

PIRATEMAIL TUTORIAL

This tutorial will discuss the **ECU E-mail (Piratemail)**, the **PirateID** and the **Passphrase**. The PirateID, passphrase and how to access the Piratemail Email is explained first. To proceed directly to the step-by-step tutorial scroll down.

'PirateID' and Password

PirateID is the term that will be used to refer to a student's user ID, username, Exchange ID, etc. This ID is the one students use to log in to their e-mail account, onestop and Blackboard. The **PirateID** will include the student's last name, first initial (or additional letters of their first name) and the year admitted to ECU. For example, a student's name is James Frederick Pate, and he was admitted in 2010, then his PirateID would be pateja10. His email address would be: pateja10@students.ecu.edu.

Passphrases are passwords made up of words that contain characters from three of four categories: upper case letters, lower case letters, numbers and special characters (*, #, @, and etc.). The purpose of this standard is to ensure that all users select strong passphrases that are difficult to guess, crack, or otherwise compromise. For detailed information on choosing a secure passphrase, refer to the ITCS website:

<http://www.ecu.edu/cs-itcs/itsecurity/passphrase.cfm>

Passphrase (Password) Maintenance - *Passphrase Maintenance allows students to change their passphrase (password) on-line. To use Password Reset, view the Pirate ID Website (<https://pirateid.ecu.edu>) and answer a few security questions.*

Accessing Outlook Live (Piratemail/Email)

ECU strongly urges students to use their ECU email account for all course correspondence and most faculty require it. For that reason, ECU provides all students, faculty and staff different ways to access their email. To access the ECU email (Outlook Live) account go to: <http://mymail.ecu.edu>.


Piratemail uses Microsoft Outlook Web Access which is a lighter version of Microsoft Office Outlook. This interface is a popular way to access email because it is accessible anywhere and it allows students to use many of the functions of Microsoft Outlook. It allows students to work with folders, calendars and tasks along with many other features commonly found in Microsoft Outlook.

Saving emails is a good practice for any one who uses email to communicate with the instructor or classmates. The university has an email purge policy that will delete messages in the Inbox and Sent Items folders after 120 days. That time frame will span an entire semester. If students want to save email messages for a longer period, he/she can save their emails by printing them out or by putting them into a folder in their Mailbox using the web interface (instructions below). Putting email messages into their Mailbox means that the messages will be available anytime they log into the email system, but the messages will be subject to the [mailbox size limitations](#) of your Mailbox.

Students may also find in the course of a semester, that they will exceed their mailbox size limit. Since mail messages are generally in a text format, they are small. Large emails usually come from attachments. Students should be sure to look in every folder under the Mailbox when they This tutorial will explain step-by-step how to use the ECU Email System. Hopefully after reviewing the information listed, any student will understand and be able to use ECU email properly.

How to Access Outlook Live – A Step by Step Tutorial

STEP 1: Log in to the MyMail System (<http://mymail.ecu.edu>). Use your PirateID and password (see above for details)



The screenshot shows the login interface for East Carolina University's Outlook Web Access. At the top left is the East Carolina University logo, and at the top right is the Microsoft Office Outlook Web Access logo. Below the logos is a navigation bar with buttons for "Login", "What is my new PirateID", "Change my Passphrase", and "Help". The main login area is a purple box containing two input fields for "PirateID:" and "Passphrase:". Below these fields are four radio button options for "Start with service": "Live Mail" (selected), "Office Live Workspaces", "Spaces", and "SkyDrive". A "Log On" button is positioned below the radio buttons. A security warning message is displayed below the button, stating that East Carolina University will never request passwords or other personal information through e-mail. At the bottom of the page, there is a small icon and text indicating the system is connected to Microsoft Exchange and is © 2007 Microsoft Corporation.

East Carolina University will **NEVER** request passwords or other personal information through e-mail. Messages requesting such information are fraudulent. **Do not respond to these messages; delete them.**

Connected to Microsoft Exchange
© 2007 Microsoft Corporation. All rights reserved.

Done

STEP 2: Once in the email system, all messages will be shown.

Outlook Web App - Microsoft Internet Explorer provided by East Carolina University

https://outlook.com/owa/?wa=wsignin1.0

File Edit View Favorites Tools Help

East Carolina University
by Microsoft Outlook Web App

Home Mail Profile People Photos More MSN Links

Sign out

Options Find Someone

Mail

Inbox (21 Items, 10 Unread)

Search Inbox

Arrange by: Date Oldest on Top

Older

Welcome to ECU!
Welcome19, ECU 4/3/2010

Last Month

Passphrase Maintenance
PassPhrase Maintenance 5/12/2010

Welcome to ECU!
Welcome19, ECU 5/12/2010

Three Weeks Ago

Blackboard log-in issues
Division of Continuing Studies 5/17/2010

DE Library Resources
Division of Continuing Studies 5/20/2010

Two Weeks Ago

5/24/2010

Welcome to ECU!

Welcome19, ECU [WELCOME19@ecu.edu]

Saturday, April 03, 2010 10:31 AM

To: NEW_STUDENT19 [NEW_STUDENT19@ECU.EDU]

WELCOME!

Information Technology & Computing Services is committed to providing next generation computing services and resources to the faculty, staff, and students of East Carolina University. We have compiled a list of important web resources to assist you this semester. Please contact us at 328-9866 if you have any questions or comments concerning information technology.

You can learn about some of the IT services available at East Carolina by viewing our welcome page at <http://www.ecu.edu/itcs/welcome>.

By using these resources, you are accepting that you have read, understand and will comply with university policies and federal and state laws, regulations, and rules, including, but not limited to, university Information Technology policies located at www.ecu.edu/cs-itcs/policies and the University Student and Employee Computer Use Policy (<http://www.ecu.edu/cs-itcs/policies/staffstudentpolicy.cfm>) and United States Copyright law. All users of University IT services are reminded that unauthorized downloading and sharing of music, video and software is a violation of United States Copyright law and is punishable with civil and criminal penalties ranging from \$750 to \$200,000 and up to 10 years of imprisonment. More information is available at <http://www.ecu.edu/cs-itcs/policies/copyrightstu.cfm>.

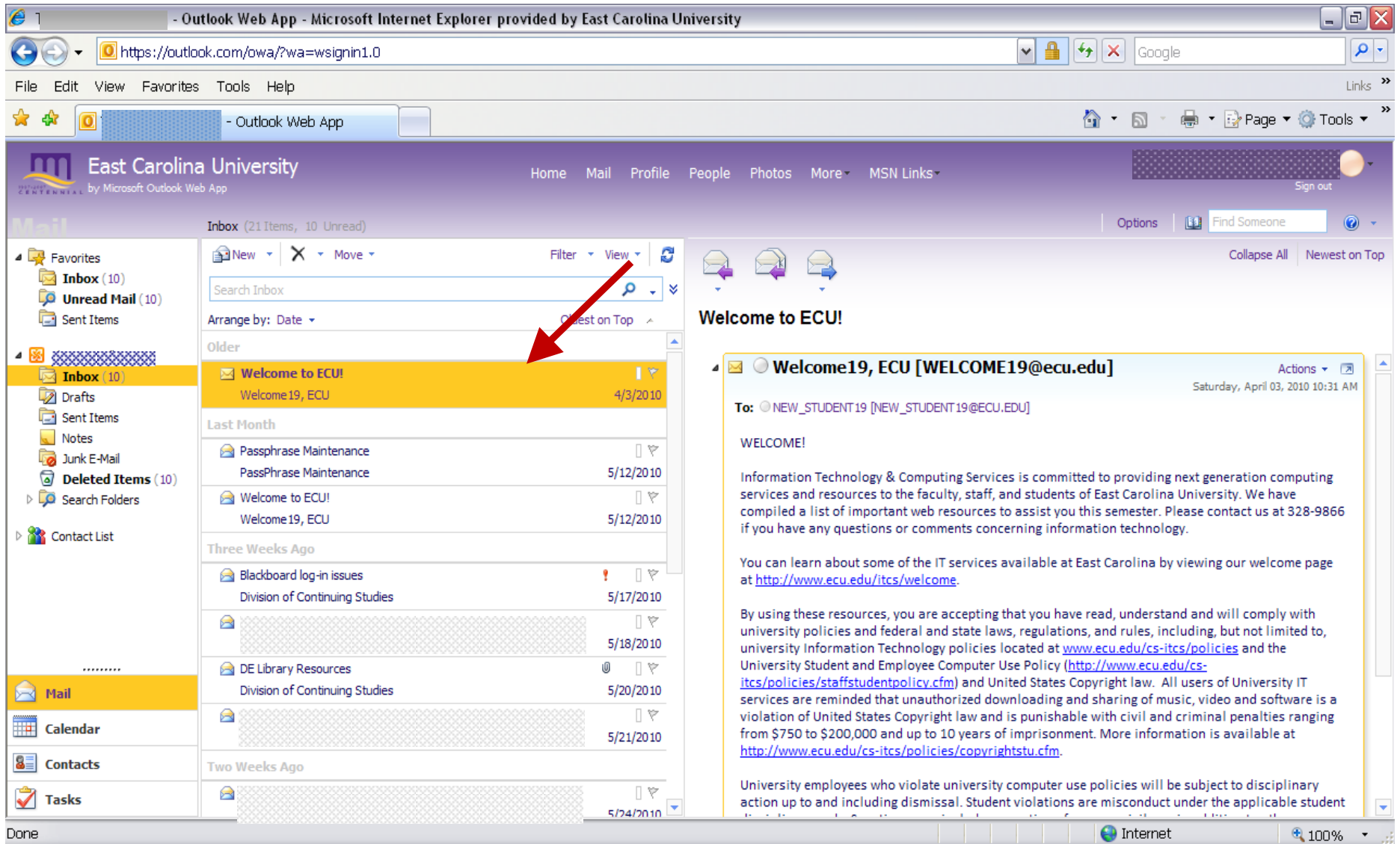
University employees who violate university computer use policies will be subject to disciplinary action up to and including dismissal. Student violations are misconduct under the applicable student

Done

Internet 100%

STEP 3: To open a message received; simply select the appropriate message and DOUBLE CLICK on it. The message will open be displayed.

Part A: Selecting the appropriate message:



Step 3 - Part B: The Open Message

The screenshot displays the Outlook Web App interface in Microsoft Internet Explorer. The browser's address bar shows the URL <https://outlook.com/owa/?wa=wsignin1.0>. The page title is "Thomas, Millicent N - Outlook Web App - Microsoft Internet Explorer provided by East Carolina University".

The main content area shows an open email message titled "Welcome to ECU!". The sender is "Welcome19, ECU [WELCOME19@ecu.edu]" and the recipient is "NEW_STUDENT19 [NEW_STUDENT19@ECU.EDU]". The message was sent on Saturday, April 03, 2010 at 10:29 AM. The subject of the email is "WELCOME!".

The body of the email contains the following text:

WELCOME!

Information Technology & Computing Services is committed to providing next generation computing services and resources to the faculty, staff, and students of East Carolina University. We have compiled a list of important web resources to assist you this semester. Please contact us at 328-9866 if you have any questions or comments concerning information technology.

You can learn about some of the IT services available at East Carolina by viewing our welcome page at <http://www.ecu.edu/itcs/welcome>.

By using these resources, you are accepting that you have read, understand and will comply with university policies and federal and state laws, regulations, and rules, including, but not limited to, university Information Technology policies located at www.ecu.edu/cs-itcs/policies and the University Student and Employee Computer Use Policy (<http://www.ecu.edu/cs-itcs/policies/staffstudentpolicy.cfm>) and United States Copyright law. All users of University IT services are reminded that unauthorized downloading and sharing of music, video and software is a violation of United States Copyright law and is punishable with civil and criminal penalties ranging from \$750 to \$200,000 and up to 10 years of imprisonment. More information is available at <http://www.ecu.edu/cs-itcs/policies/copyrightstu.cfm>.

University employees who violate university computer use policies will be subject to disciplinary action up to and including dismissal. Student violations are misconduct under the applicable student disciplinary code. Sanctions may include revocation of access privileges in addition to other sanctions available under the regular disciplinary procedures.

Exchange (E-Mail) Access

The interface also shows a navigation pane on the left with folders like "Inbox (10)", "Unread Mail (10)", and "Deleted Items (10)". The right side of the screen shows a "Find Someone" search bar and a "Sign out" button. The status bar at the bottom indicates "Internet" and "100%" zoom.

STEP 4: To Send an E-mail: Part A: Click the NEW button.

NOTE: If the user is in the message window, simply clicking NEW will open a new message. However, if the arrow is selected (beside NEW), a list of options is given to add other items such as a folder, calendar appointment, etc.

Click the NEW button to create a new message.

East Carolina University by Microsoft Outlook Web App

Home Mail Profile People Photos More MSN Links

Sign out

Options Find Someone

Collapse All Newest on Top

Inbox (10)

Unread Mail (10)

Sent Items

Search Inbox

Arrange by: Date Oldest on Top

Older

Welcome to ECU!
Welcome19, ECU 4/3/2010

Last Month

Passphrase Maintenance
Passphrase Maintenance 5/12/2010

Welcome to ECU!
Welcome19, ECU 5/12/2010

Three Weeks Ago

Blackboard log-in issues
Division of Continuing Studies 5/17/2010

5/18/2010

DE Library Resources
Division of Continuing Studies 5/20/2010

5/21/2010

Two Weeks Ago

5/24/2010

Welcome19, ECU [WELCOME19@ecu.edu] Actions

Saturday, April 03, 2010 10:31 AM

To: NEW_STUDENT19 [NEW_STUDENT19@ECU.EDU]

WELCOME!

Information Technology & Computing Services is committed to providing next generation computing services and resources to the faculty, staff, and students of East Carolina University. We have compiled a list of important web resources to assist you this semester. Please contact us at 328-9866 if you have any questions or comments concerning information technology.

You can learn about some of the IT services available at East Carolina by viewing our welcome page at <http://www.ecu.edu/itcs/welcome>.

By using these resources, you are accepting that you have read, understand and will comply with university policies and federal and state laws, regulations, and rules, including, but not limited to, university Information Technology policies located at www.ecu.edu/cs-itcs/policies and the University Student and Employee Computer Use Policy (<http://www.ecu.edu/cs-itcs/policies/staffstudentpolicy.cfm>) and United States Copyright law. All users of University IT services are reminded that unauthorized downloading and sharing of music, video and software is a violation of United States Copyright law and is punishable with civil and criminal penalties ranging from \$750 to \$200,000 and up to 10 years of imprisonment. More information is available at <http://www.ecu.edu/cs-itcs/policies/copyrightstu.cfm>.

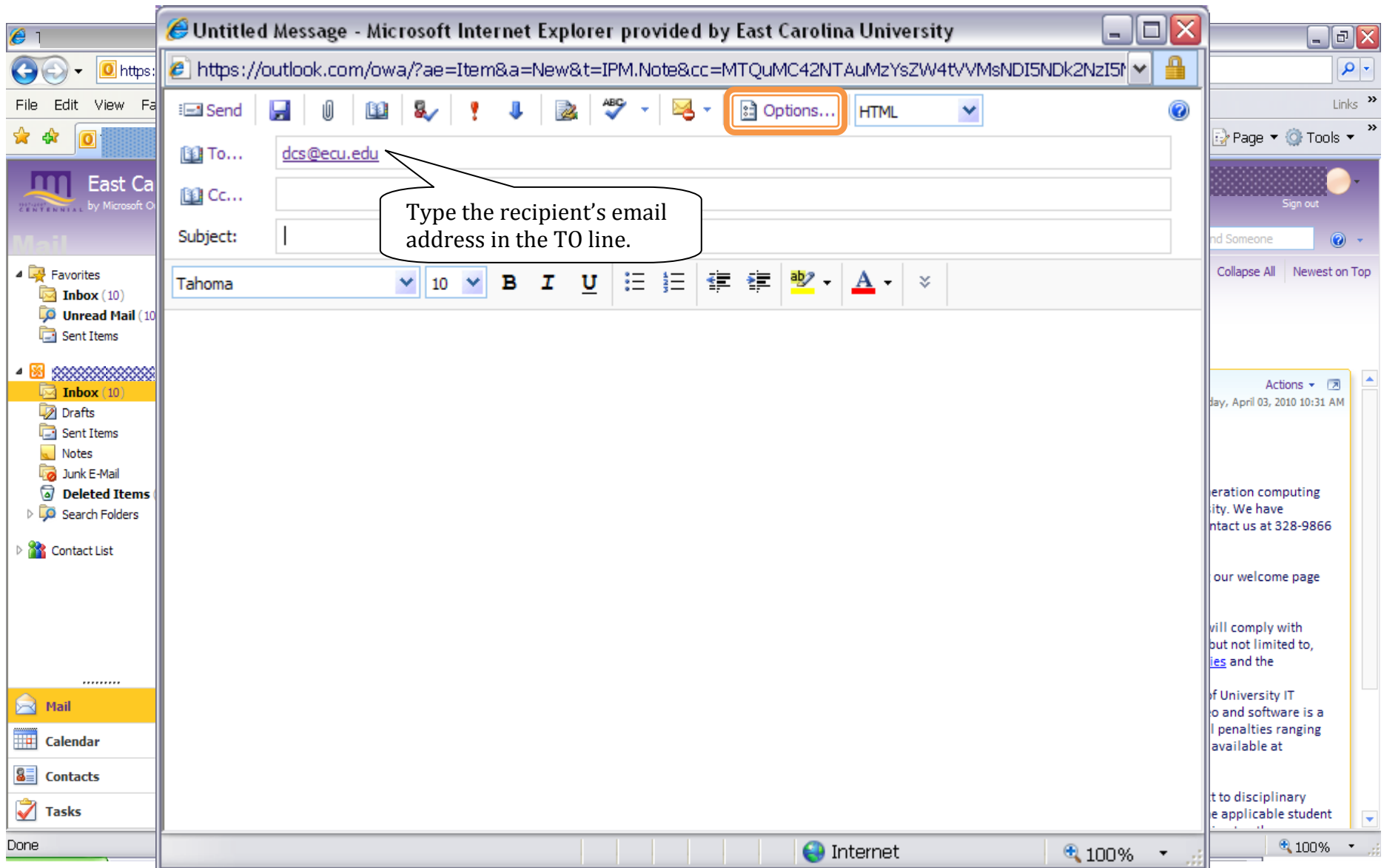
University employees who violate university computer use policies will be subject to disciplinary action up to and including dismissal. Student violations are misconduct under the applicable student

Done

Internet 100%

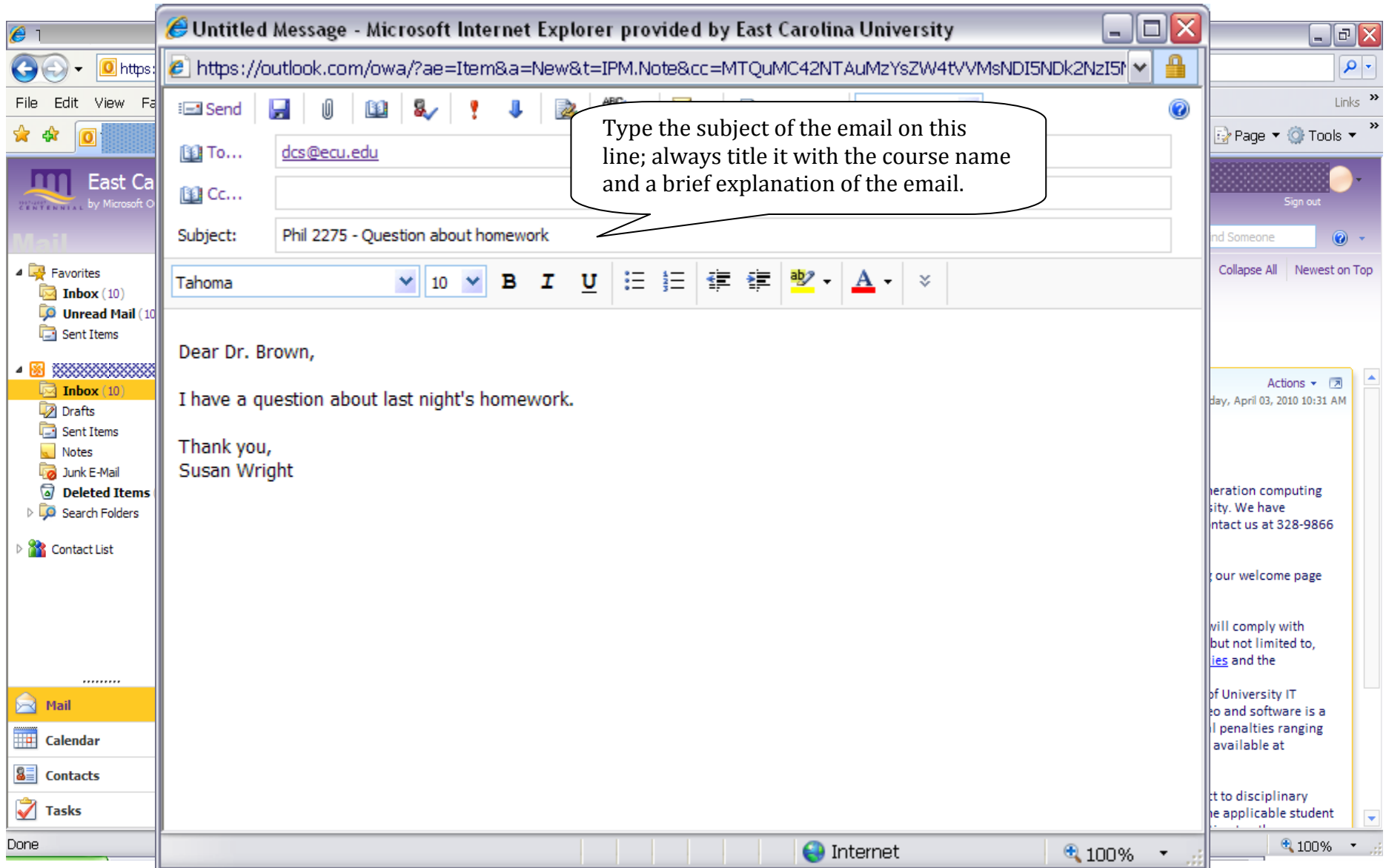
Step 4 - Part B: The new message is open. Type the email address of the person the email will be sent to.

NOTE: The “CC – Carbon Copy” and “BCC – Blind Carbon Copy” buttons in the address lines are to copy someone on the message. “CC” will copy another person allowing the recipient to see the name; whereas “BCC” hides the copied person’s name so the recipient cannot see the name or email (note, click the Options button to show BCC).



Step 4 - Part C: The new message is open. Type a subject and the message.

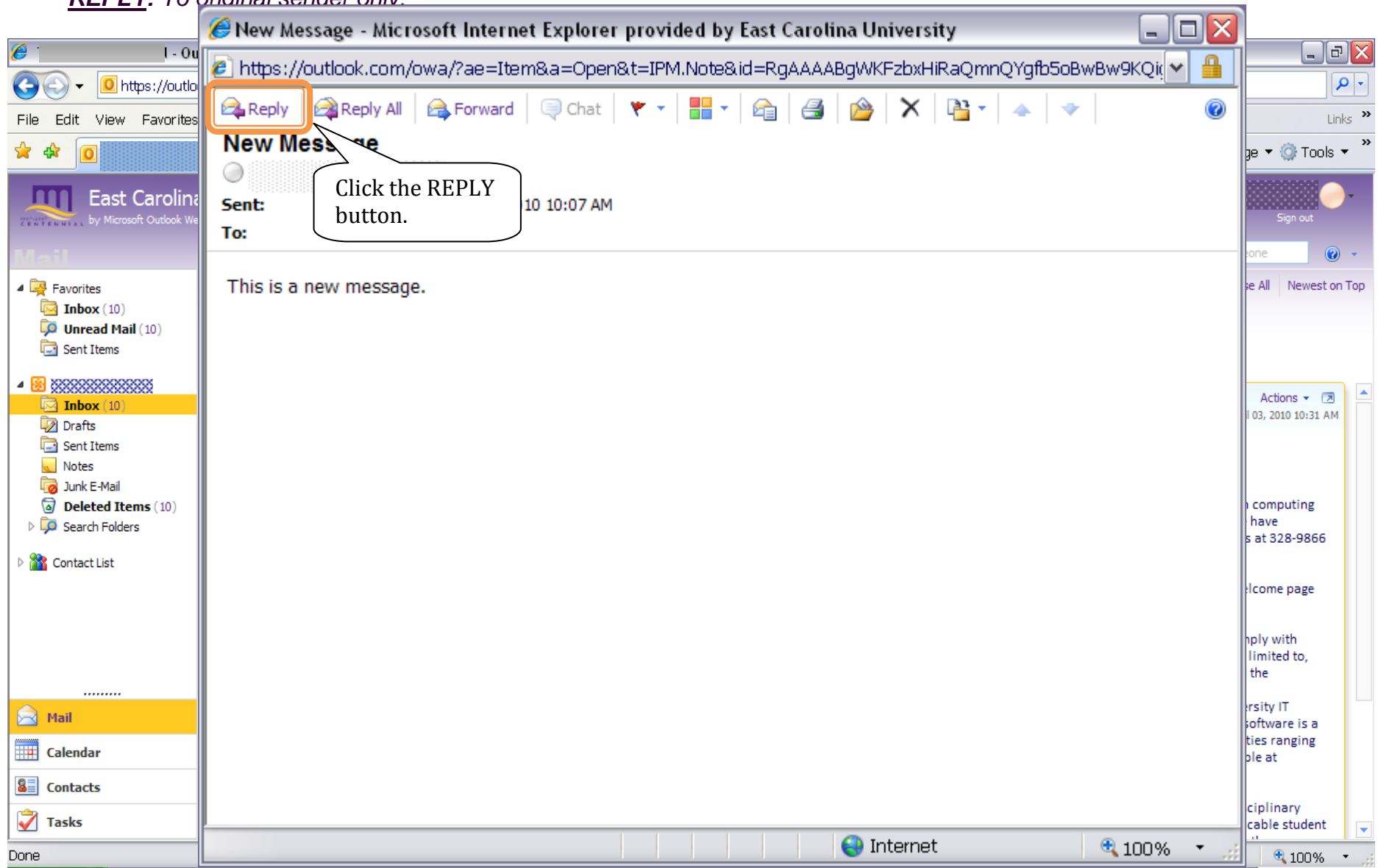
NOTE: The subject is the 'title of the email'. It provides the user with a clue of what is in the message. For instance, if the student is in a class; PHIL 2275 and has a question about his or her homework, a good title for the email would be: PHIL 2275- Question about homework. This provides the instructor with appropriate information about what the email is regarding.



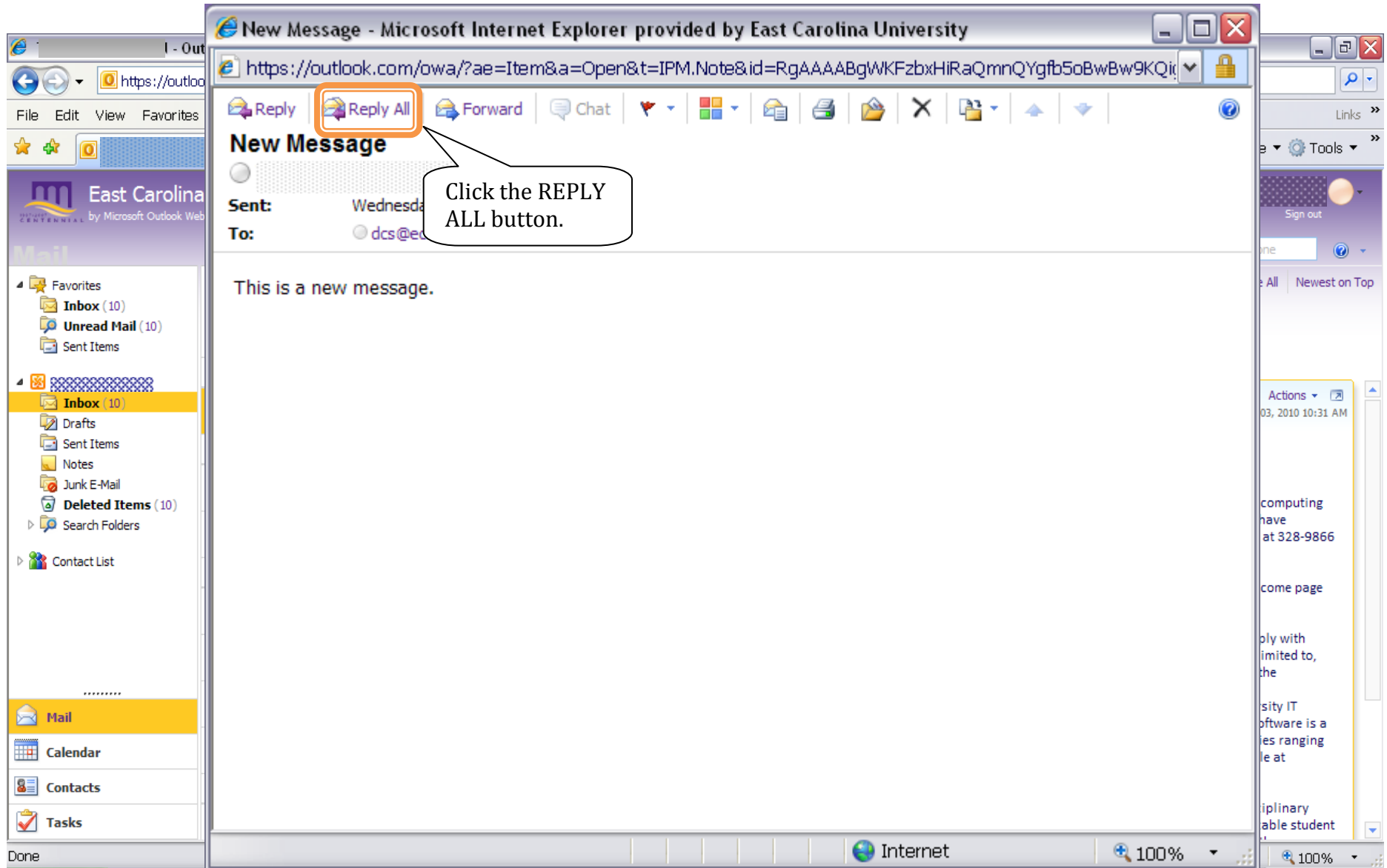
STEP 5: To Reply to a Message: open the message and choose the REPLY button.

*NOTE: You can reply to the person sending the message or to all of the people (including the sender) that received the message. That option would be **REPLY TO ALL** instead of **REPLY**. Both pictures are shown.*

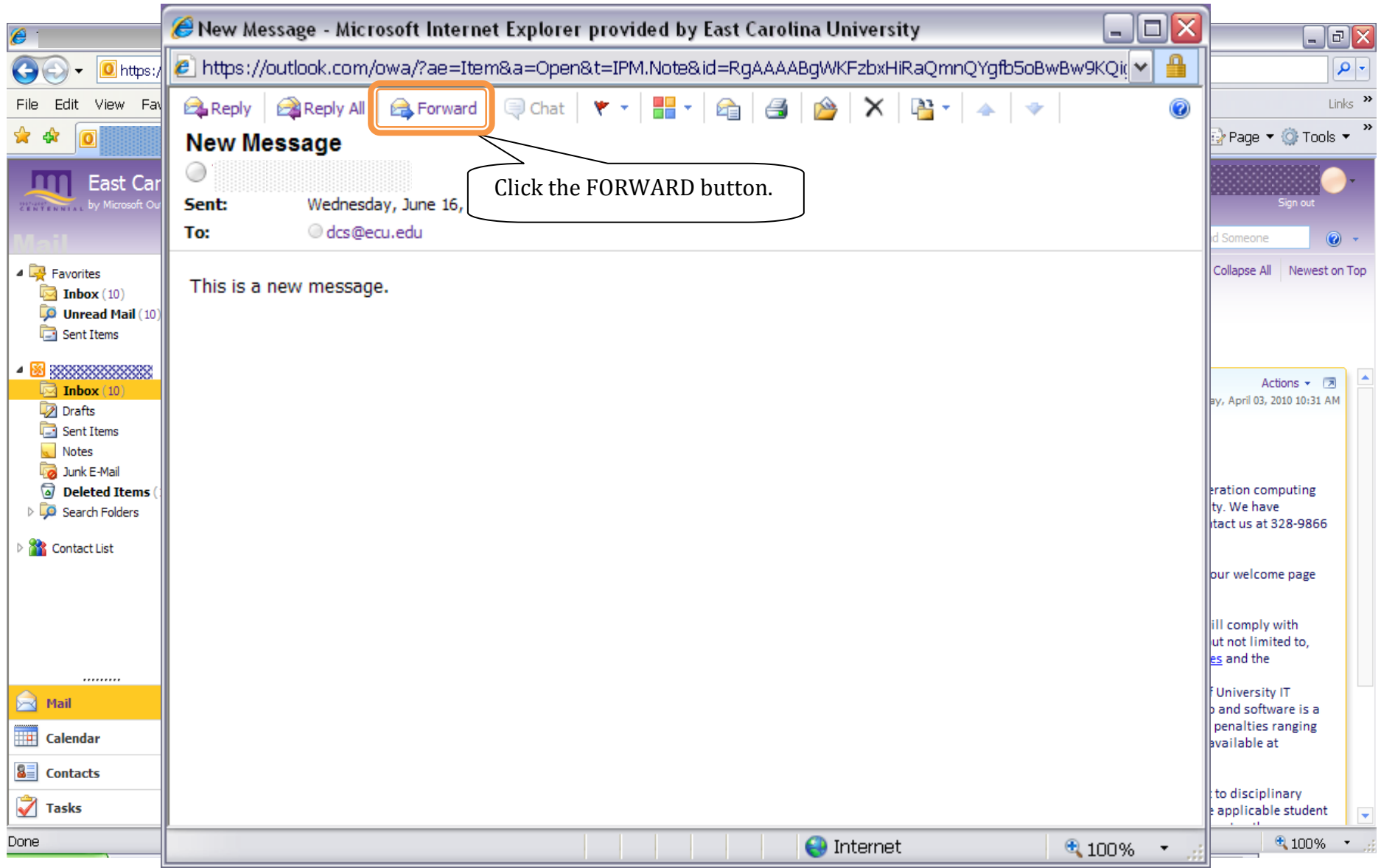
REPLY: To original sender only.



REPLY TO ALL: To original sender and all recipients.



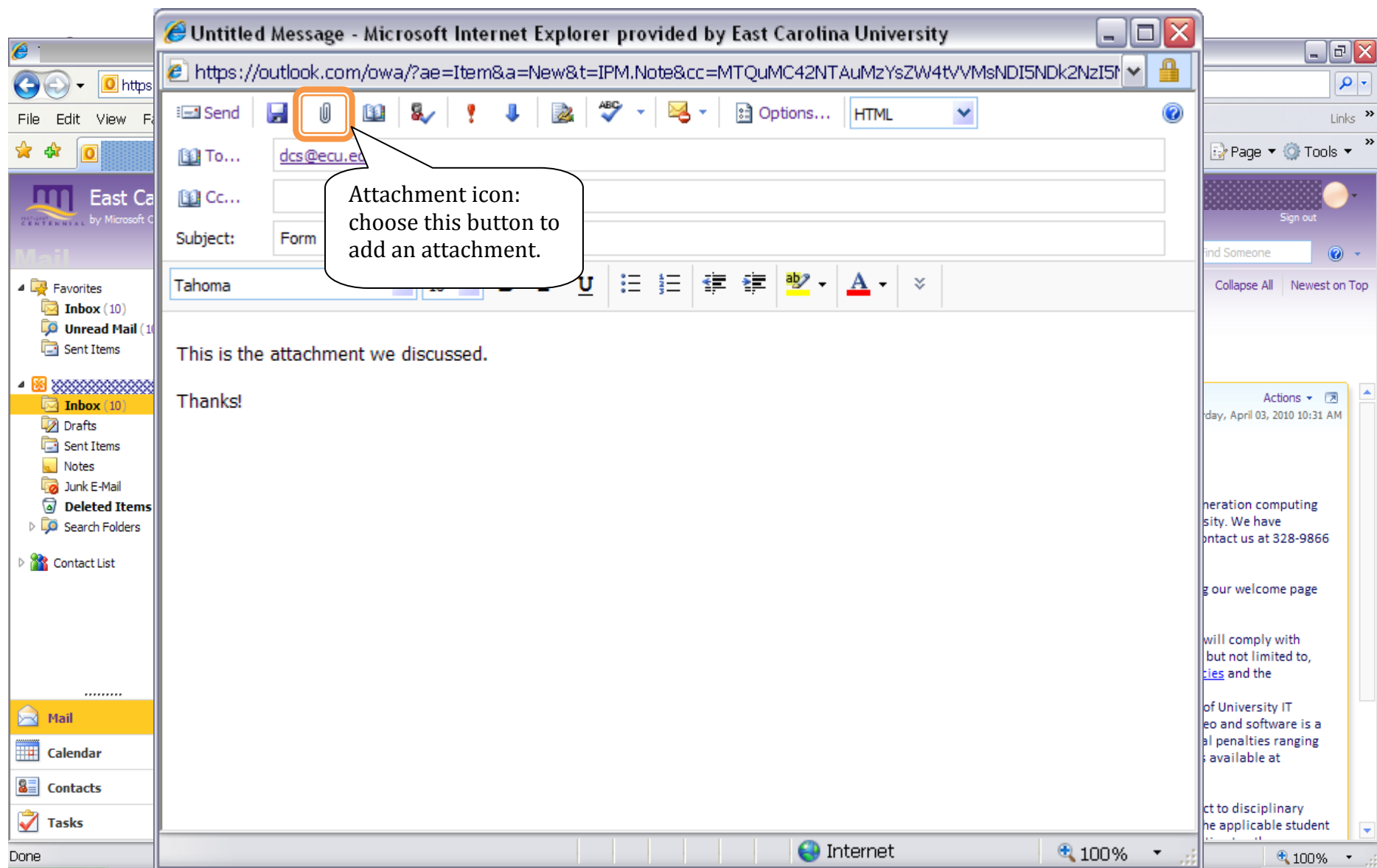
STEP 6: To Forward a Message: open the message and choose the FORWARD button.



STEP 7: Adding an attachment (file, picture, etc) to a message.

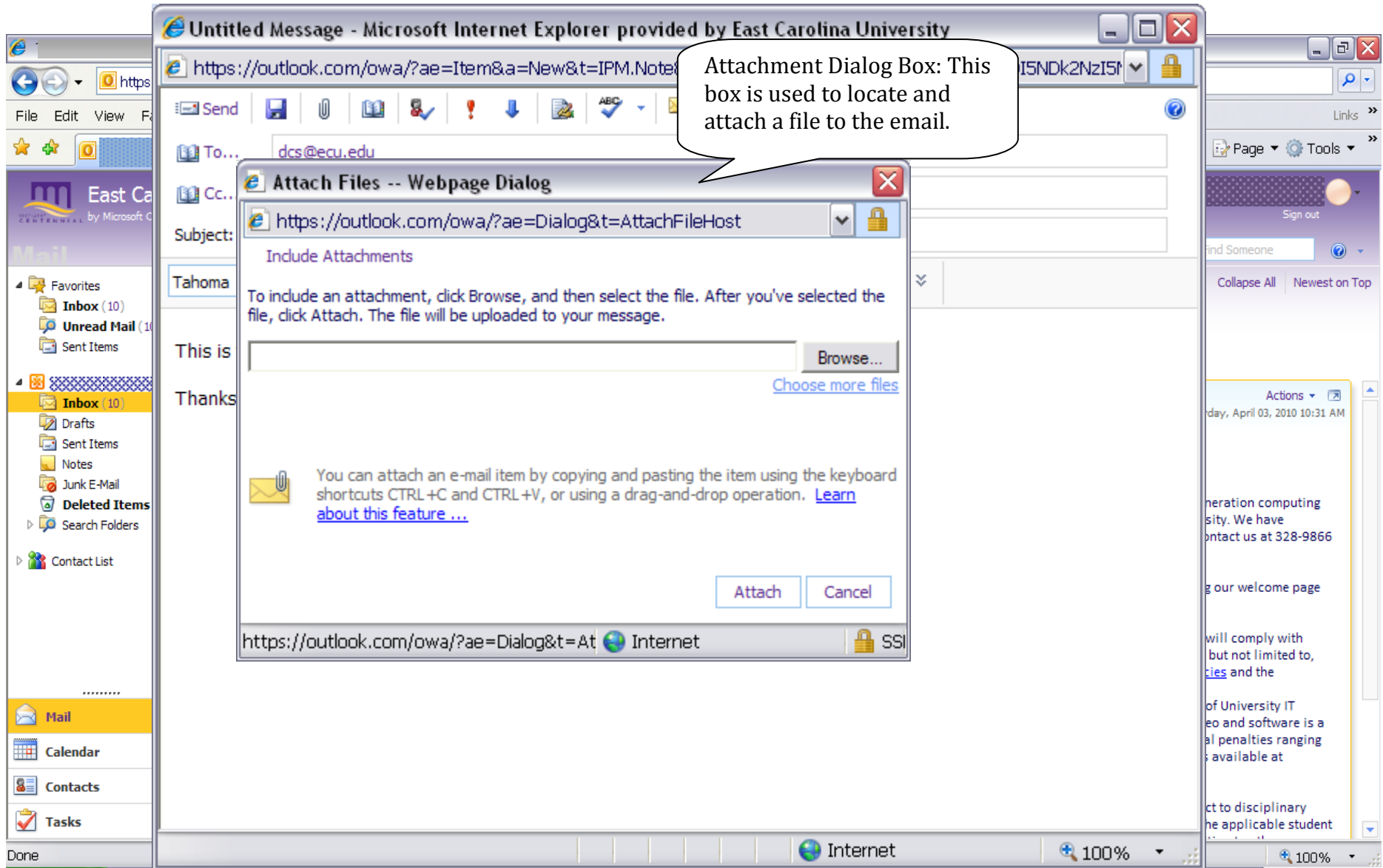
Part A: Click New Message, type the recipients address, subject and message (See steps 4A-4C above for details).

Part B: Click the paper clip icon at the top of the message on the toolbar. (See picture for icon).



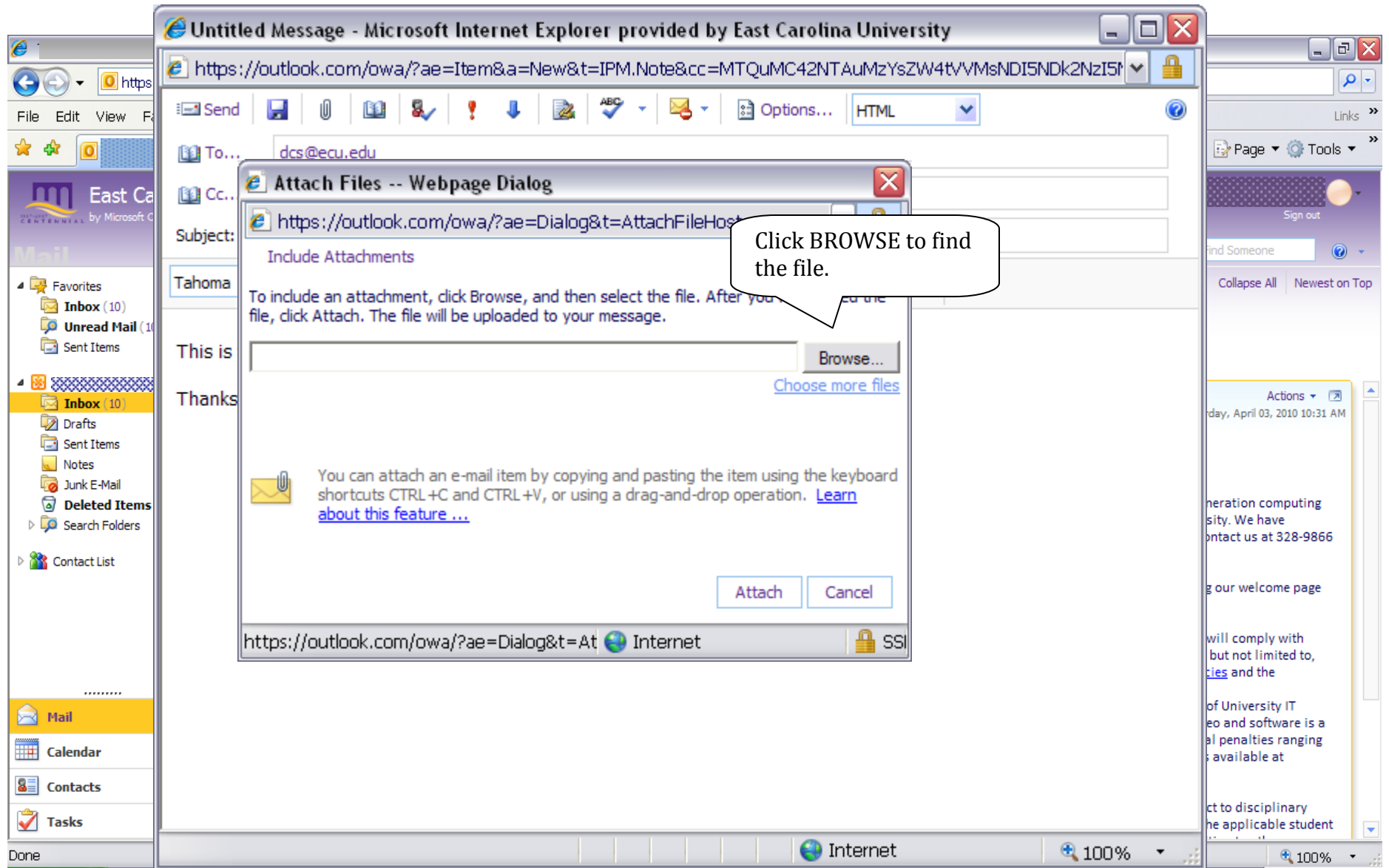
Step 7 – Part C: The attachment dialog box should appear.

NOTE: If the attachment window does NOT appear, your pop-ups may be blocked. Make sure your pop-up blocker is disabled in Outlook (see tips and tricks for how to disable pop-ups). If that does not work, right click on the icon, and choose 'Open in New Window'. This should override the pop-up blocker).

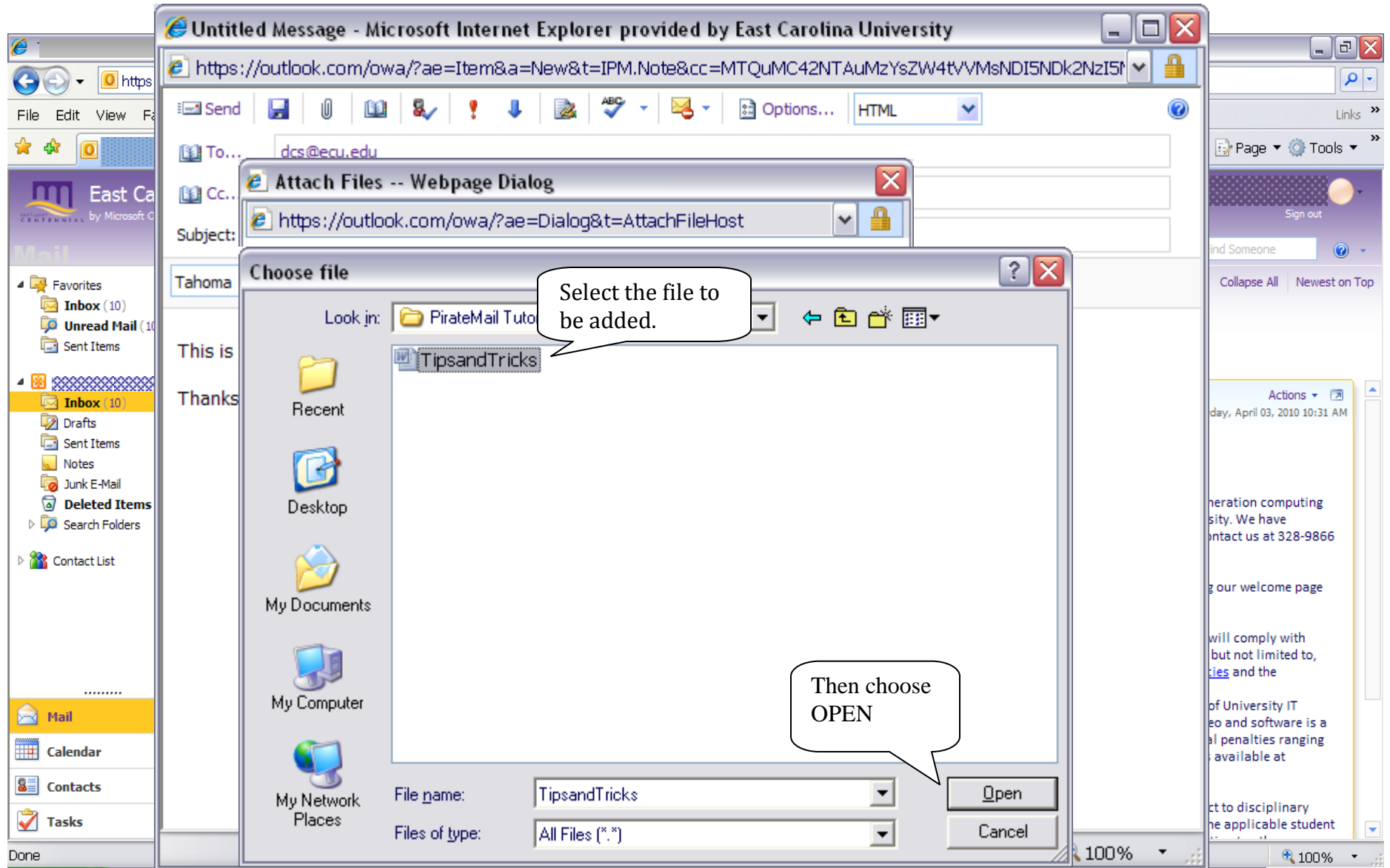


Step 7 – Part D: Select the appropriate file to be attached by clicking browse.

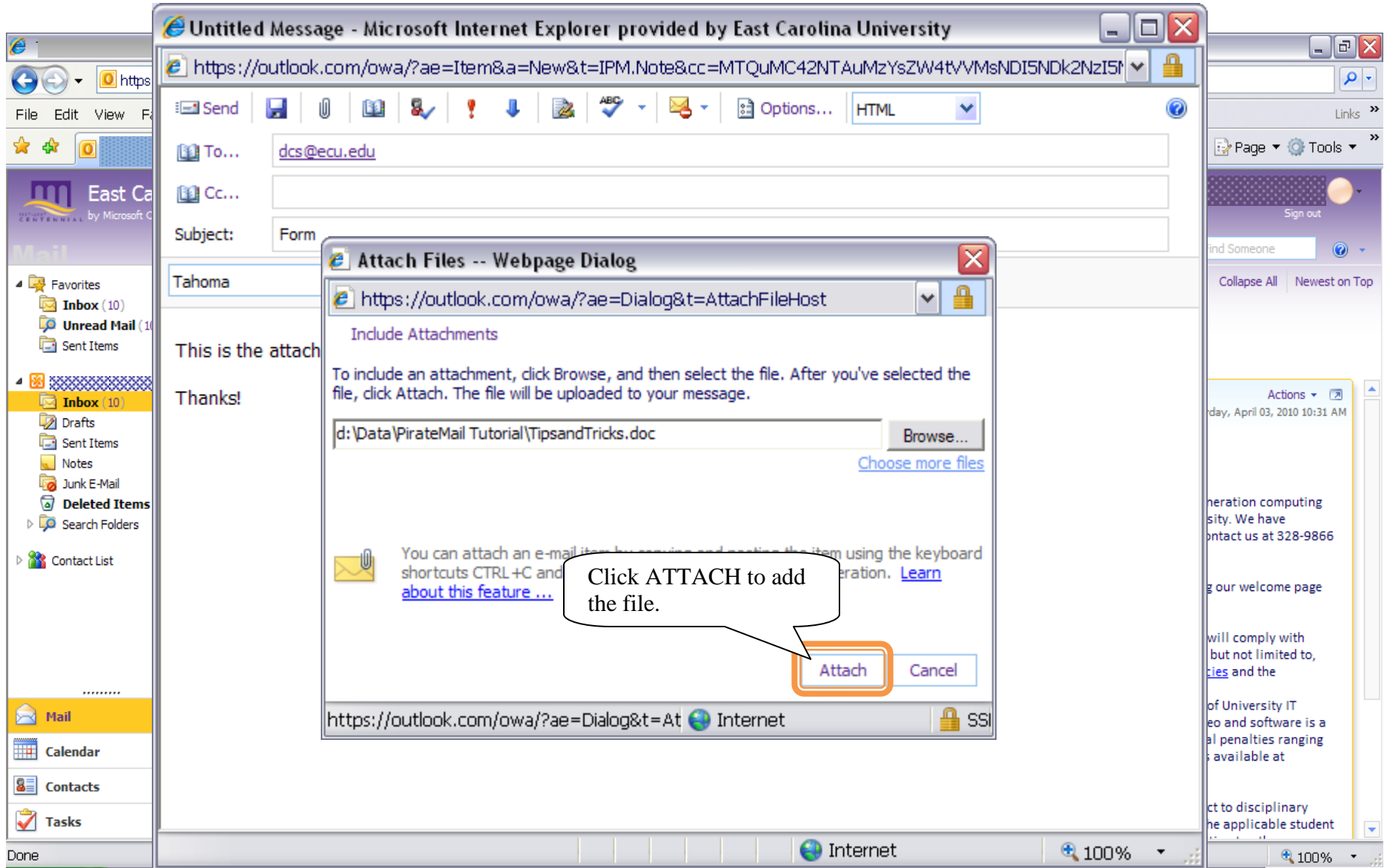
NOTE: The user will need to locate the file in the folder where it was saved. (For example: the hard drive, flash drive or floppy disk).



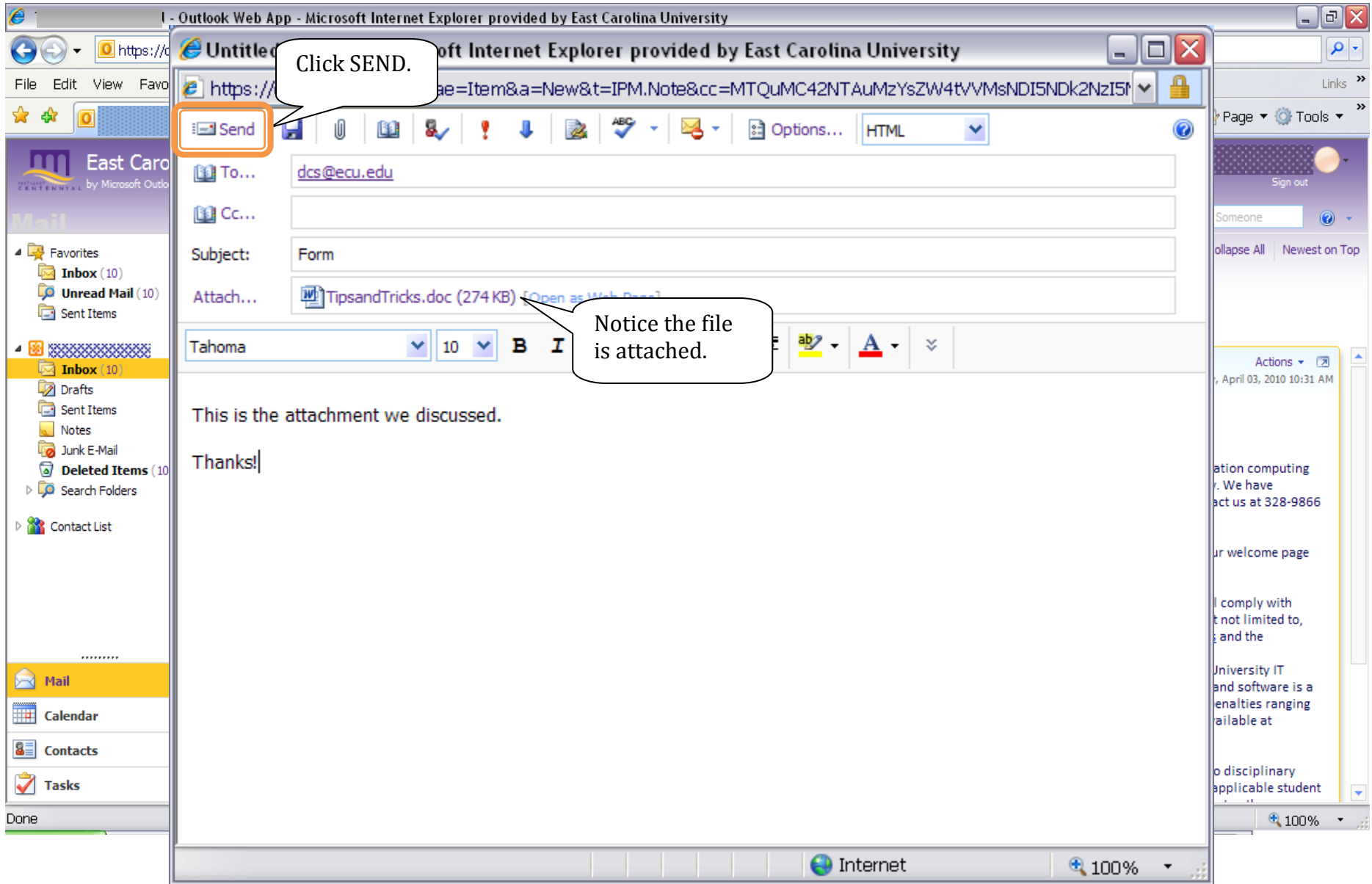
Step 7 – Part E: Find and select the file and then click OPEN to attach the file to the message.



Step 7 – Part F: Click attach to add the file to the message.



Step 7 – Part H: Notice the file is attached. The email can now be sent; click send.



STEP 8: To check for new messages, the system must be refreshed. Click the 'refresh button'.

The screenshot shows the Outlook Web App interface in Microsoft Internet Explorer. The browser title is "Outlook Web App - Microsoft Internet Explorer provided by East Carolina University". The address bar shows "https://outlook.com/owa/?wa=wsignin1.0". The page header includes "East Carolina University" and navigation links for "Home", "Mail", and "Profile". The main content area displays the "Inbox (21 Items, 10 Unread)" with a search bar and "Arrange by: Date" dropdown. A callout box with a speech bubble points to the refresh button (a circular arrow icon) in the top right of the inbox area, containing the text: "Click the REFRESH button to check for new messages." The inbox list shows several emails, with the most recent one being "Welcome to ECU!" from "Welcome19, ECU" dated 4/3/2010. The right pane shows the content of this email, which includes a "Welcome to ECU!" message and information about IT services and university policies.

Click the REFRESH button to check for new messages.

Welcome to ECU!

Welcome19, ECU [WELCOME19@ecu.edu] Actions

Saturday, April 03, 2010 10:31 AM

To: NEW_STUDENT19 [NEW_STUDENT19@ECU.EDU]

WELCOME!

Information Technology & Computing Services is committed to providing next generation computing services and resources to the faculty, staff, and students of East Carolina University. We have compiled a list of important web resources to assist you this semester. Please contact us at 328-9866 if you have any questions or comments concerning information technology.

You can learn about some of the IT services available at East Carolina by viewing our welcome page at <http://www.ecu.edu/itcs/welcome>.

By using these resources, you are accepting that you have read, understand and will comply with university policies and federal and state laws, regulations, and rules, including, but not limited to, university Information Technology policies located at www.ecu.edu/cs-itcs/policies and the University Student and Employee Computer Use Policy (<http://www.ecu.edu/cs-itcs/policies/staffstudentpolicy.cfm>) and United States Copyright law. All users of University IT services are reminded that unauthorized downloading and sharing of music, video and software is a violation of United States Copyright law and is punishable with civil and criminal penalties ranging from \$750 to \$200,000 and up to 10 years of imprisonment. More information is available at <http://www.ecu.edu/cs-itcs/policies/copyrightstu.cfm>.

University employees who violate university computer use policies will be subject to disciplinary action up to and including dismissal. Student violations are misconduct under the applicable student