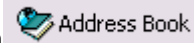


BCC GroupWise Student E-Mail System

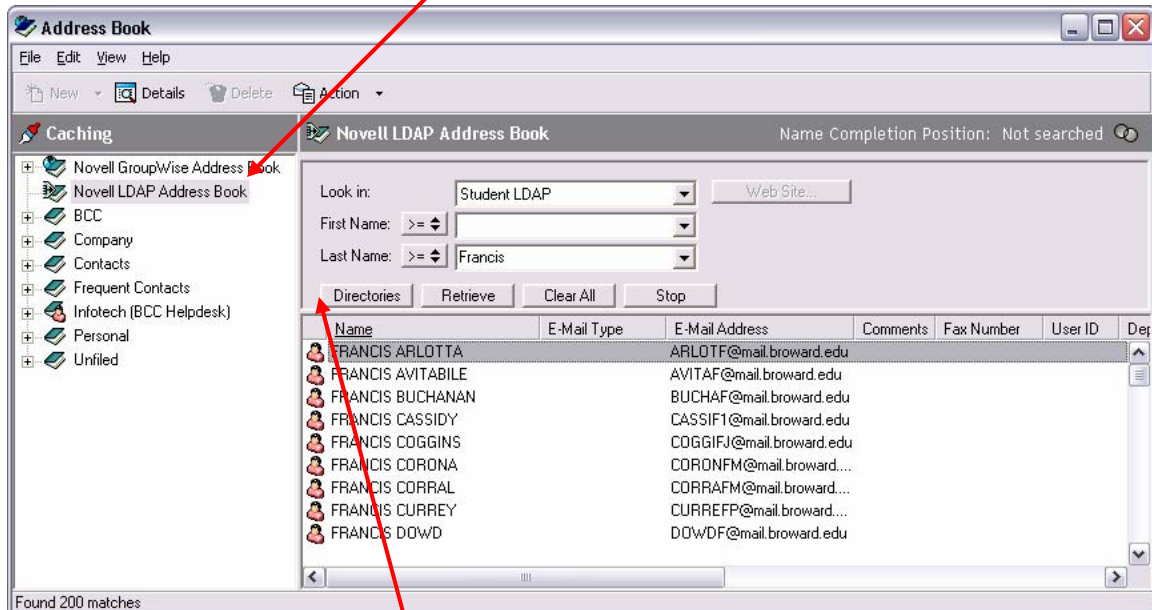
This document is broken down into three sections – how to set up your LDAP Address Book to be able to look up students' e-mail accounts, how to look up and send e-mail to individual students, and lastly, how to send e-mail to distribution lists (class rosters).

Part I: Setting up LDAP Mailbox

1. From your main GroupWise mailbox, click on the Address Book icon



2. In the left window select the **Novell LDAP Address Book**. If you do not have this tab, please contact the Help Desk at x7521 for further assistance. The screen should look similar to the one shown below:



3. Select the button **Directories**.

4. On the **Internet Directory Accounts** window, select the **Add** button. This will step you through a set-up wizard for the BCC Student E-Mail Directory.

5. The first screen asks you to enter an account name. To keep everything synchronized throughout, enter **Student E-Mail System** and click the **Next** button.

6. The next window will ask you to “enter the directory server address and port number.” The information to be filled in as indicated in the graphic below:



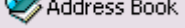
7. When you are finished filling in the fields, click the **Finish** button.

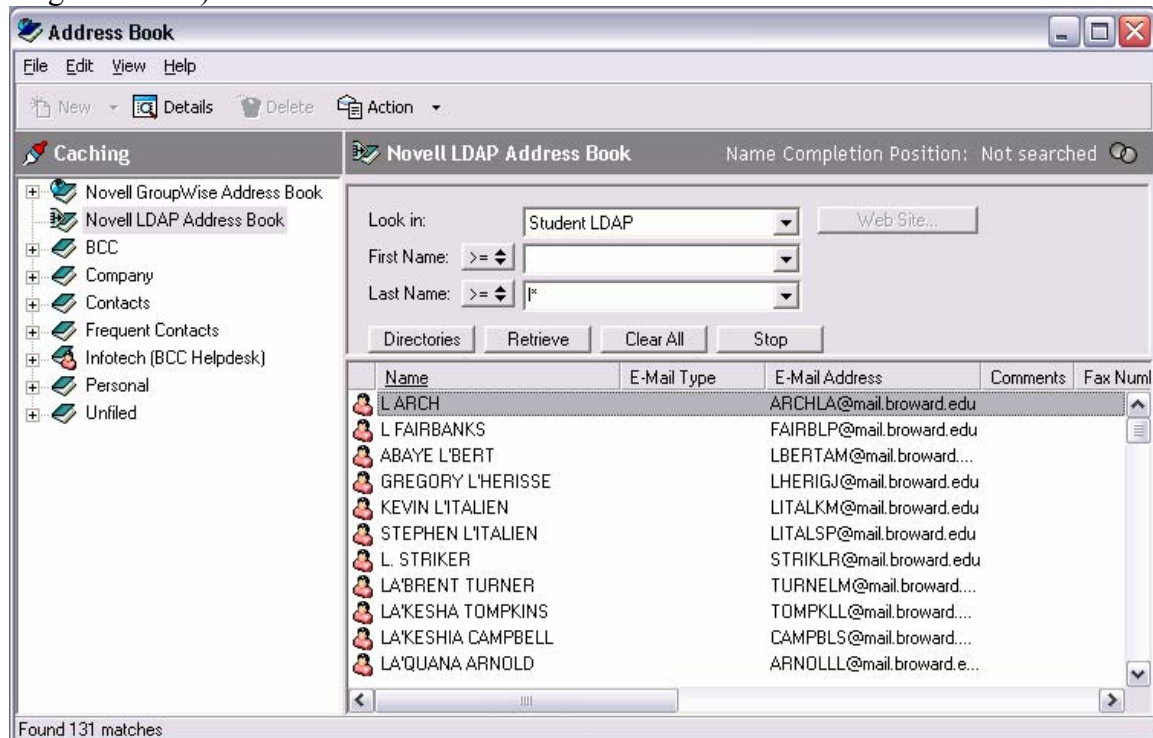
8. The **Internet Directory Account** window will reappear. Select the **Student E-Mail System** directory name and click on the **Set as Default** button. Your Student E-Mail System directory is now ready for use.

Part II: Sending E-Mail Messages to Individual Students

The following information will assist you in looking up student e-mail accounts as well as sending email to individual students.

To look up an individual student's e-mail address:

1. From your main GroupWise mailbox, select the Address Book icon .
2. Select the **Novell LDAP Address Book** tab.
3. The **“Look In:”** field should be populated with the **Student E-Mail System** that was created in Part I of this documentation. If not, select **Student E-Mail System** from the drop-down menu.
4. In the **Display Name** field, enter in the *Last Name* of the student you would like to send e-mail to. If you are not sure of the spelling, entering the first several letters of the name will also work.
5. Click on the **Retrieve** button. The field below will populate with student IDs (see diagram below).



6. Just as in the **Novell GroupWise Address Book**, either double-click on the name you would like to send mail to or click and drag the name into the **To:** field.

7. Once you've completed selecting your name(s), click on the **Mail** button and compose your GroupWise mail to be sent. If you already know a particular student's e-mail ID, you can simply send a GroupWise e-mail to studentID@mail.broward.edu ("*studentID*" being the student's assigned e-mail ID).

Part III: Sending E-Mail To A Distribution List

The following instructions will assist you in sending assignments, lessons, information, etc. to a class via *Distribution Lists*.

Distribution Lists, in the **Student E-Mail System**, are created via a combination of the *Common Course Number* and the six-digit *Reference Number* for each class. For example, an English Composition instructor may send an e-mail to the Distribution List **ENC1102246607**, which would contain the names of all students registered for this course.

To send an e-mail to a student Distribution List, in GroupWise,

1. Click on the **Compose New Mail** icon



2. In the **To:** field, enter the following: distributionlist@mail.broward.edu
(“*distributionlist*” is the combination course number and reference number).

3. Compose your e-mail as you normally would and click **Send**. Your e-mail will be distributed to all students registered for the course you referenced in your Distribution List name.

If you have any questions regarding this documentation, or need additional assistance with the Student E-Mail System, please contact the Help Desk at 201-7521 and someone will be more than happy to assist you.