

# ROSE STATE COLLEGE STUDENT EMAIL

Effective Spring 2007, all Rose State College students have access to a free Email account. This document is designed to familiarize you with the most important features of your free account. Your Email address will be in this format: **firstname-lastname@stu.rose.edu**

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Click the links below to quickly navigate to the bulleted topic in this document.

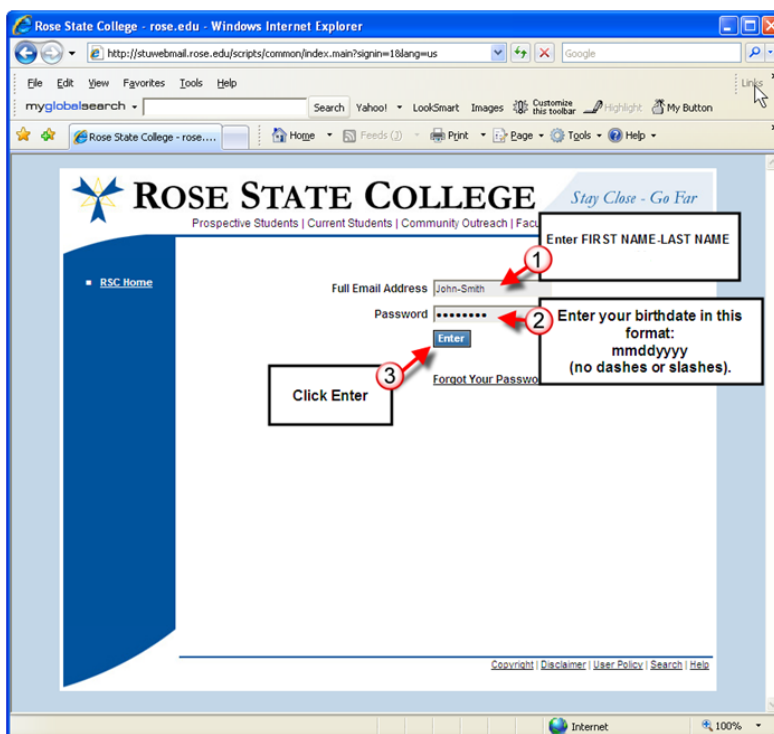
- Anti-Spam Filtering and Junk Mail
- Changing Options
- Changing Your Password and Password Hint
- Determining Your Email in the Event of Duplicate Names
- The Personal Address Book
- Questions?
- Reading Mail
- Sorting and Filtering Messages
- The Inbox

## ACCESSING YOUR EMAIL ACCOUNT

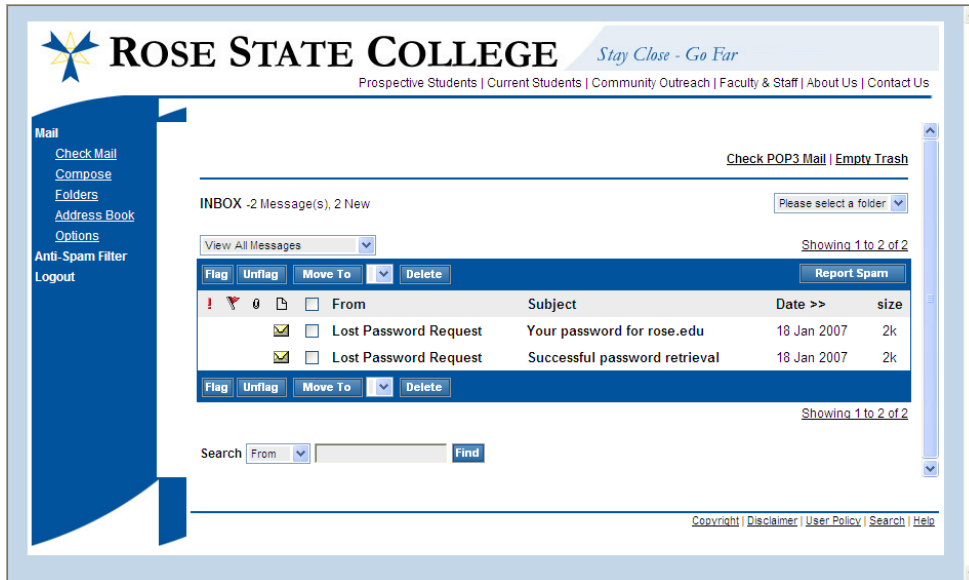
Open Internet Explorer or the web browser of your choice. Enter this address:

**<http://stuwebmail.rose.edu>**

Follow the three steps in the screen capture below to log on. **NOTE:** The maximum length of the first name-last name combination is 24 characters.



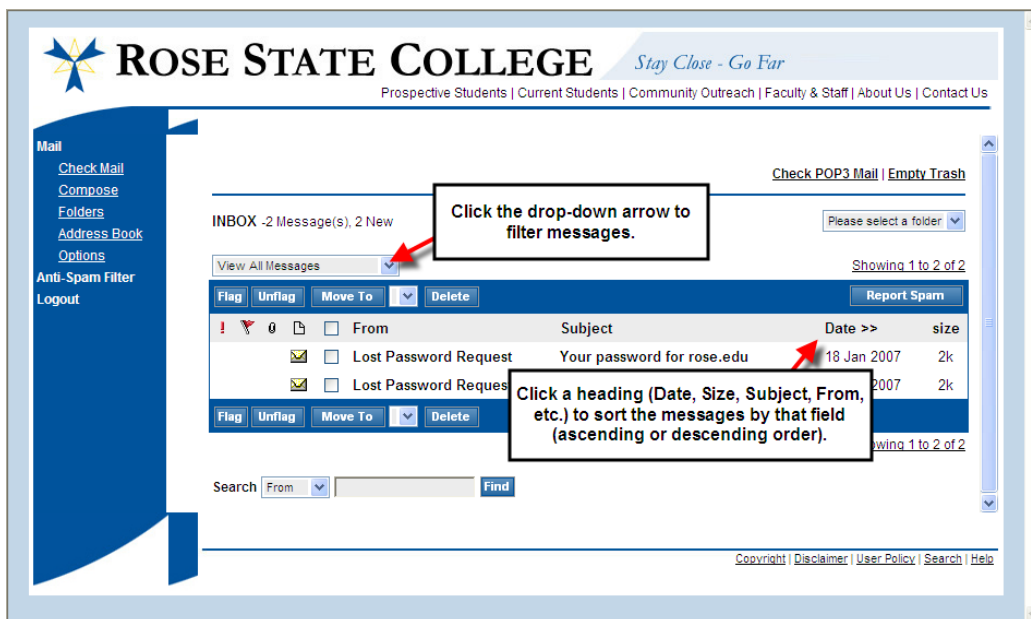
All incoming mail is placed in the Inbox. The Inbox is the default opening screen. Messages are displayed in date-received order (newest messages first).



The Inbox

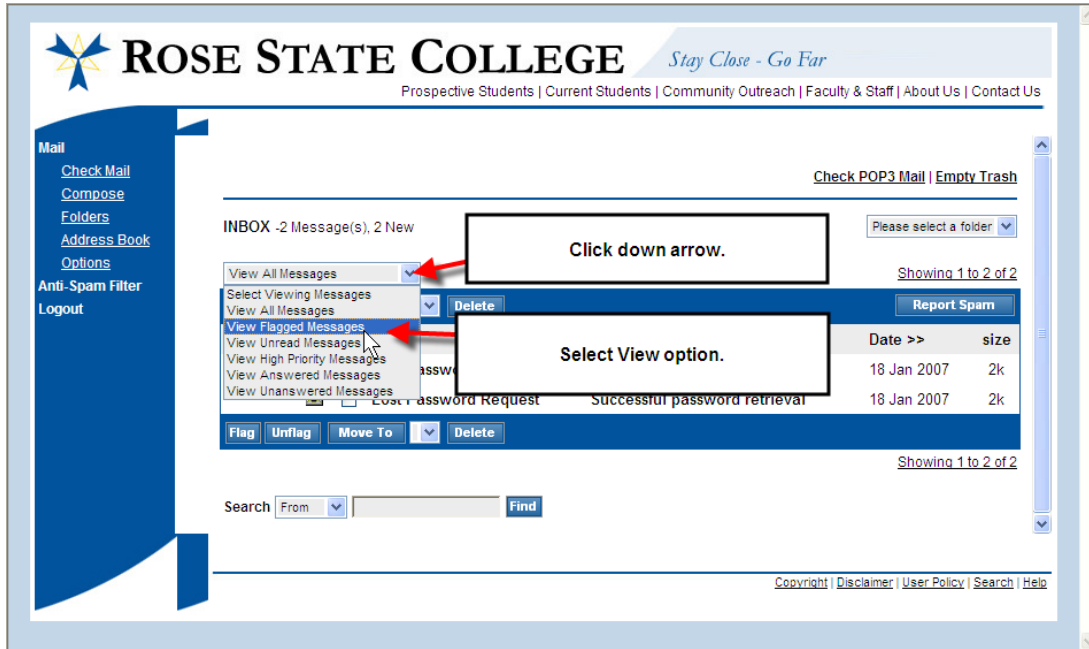
### Sorting and Filtering Messages

You may change the order in which messages are displayed (see below) as well as which messages are displayed (all messages, unread messages, flagged messages, etc.).



The Inbox

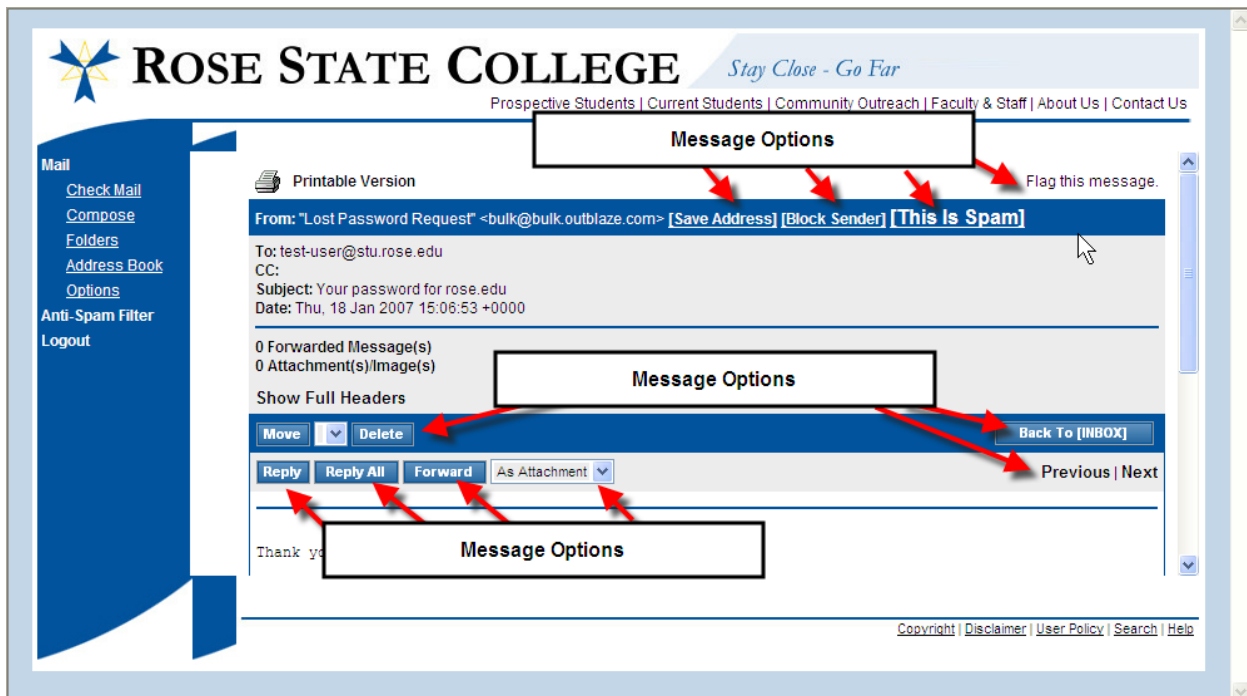
The screen below displays the filtering options for the display of your messages.



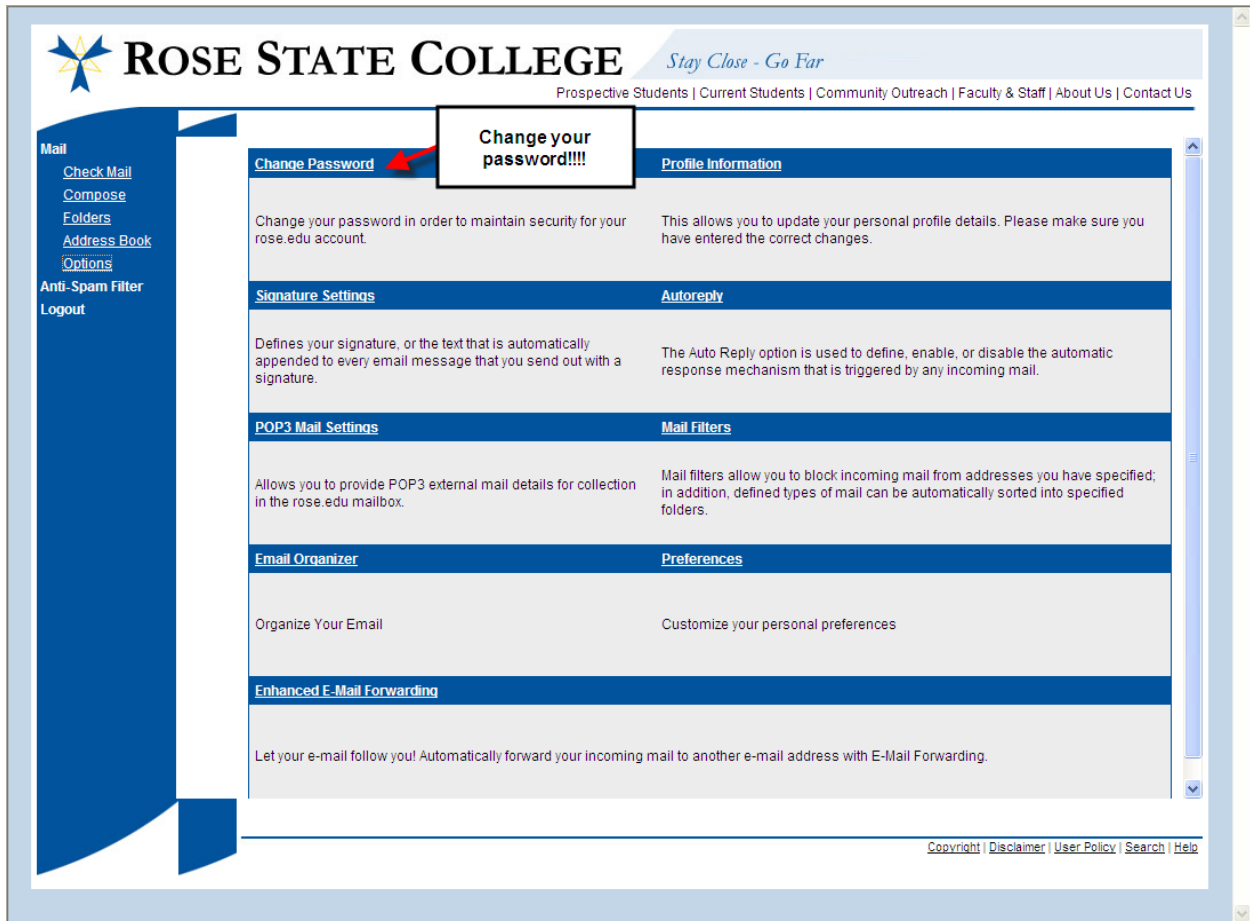
## Filtering Messages

### Reading Mail

To view a particular message, click the SUBJECT of the message. The message will open in a new window. You will have numerous options, including saving the sender's address to your address book, blocking the sender, marking the message as Spam, replying to or forwarding the message, and deleting the message (see below).



Clicking the Options link in the left column opens a **full-featured Options screen**. Perhaps the most important option in this screen is the **“Change Password”** option (see below). All passwords are initially set to the birthdate in this sequence: mmddyyyy.



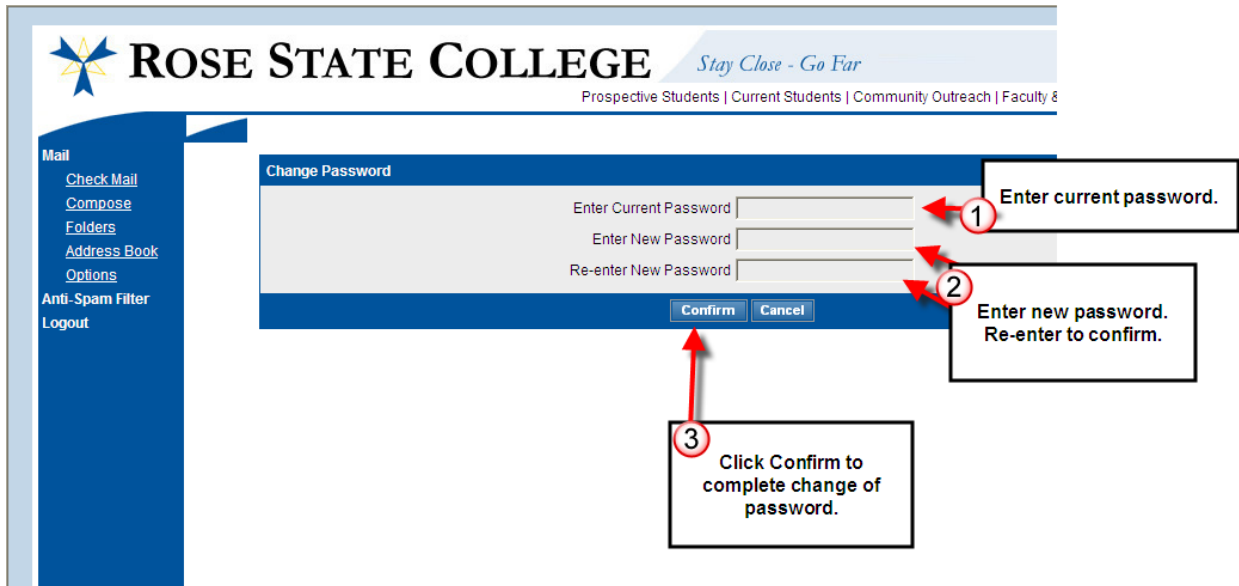
## Options Screen

It is **HIGHLY RECOMMENDED** that you take time to change your password. Simply click the Change Password link and follow the on-screen prompts and directions.

**NOTE:** After changing your password, you should also change your password hint.

Other options may be explored and modified from this window as you desire.

The screen on the next page is the Change Password Screen accessed from the window that appears after clicking the Options navigation pane. **NOTE:** Your Email password is only for your Email access and will not change the password that you use to log into campus computers or the Oasis enrollment system.



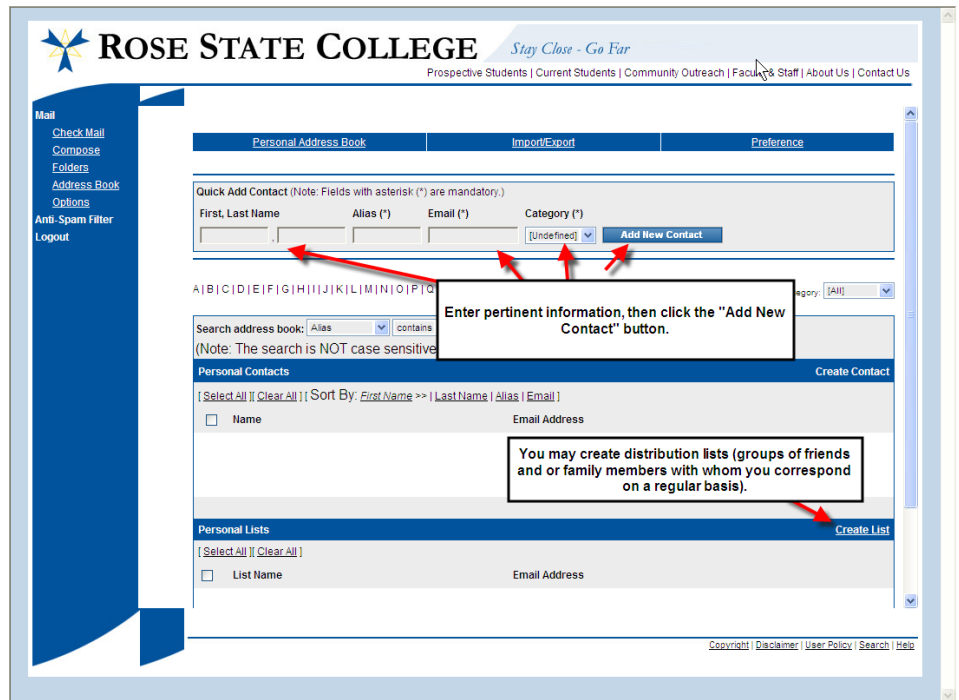
### Changing Your Password

#### **Change Your Password Hint and Hint Answer**

After you change your password, it is advisable to change your hint and hint answer. If you forget your password, you will need to know the answer to the hint to retrieve your password. You find this option on the Options, Preferences area. When the Preferences screen appears, simply change these two items and click the Finish button.

#### **Personal Address Book**

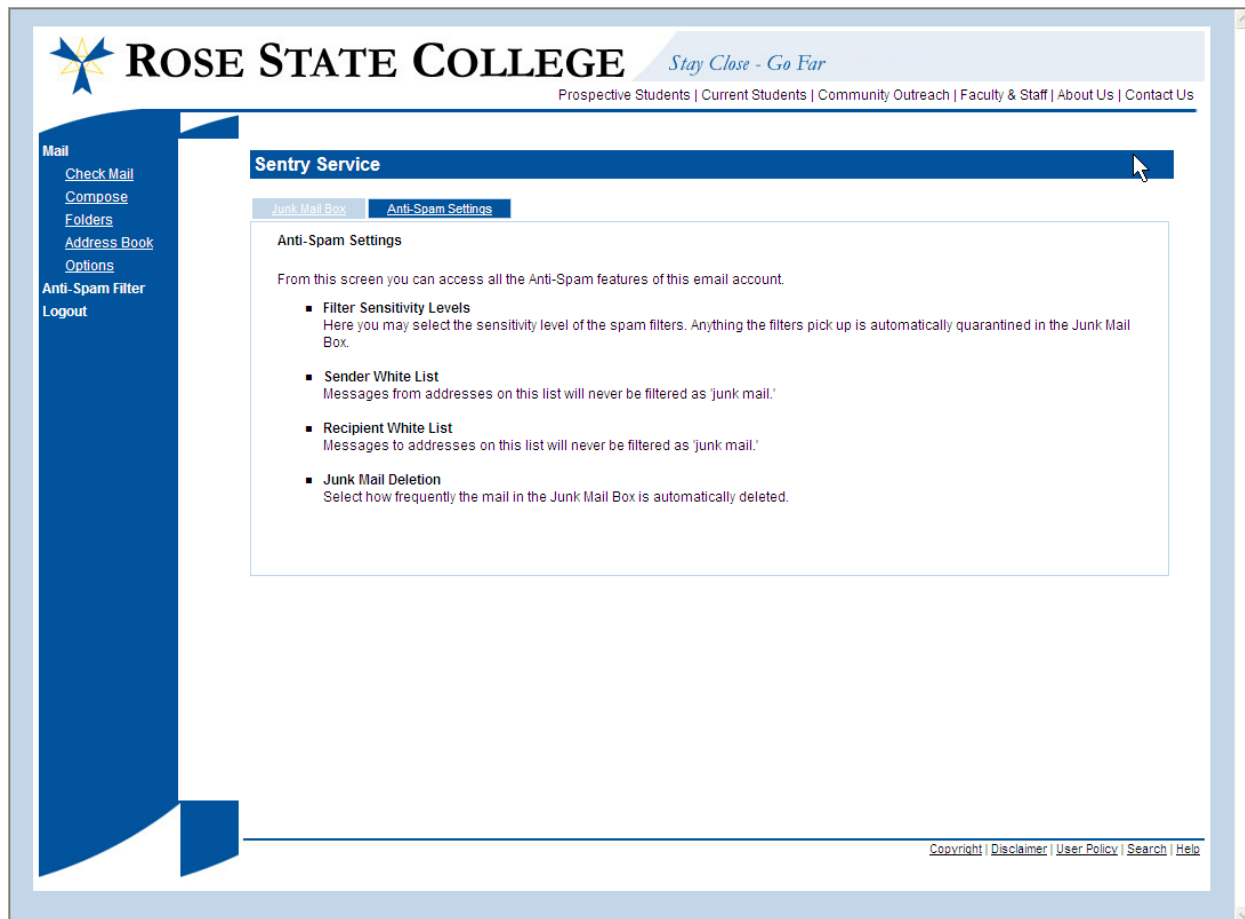
A useful feature of your Email account, the Address Book permits you to maintain a mailing list of friends, family, and business addresses as well as create distribution lists. Another handy feature of the Address Book is the ability to import from other programs. You may also export contacts from your Address Book, if desired.



The Personal Address Book

## Anti Spam Filtering and Junk Mail

The Email account permits customization of the filtering for spam and junk mail. Click the link in the left-side navigation bar to access the screen below. Click the **bold, bulleted item** in the screen to view and or change settings.



The screenshot displays the Rose State College email interface. At the top, the college logo and name "ROSE STATE COLLEGE" are visible, along with the slogan "Stay Close - Go Far" and a navigation menu including "Prospective Students", "Current Students", "Community Outreach", "Faculty & Staff", "About Us", and "Contact Us". On the left, a blue navigation bar contains links for "Mail", "Check Mail", "Compose", "Folders", "Address Book", "Options", "Anti-Spam Filter", and "Logout". The main content area is titled "Sentry Service" and has two tabs: "Junk Mail Box" and "Anti-Spam Settings", with the latter being selected. The "Anti-Spam Settings" section includes the following text and list:

From this screen you can access all the Anti-Spam features of this email account.

- **Filter Sensitivity Levels**  
Here you may select the sensitivity level of the spam filters. Anything the filters pick up is automatically quarantined in the Junk Mail Box.
- **Sender White List**  
Messages from addresses on this list will never be filtered as 'junk mail.'
- **Recipient White List**  
Messages to addresses on this list will never be filtered as 'junk mail.'
- **Junk Mail Deletion**  
Select how frequently the mail in the Junk Mail Box is automatically deleted.

At the bottom right of the interface, there are links for "Copyright", "Disclaimer", "User Policy", "Search", and "Help".

Anti-Spam Filter Settings

## DETERMINING YOUR EMAIL IN THE EVENT OF DUPLICATE NAMES

Some first name/last name combinations are common (i.e., "John Smith"). If you have a common name, you will need to log onto the Oasis system, navigate to the **Campus Personal Information Screen** and click the "Email Addresses" link to view your assigned e-mail address. In the event of duplicate student names, additional Email addresses are assigned with a sequenced number following the name: "John-Smith1@stu.rose.edu" and "John-Smith2@stu.rose.edu", etc.

To access Oasis, navigate to this web site:

<http://oasis.rose.edu>



# ROSE STATE COLLEGE

*Stay Close - Go Far*

**1 Enter your student ID**

User ID:

**2 Enter your PIN**

Password:

**3**

[Check My Rose State College Email](#) (Opens in new window)

**HELP SPREAD THE WORD ABOUT  
THE NEW RSC DEBIT CARD**



[WWW.HIGHERONE.COM/PREGAME](http://WWW.HIGHERONE.COM/PREGAME)

If you have forgotten your password you can have your password reset and emailed to you

### [Forgot My Password](#)

To use the 'Forgotten Password' there are four requirements:

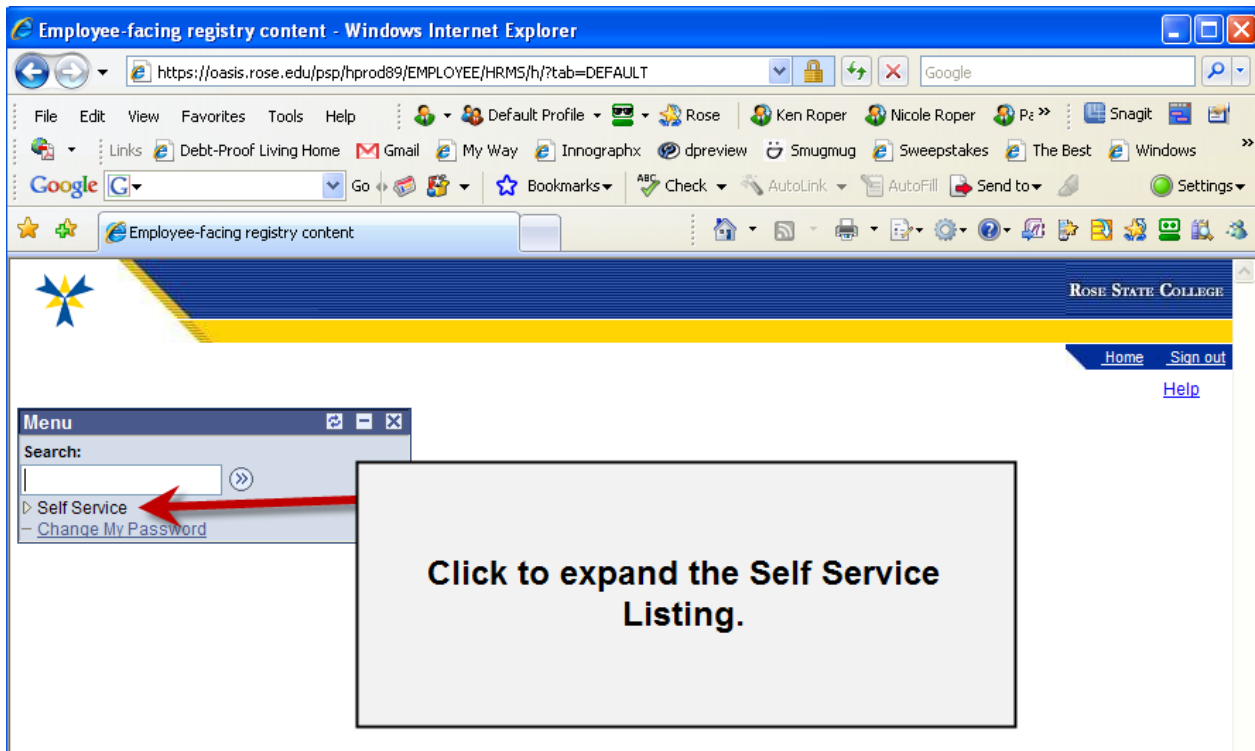
1. You must know your User ID
2. You must have previously entered a password hint at RSC
3. You must know the answer to your password hint
4. Your email address must be on file at RSC

Otherwise, you can contact Academic Advisement at 405.733.7408

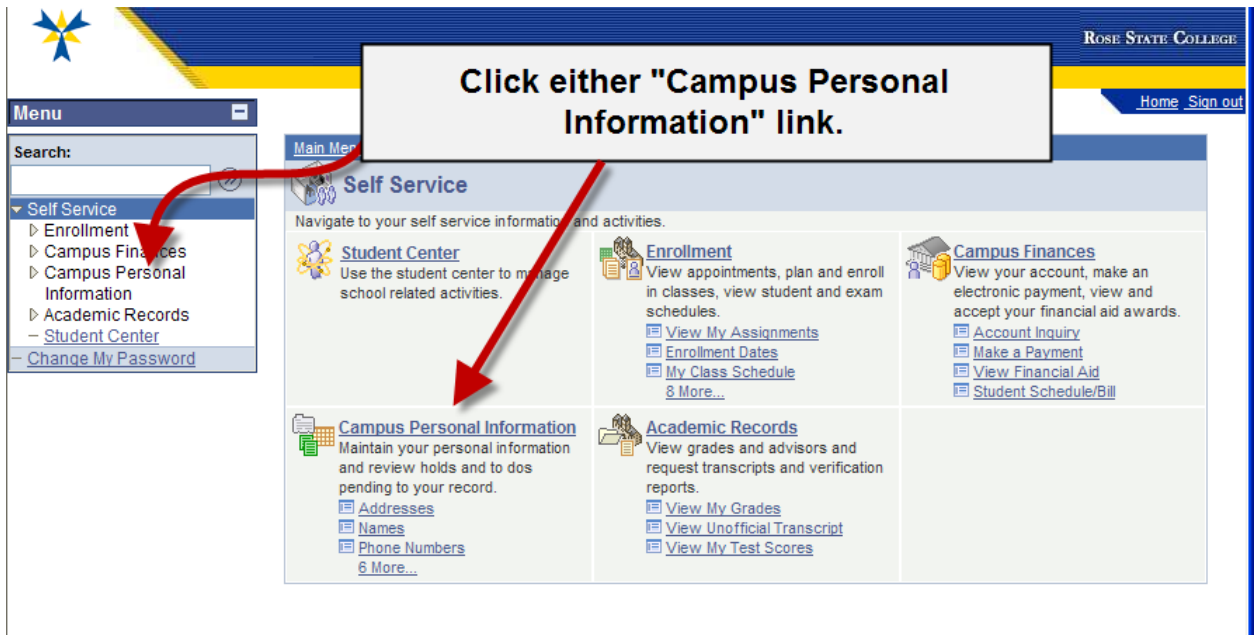
[Help](#)

**The OASIS web site logon: <http://oasis.rose.edu>**

The following screen/navigation bar appears. Click the “Self Service” listing in the left navigation bar.



On the next screen that appears, click either of the “Campus Personal Information” links (shown below)



Click the "Email address" to display your student Email address.

ROSE STATE COLLEGE

Home Sign out

Menu

Search: [ ]

- Self Service
  - Enrollment
  - Campus Finances
- Campus Personal Information
  - Addresses
  - Names
  - Phone Numbers
  - Email Addresses**
  - Emergency Contacts
  - Demographic Information
  - User Preferences
  - Holds
  - To Do List
- Academic Records
  - Student Center
  - Change My Password

John Doe go to ...

### Email Addresses

Enter your email addresses below. [Check My Email \(in new window\)](#)

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

Email Type	Email Address	Preferred	
Business	john-doe1@stu.rose.edu	<input checked="" type="checkbox"/>	

ADD AN EMAIL ADDRESS

SAVE

\* Required Field

go to ...

### Questions? Problems?

Contact Student Activities at 733-7376.