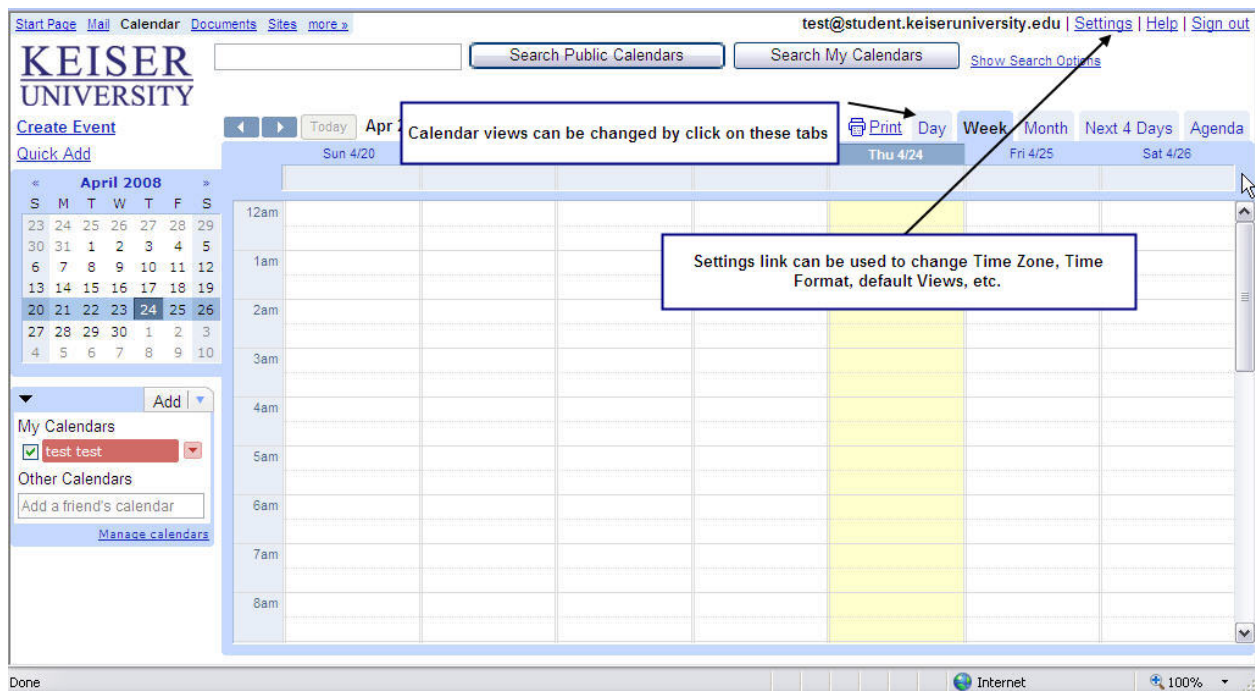
If you wish to reset your password, you can do so by clicking the “Accounts” link to do so.

Accessing the Calendar

Click on the calendar link and KU calendar will open. The first time you access your calendar, you will be prompted to set your Country and Time Zone. Click drop downs to select you correct Country and Time Zone, and click the “Use this time zone” button to save your settings.



Next, you will see the default calendar screen as shown below.



Under the Calendar settings, you can make adjustment to any of the fields shown below to customize your calendar.

[Start Page](#) [Mail](#) [Calendar](#) [Documents](#) [Sites](#) [more »](#) test@student.keiseruniversity.edu | [Settings](#) | [Help](#) | [Sign out](#)

KEISER UNIVERSITY [Show Search Options](#)

[Create Event](#)
[Quick Add](#)

Calendar Settings
General **Calendars** [Mobile Setup](#)

| April 2008 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

▼ Add ▼
My Calendars
 test test ▼
Other Calendars

[Manage calendars](#)

Language: English (US) ▼

Country: United States ▼
(choose a different country to see other timezones)

Your current time zone: (GMT-05:00) Eastern Time ▼ Display all timezones

Date format: 12/31/2008 ▼

Time format: 1:00pm ▼

Week starts on: Sunday ▼

Show weekends: Yes No

Default view: Week ▼

Custom view: Next 4 Days ▼

Show current time: Yes No

Location: e.g., East Brunswick, NJ or 08816

Show weather based on my location: Do not show weather °C °F

Show events you have declined: Yes No

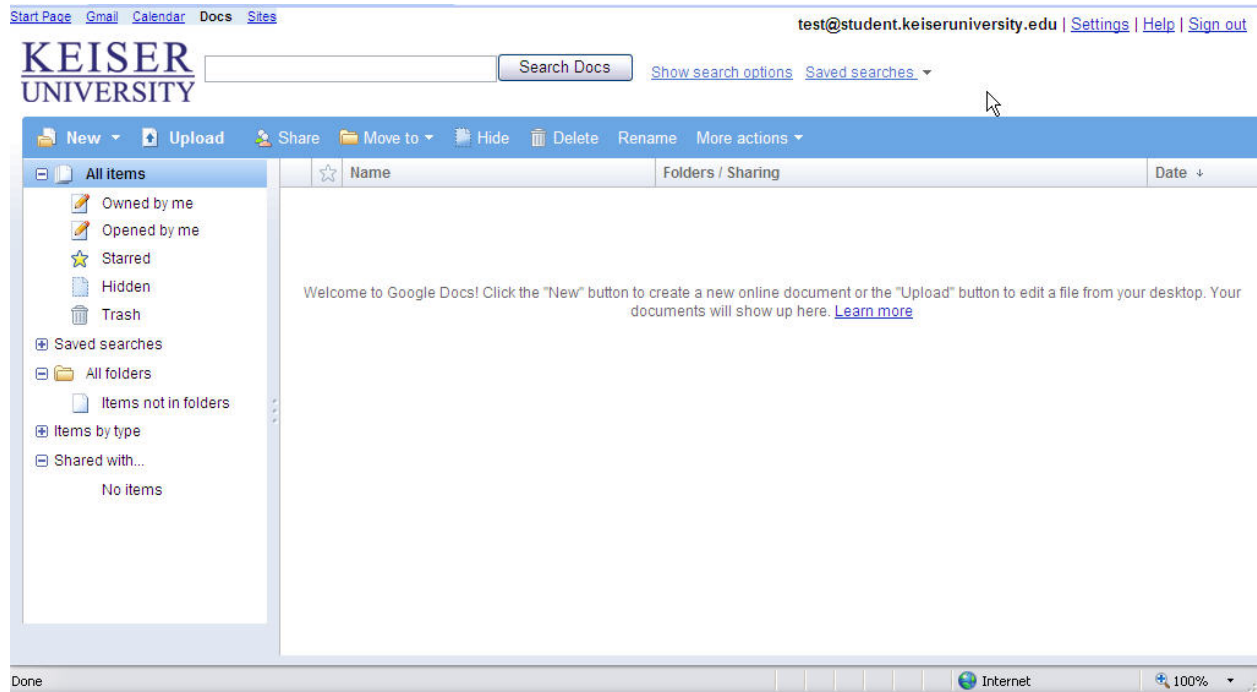
Automatically add invitations to my calendar: Yes No, only show invitations to which I have responded

Change password: Follow this link [Change Password](#) to reset your password.

« [Back to Calendar](#)

Using Docs Area

Clicking on the Docs link from the Start page, will open a new window as shown below. Here you can upload existing files and even use Google tools to create new documents.



New documents can be created by clicking the drop down arrow next to “**New**” and then selecting the type of file you want to create. You can also create folder to organize your data by selecting “**Folder**” from the list to create a new folder.

