



Campus Pipeline™ Web platform
GETTING STARTED GUIDE

Version
3.1

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ABOUT THIS GUIDE

Welcome to the Campus Pipeline™ revolution. As an individual who will be using the Campus Pipeline Web platform, you play a large role in making the system successful. To help you in this task, this guide contains general information about the Campus Pipeline Web platform and abbreviated procedures for logging in and using applications like Chat, Message Boards, and E-mail.

WHO IS IT FOR?

This guide is designed for anyone who will be using the Campus Pipeline Web platform to access information about school resources, course tools like Chat or Message Boards, or the e-mail system provided by Campus Pipeline.

WHERE DO I FIND MORE INFORMATION?


This guide is intended to be a primer to help you get acquainted with the Campus Pipeline Web platform. You can use this guide prior to logging in for the first time, or as a reference while using the system. As a primer, this guide provides limited information. For additional information about the Campus Pipeline Web platform, the pages that constitute the site, or the applications that are provided with the software, consult the help files that are included with the system.

WHAT'S IN THIS GUIDE?

This guide contains information about the following activities that you will perform as you work with the Campus Pipeline Web platform, including:

- ◆ Logging in to the system
- ◆ Navigating through the areas of the system
- ◆ Accessing Administrative Services

- ◆ Accessing Course Resources, including course lists, course home pages, and applications like Chat and Message Boards
- ◆ Accessing the E-mail Center and using the basic features of the e-mail application.
- ◆ Accessing the Calendar application and using its basic features.

 **Note:** *The illustrations and product descriptions contained in this guide correspond to the Campus Pipeline Web platform distributed under a variety of license models. Subsequently, many of the illustrations of Campus Pipeline pages contained in this guide may differ slightly from the Campus Pipeline pages that will be implemented at your school.*

ALTERNATE FORMAT

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GETTING STARTED

GETTING STARTED

Welcome to the Campus Pipeline™ platform. As a member of our educational revolution, you have unprecedented access to all of the information and services you need to make your academic career a success.

This guide provides valuable information that will help you get acquainted with the Campus Pipeline Web platform, and step-by-step instructions that will help you as you begin to use the system, including:

- ◆ Procedures for logging in
- ◆ An overview of the major areas and applications available through the Campus Pipeline system
- ◆ Specific information and procedures for using the Campus Pipeline E-mail Center and Calendar application

This guide is intended to help you get started. For additional information that may be required to access or use the Campus Pipeline Web platform at your school, you may need to contact your campus information system staff. Such items may include:

- ◆ The uniform resource locator (URL) for the Campus Pipeline server on your campus
- ◆ Your user identification (Login Name)
- ◆ Your password

- ◆ Any information related to existing campus e-mail systems and accounts that might be accessible through the Campus Pipeline system.

This and other important information may have been provided in an additional handout generated by your school to support this guide or your school's specific Campus Pipeline implementation. If your school has supplied such a handout, please refer to it as you work through this guide.

For additional procedures and information about using the E-mail, Chat, Message Board, and Calendar applications, refer to the online help that is available with the Campus Pipeline software. To access this online help, click the Help link that you see displayed in the top navigation bar, or within the E-mail, Chat, Message Board, or Calendar applications.

LOGGING IN

The first step to getting started with the Campus Pipeline™ Web platform is logging in. In order to log in to the Campus Pipeline Web platform, you must:

- ◆ Use a computer equipped with a standard Web browser like Microsoft Internet Explorer or Netscape Navigator. The following versions are supported:

Vendor	Operating System	Versions
Netscape	UNIX	4.78
	Windows and Macintosh	4.51, 4.78
<i>Netscape 6.0 is not supported</i>		
MS Internet Explorer	UNIX	5.0
	Windows	5.01, 5.5
	Macintosh	5.0, 5.1
AOL	Windows and Macintosh	5, 6

- ◆ Know the Internet address (uniform resource locator, URL) for the Campus Pipeline server at your school.
- ◆ Be a registered Campus Pipeline user, having both a school issued user identification (Login Name) and a password.

If you are unsure what the URL for the Campus Pipeline server is, whether you are a registered Campus Pipeline user, or what your user identification and password are, please contact your campus administrator or refer to any supplementary handouts that may have been provided by your school.

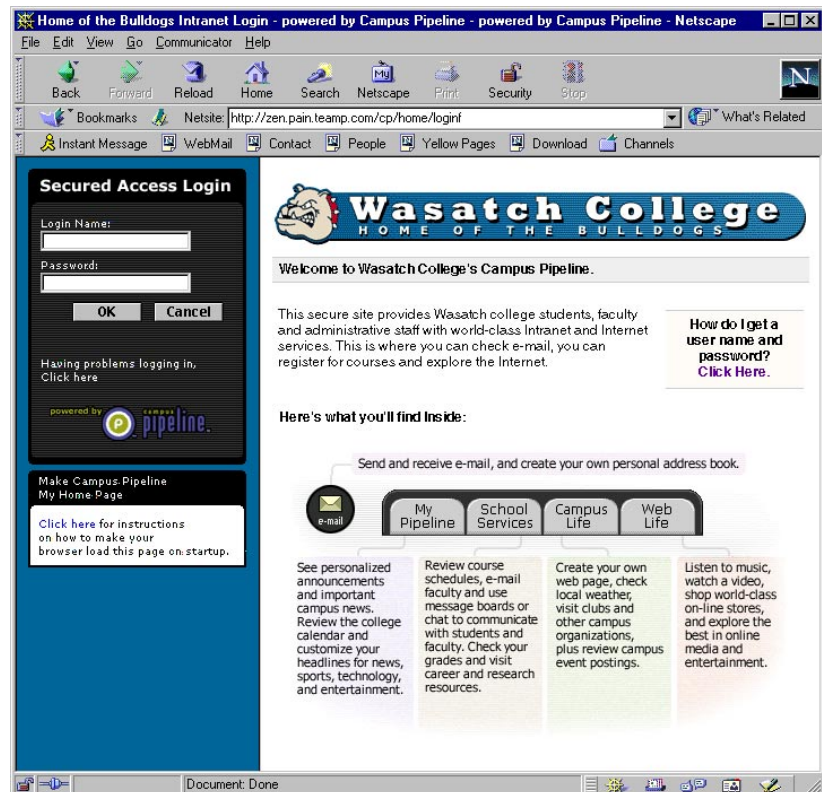
To log in to Campus Pipeline, use the following steps.

- 1. Launch your computer's Internet browser.**

2. **At the netsite, address, or location line, enter the URL for the Campus Pipeline server on your school campus.**

The uniform resource locator (URL) for the Campus Pipeline server at your school has been defined by your school's information system department. If you do not know the URL for the Campus Pipeline server, contact your campus administrator.

If you have entered the correct URL, you see the Campus Pipeline Login page, similar to that illustrated below.



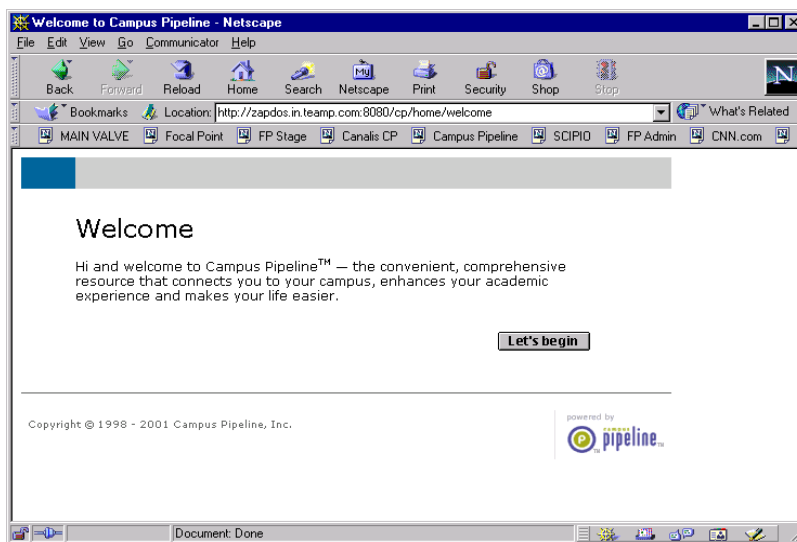
- **Tip:** After you access the Login page, you should bookmark it. Depending on your Web browser, you do this in one of two ways. For Netscape Navigator, click the Bookmarks icon on the Location Toolbar, and then select the Add Bookmark option. For Internet Explorer, select the Favorites menu, and click the Add to Favorites option. After you bookmark the Login page, you can access Campus Pipeline without typing in a URL by clicking on the Campus Pipeline page in your bookmark or favorites list. You may also make this your home page. To do so, click the "Make Campus Pipeline my home page" link and follow the directions for your specific browser.

3. **Locate the Secured Access Login section of the page and enter your Login Name and Password.**

Your login name and password are case sensitive and have been defined by your school's information system department. If you do not know your login name or password, contact your campus administrator.

4. Click OK.

If you have entered the correct Login Name and password combination, and this is the first time you have accessed the Campus Pipeline system, you see the Campus Pipeline Welcome page, similar to that illustrated below.



If you have previously accessed the Campus Pipeline system and filled out the identification survey (which may be necessary depending on how your school has licensed the Campus Pipeline software), you are automatically transported to the My Pipeline page after login. For information on the My Pipeline page and other Campus Pipeline components, move to page 9.

5. Click the Let's Begin button.

You may see a survey page, similar to that illustrated below.

PERSONAL PROFILE
set up your personal profile

STEP 1 OF 2

To make the most of your Campus Pipeline experience, just set up your Personal Profile by telling us a little bit about yourself. Sharing this information will help us customize the Campus Pipeline platform to fit your needs and provide you with exclusive benefits from our partners. Of course, setting up your Profile is completely voluntary. Choosing not to share this information will not affect the Campus Pipeline features available to you.

If you want to participate in the exclusive benefits explained in this survey ([step 2](#)), you must complete the questions indicated by the * symbol.

* First Name Initial

* Last Name

* Zip/Postal Code

* Birth Date 19

* Gender

* Degree Sought

Primary Area of Study/Research

Month/Year you expect to graduate

Besides academics, what else are you generally interested in?
[Select as many as you like]

Student/On campus groups or clubs Athletics
 Movies/TV Music
 Plays/Opera/Performing Arts Literature/Books/Writing

MORE ABOUT YOUR PERSONAL PROFILE
Again, filling out your Personal Profile is completely voluntary. By completing the survey, you will have agreed to allow Campus Pipeline to collect and use this information in accordance with our privacy policy.

Keep in mind that you can edit the information you share at any time - just head to the Personal Profile link under "Options" at the top left of every page to make changes. Information that you enter here will not alter or update your official school records. To update your official records, head to the School Services area of the Campus Pipeline platform.

ABOUT OUR PRIVACY POLICY
Any information that you share will be used to improve our product and personalize content, offers, or messages so they are relevant to your interests and educational needs. We will not transfer your personal information to any third party without your permission.

* See [Frequently Asked Questions](#) about Campus Pipeline, privacy, and user information.
* See [Campus Pipeline's Privacy Policy](#)

6. Use the links that have been provided to review FAQs about Campus Pipeline, or to review the privacy policies maintained by Campus Pipeline and your own school.

If you elect to review these FAQs or privacy policies, you will see “Return to Previous page” links that allow you to return to the Personal Profile.

7. Scroll through the Personal Profile page and fill in all appropriate information.

Campus Pipeline uses this information to better understand the individuals who are using our software and to customize informational content. We encourage you to fill out this information.

8. Click the “I accept” button.

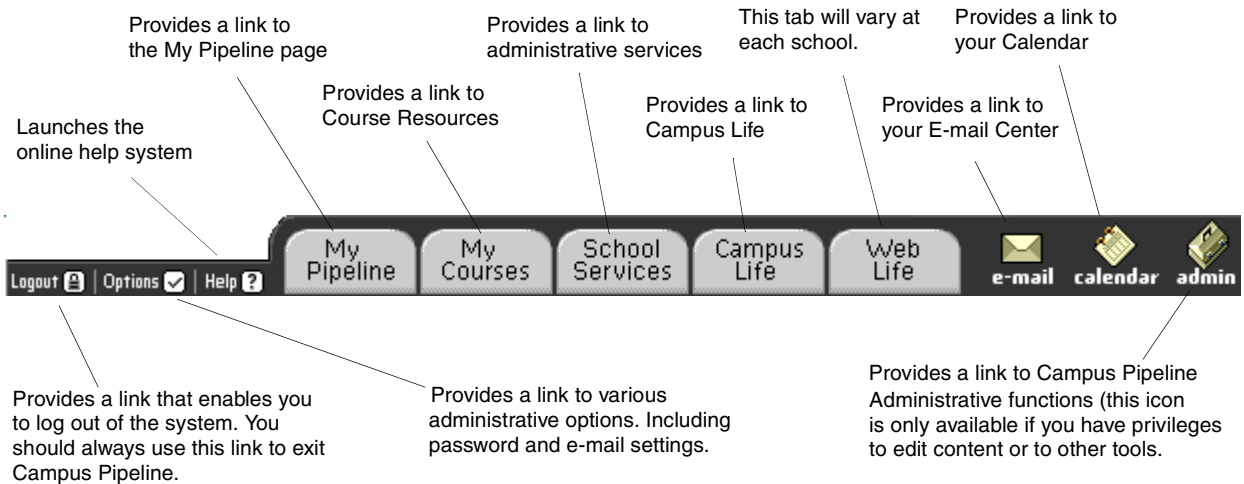
If you choose not to fill out the survey, click the “I do not accept” button.

Congratulations; you have successfully logged in to the Campus Pipeline system. On future visits you will not be asked to fill in personal information; rather, you will be transported directly to the My Pipeline page.

The remaining sections of this guide describe the My Pipeline pages, as well as the other pages and applications available within the Campus Pipeline system, including the E-mail Center, which allows you to send and receive e-mail on and off campus, the Chat application, which allows you to access course-specific Chat rooms to communicate with colleagues and professors, and the Message Board application, which allows you to participate in online discussions for each of your classes.

GETTING ACQUAINTED

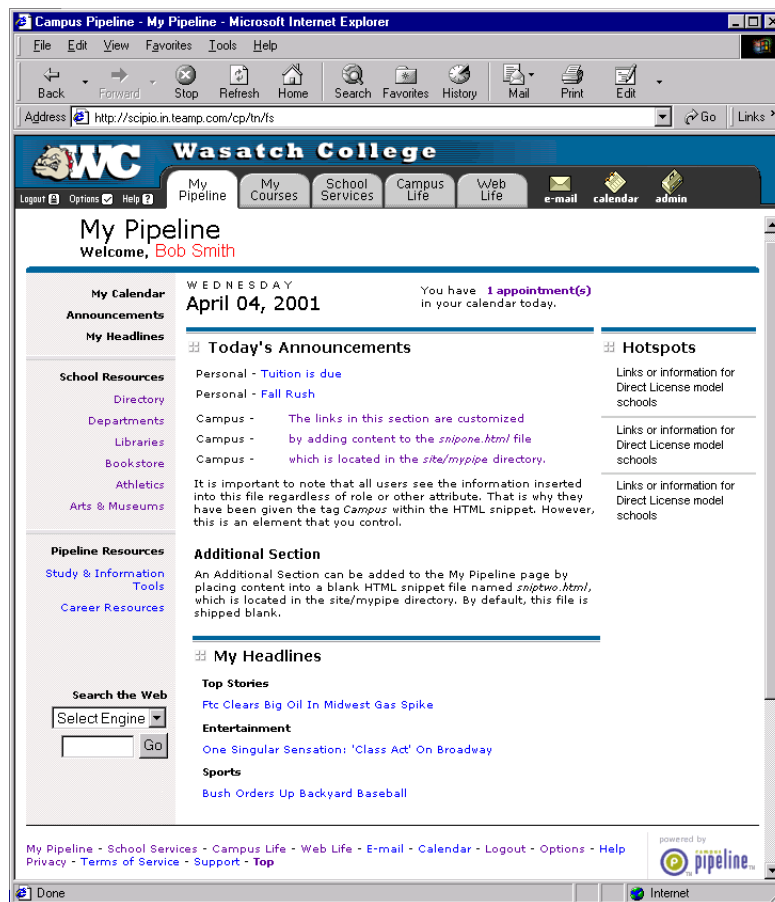
After you have logged in to the Campus Pipeline™ system, you start on the My Pipeline page. However, the main navigation bar (illustrated below) provides links to all of the pages described in this section.



The illustrations provided in this section represent generic pages designed by Campus Pipeline to fit the needs of any school. The color schemes, logos, and informational content of these pages as you see them when you log in may differ slightly depending upon how they have been customized to meet the needs of your school.

MY PIPELINE

The My Pipeline tab is your Campus Pipeline starting point. When you log in to the Campus Pipeline system, you are automatically routed to this tab. As illustrated below, the tab provides access to a wide range of campus information, other Campus Pipeline resources, and search engines that you can use to look up information on the Internet.



Notice that your name appears in the top left-hand corner of the page. When you use the Campus Pipeline platform, it is customized for you. All of the changes that you make to page content and to preferences for the E-mail Center and other applications are saved in your own user profile.

If you see a Personal Profile link under Campus Pipeline Services your school has licensed the Campus Pipeline software in such a way as to support the login survey. Click this link to edit any of the information that you provided during your initial login. Use the links on the navigation bar and in the page itself to navigate through the Campus Pipeline system and visit other areas.

If your school has enabled the Pipeline Resources links, you can use the Study and Information Tools and Career Resource links to access many Internet sites that specialize in job listings, career building, or study related information.

Also notice the My Headlines link, which provides access to the My Headlines page.

MY HEADLINES

With information about national and international news, local and regional weather forecasts, stock quotes and market snapshots, horoscopes, search engines (to find people, places, or even government services), lottery results, and more, we've designed My Headlines to be a window into what's happening in the world just outside of your campus and beyond. As illustrated below, all of the display options are customized to your interests and your location.

The screenshot shows a Netscape browser window titled "Campus Pipeline - My Pipeline - Netscape". The address bar shows "http://that.in.teamp.com/cp/tn/ts". The page header includes "Wasatch College" and a navigation menu with "My Pipeline", "My Courses", "School Services", "Campus Life", and "Web Life". Below the header, there are several sections:

- Change Options:** Content / Layout
- Services:** A list of links for various services like "Sync your PCs & devices", "Online investing", "Auctions", etc.
- Stock Quotes:** A table showing stock prices for INSP, AMZN, and DIS.

Symbol	Last Trade	Change
INSP	52 21/32	▲ 21/32 (1.26%)
AMZN	36	▼ 1/8 (-0.35%)
DIS	38 1/16	▲ 1/16 (0.16%)
- Sports:** "Show: My Teams Yesterday", "AL Games", "No games for this league".
- Directory Search:** Fields for Last Name, First Name, City, Province/State, and Country (required). A "Find People" button is at the bottom.
- My Links:** Links to "Library of Congress" and "Dept. of Education".
- Horoscope:** "Cancer: July 10" with a short horoscope text.

To set the display content and layout options for My Headlines, click the Content/Layout link located at the top left-hand corner of the page. The Content link opens a page that allows you to select and deselect from the following content items:

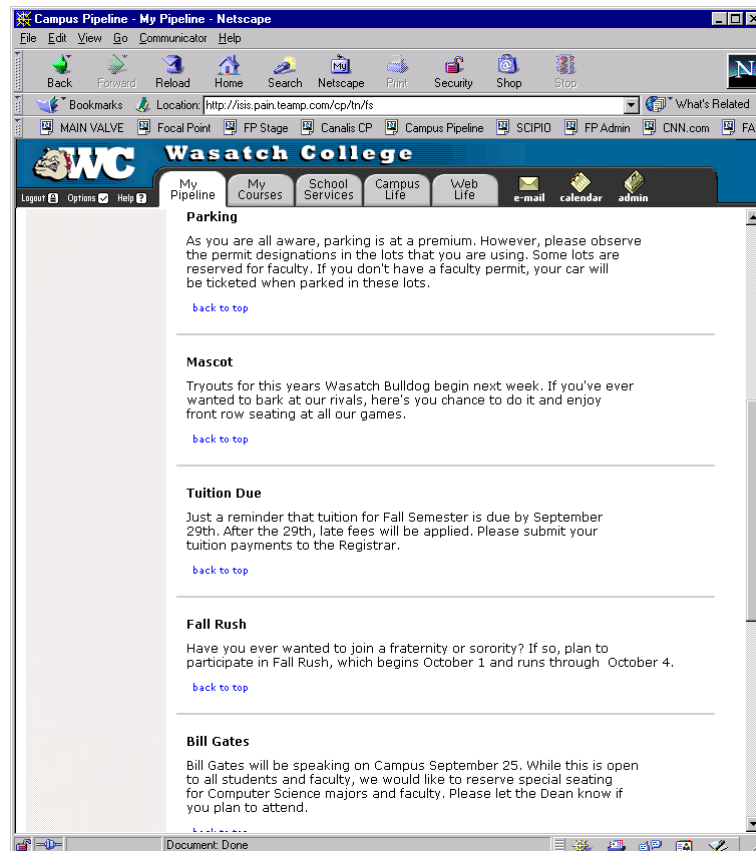
- ◆ Services
- ◆ Search Forms
- ◆ News

- ◆ Sports
- ◆ Weather
- ◆ Stocks
- ◆ Links
- ◆ Horoscopes

For more information about adding, editing, or customizing the content or display of the My Pipeline page, click the Help link to access online help files that provide information and procedures for a range of topics.

PERSONAL ANNOUNCEMENTS

In addition to My Headlines, the My Pipeline page contains a section of Personal Announcements which are tailored to your needs. These announcements are sent by your school administrators and the information they contain is specific to your role on campus (student, instructor, etc.), your major, or a class that you are enrolled to attend or assigned to teach. As illustrated below, clicking on a Personal Announcement link opens a page containing all announcements that have been directed to you.



MY COURSES

The My Courses page provides quick, at-a-glance information about your current class schedule, including the title, section, department, link to the home page, and link to instructor's e-mail address for every course that you are currently enrolled in, as illustrated below.

The screenshot shows the 'My Courses' page for Wasatch College. The browser window title is 'Campus Pipeline - School Services - Microsoft Internet Explorer'. The address bar shows 'http://scipio.in.teamp.com/cp/tn/fs?n=ssm'. The page header includes the Wasatch College logo and navigation links for 'My Pipeline', 'My Courses', 'School Services', 'Campus Life', 'Web Life', 'e-mail', 'calendar', and 'admin'. The main content area is titled 'My Courses' and includes a date 'April 04, 2001'. A dropdown menu for 'Course Schedule for:' is set to 'Fall, 2001'. Below this is a table titled 'Courses I'm Attending:' with columns for 'Fall, 2001:', 'Sec.', 'Dept.', and 'Instructor(s)'. The table lists two courses: 'COBOL I' (Sec. CS 234001, Dept. Computer Science, Instructor Mark Johnson) and 'COMPUTER BUSINESS APPLICATIONS' (Sec. CS 150001, Dept. Computer Science, Instructor Stephen Smith, email stephen@in.teamp.com). To the left of the table is a sidebar with 'Administrative Services', 'School Resources' (Directory, Departments, Libraries, Bookstore, Athletics, Arts & Museums), 'Pipeline Resources' (Study & Information Tools, Career Resources), and a 'Search the Web' section. Below the table is an 'Academic Bulletin' section with a photo of Dr. Marjorie Peters and a notice about file management. The footer contains navigation links, a 'powered by pipeline' logo, and copyright information for 1998-2001 Campus Pipeline, Inc.

Fall, 2001:	Sec.	Dept.	Instructor(s)
COBOL I	CS 234001	Computer Science	Mark Johnson
COMPUTER BUSINESS APPLICATIONS	CS 150001	Computer Science	Stephen Smith stephen@in.teamp.com

To access a course home page, you click that course's title. From that page, you can access a course-specific chat room or message board using a menu similar to that illustrated below:

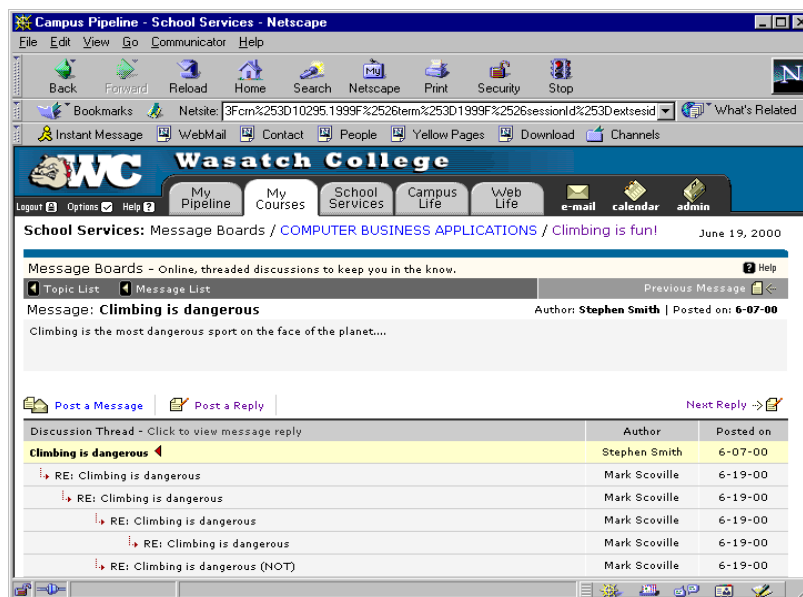
Course Tools

- ▶ [Message Board](#)
- ▶ [Calendar](#)
- ▶ [Course Chat](#)
- ▶ [E-mail Class](#)

MESSAGE BOARD APPLICATION

The Message Board application functions as a set of online bulletin boards that classes can use for fostering extended on-line discussions. The Campus Pipeline system automatically creates a designated message board for each unique course. Only the course instructor and students enrolled in the course can view or post messages on the message board.

The message boards consists of a list of topics. As participants post messages to topics, and as other participants respond to these messages, discussion “threads” are formed. These “threads” are illustrated in the figure below:

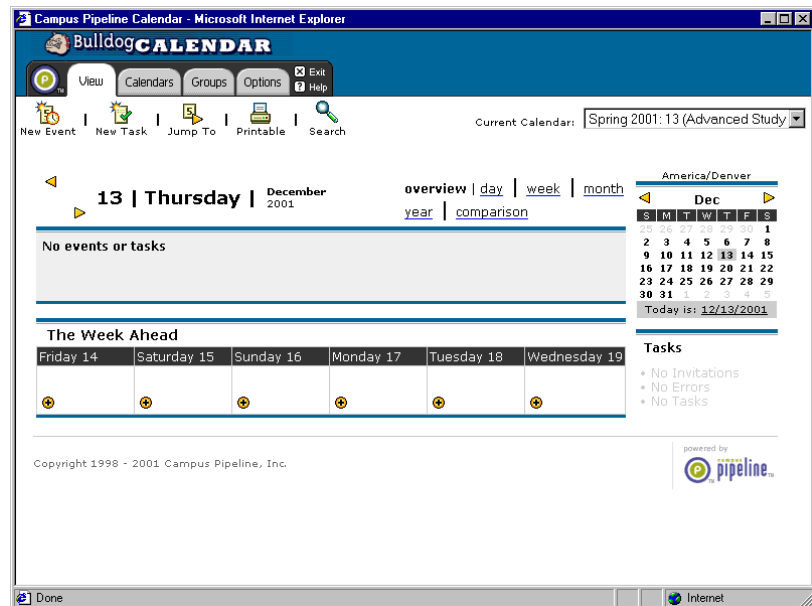


In contrast to chat discussions, which are transient, message board dialogue tends to be more enduring. Since messages are posted for long periods of time, message boards tend to foster discussions which can take place over the course of days or weeks.

CALENDAR APPLICATION

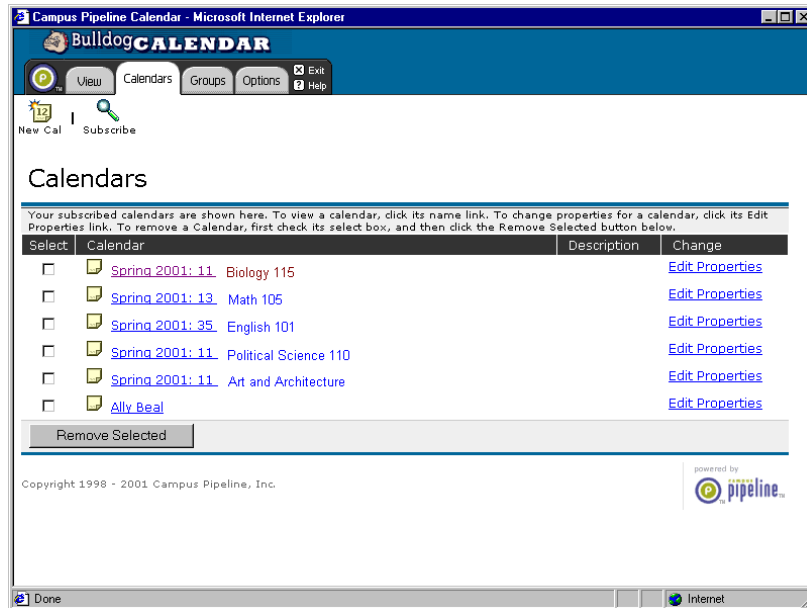
The Calendar application provides access to your personal calendars and to calendars that have been created for each of the classes in which you are enrolled or teaching. If you are a professor, you can update the calendar with events or reminders that everyone enrolled in the class may view.

When you click the calendar icon, you see a window similar to the following that opens to a view of the selected calendar. If you are clicking into the Calendar application from a course homepage, the calendar for that course will be the selected calendar:

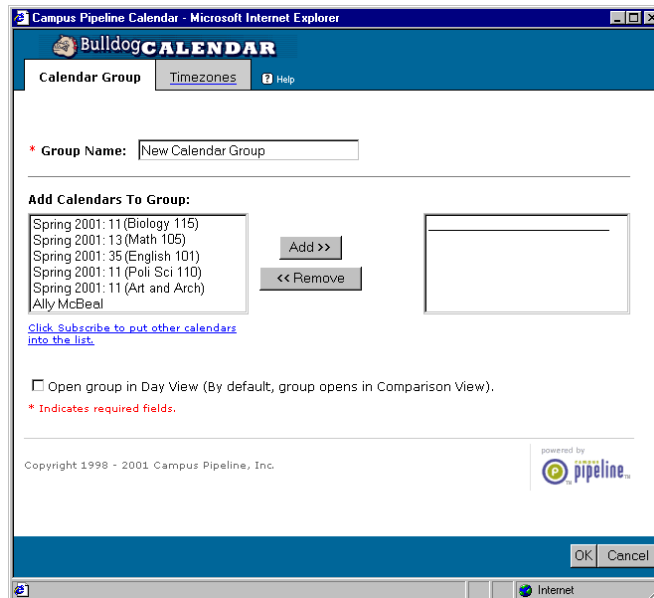


Notice that you can change the view to be daily, weekly, monthly, or even yearly. Notice also the drop-down menu that lets you change views for any of the calendars to which you are subscribed.

The tabs let you also view details about each calendar to which you are subscribed, as illustrated below:



Or (from the Group tab) to group any of the calendars to which you are subscribed.



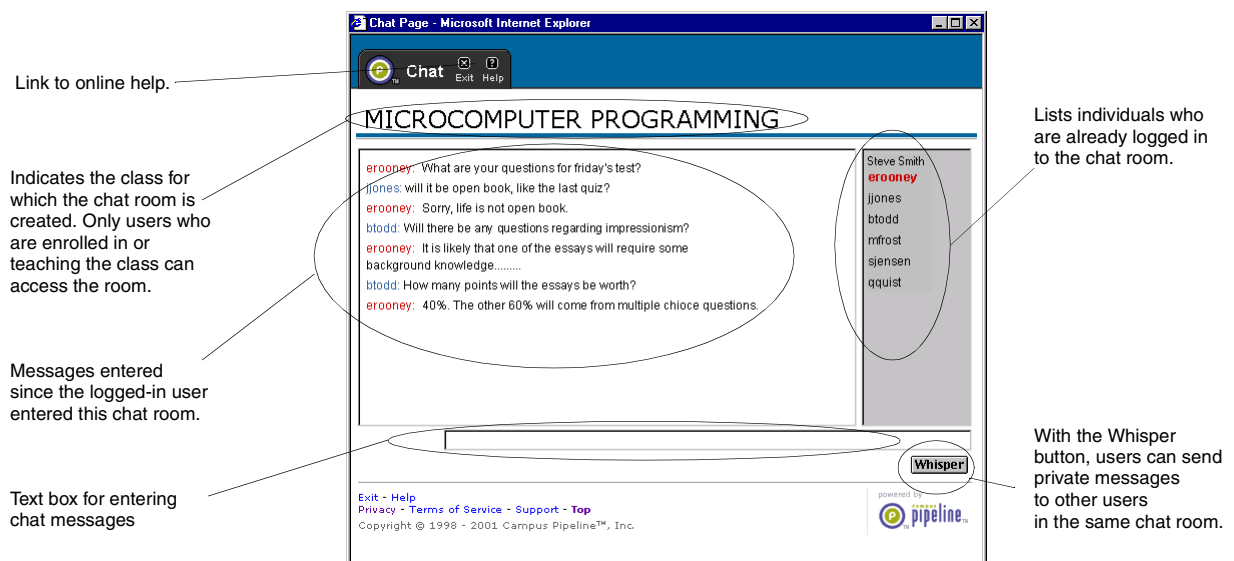
Grouping calendars allows you to create a combined view of all events or reminders.

CHAT APPLICATION

The Chat application is used primarily for student-to-instructor communication, but is also designed as a community-building tool for general use in the Campus Pipeline platform.

The Campus Pipeline system automatically creates a designated chat room for each unique course. Only the course instructor and students enrolled in the course can join the chat room. After joining a chat room, students and instructors can send private messages to one or many users in the room, using a “Whisper” button.

The user interface displays the group chat messages, whisper messages addressed to the user, a text box for entering messages, a list of all chat room participants, and a link to online help for the Chat application. These elements are illustrated in the figure below.



STUDY AND INFORMATION TOOLS

The Study and Information Tools link provides access to Internet resources that you can access to get information on a wide range of topics. As illustrated below, each topic provides a link to an expanded list of resources.

Note: Depending on how your school has licensed the Campus Pipeline Web platform, you may not see a Study and Information Tools link.



CAREER RESOURCES

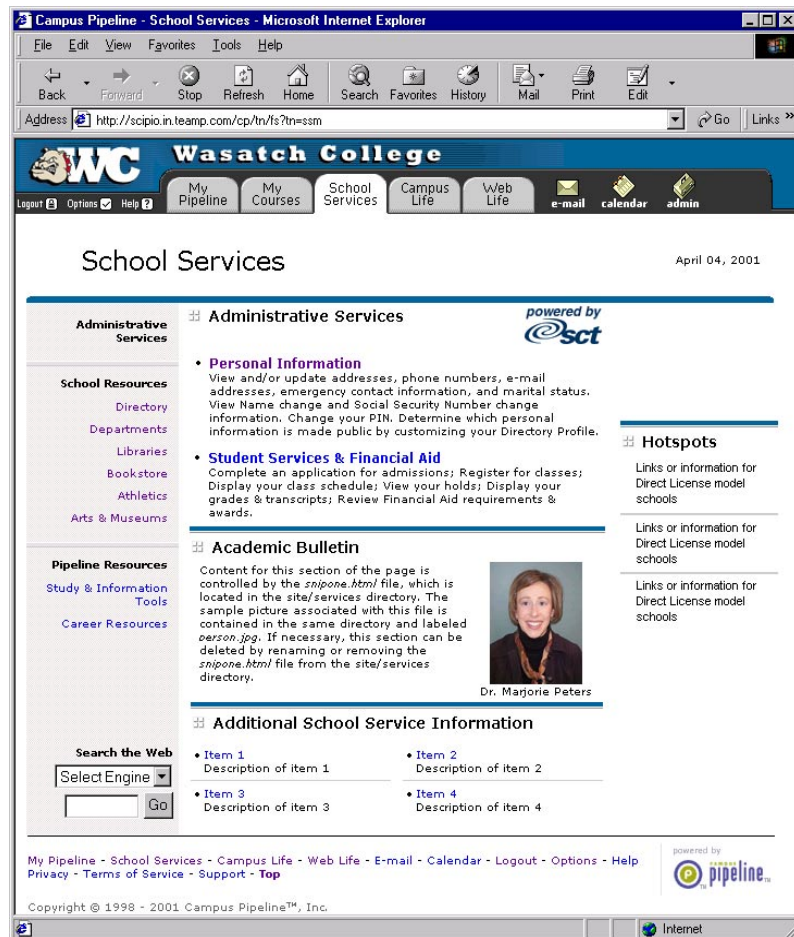
The Career Resources link provides access to Internet sites and services specializing in finding jobs. The home page for the Career Resources link is illustrated below:

Note: Depending on how your school has licensed the Campus Pipeline Web platform, you may not see a Career Resources link.



SCHOOL SERVICES

The School Services tab provides access to a number of pages providing information about professors, academic bulletins, links to academic resources on your campus, and access to the Administrative Services and Course Resource pages. The Administrative Services pages allow you to perform activities like checking grades, registering for classes, and applying for financial aid, to name a few. The Course Resources pages provide information about the courses you are enrolled in if you are a student, and the courses you are registered to teach if you are a faculty member, as well as access to home pages for each course, and course tools like Chat and Message Boards. The first page under the School Services tab is illustrated below: it is your starting point.



ADMINISTRATIVE SERVICES

The Administrative Services links on the School Services page connect to your school's student, faculty, and employee information systems, thereby giving you single sign-on access to services such as registering for classes, viewing or posting grades, and applying for financial aid, adjusting employment information, etc. The graphic below illustrates how you can select classes through a typical Administrative Services page:

The screenshot shows a Netscape browser window titled "Campus Pipeline - School Services - Netscape". The address bar shows the URL "http://that.in.teamp.com/cp/trv/ts?tr=ssm". The page header includes the Wasatch College logo and navigation tabs for "My Pipeline", "School Services", "Campus Life", and "Web Life". Below the header is a search form with the following fields:

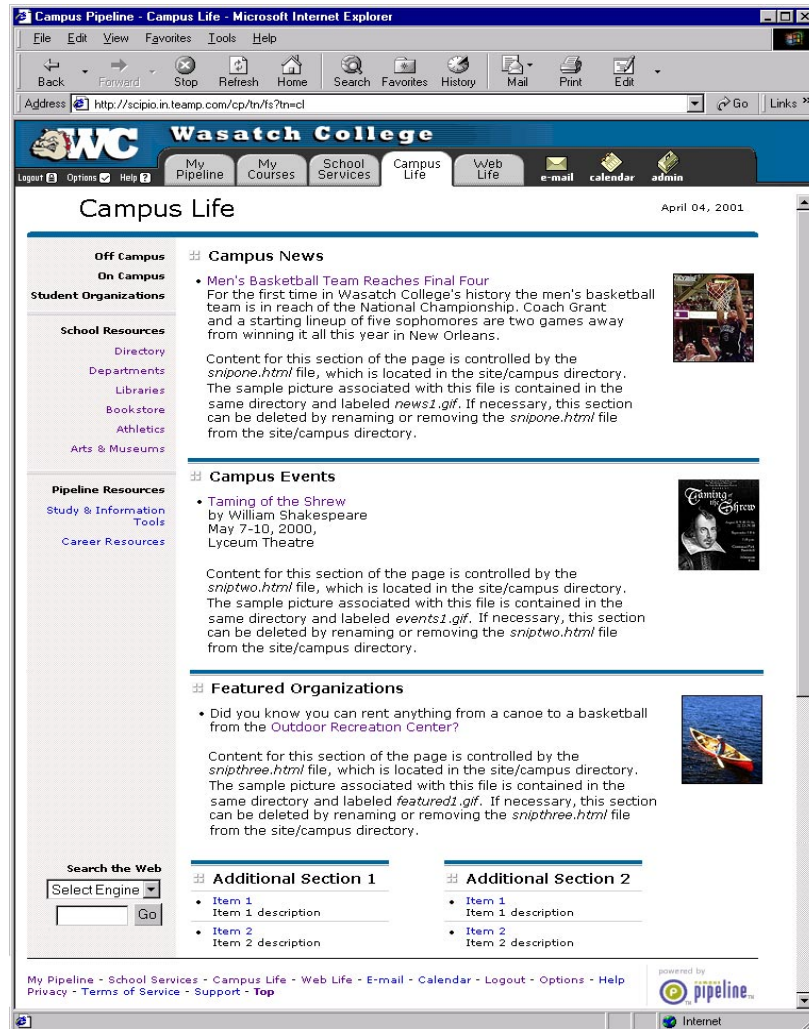
- by Subject:** Accounting, Anthropology, Biology
- by Course Number:** [Empty text box]
- by Title:** [Empty text box]
- by Part-of-Term:** <all>, Fall 1995
- by Schedule Type:** <all>, Independent Study, Internship
- by Campus:** <all>, Annandale, Blacksburg
- by Instructor:** <all>, Block, Charles, Burns, Linda
- by Session:** <all>, Afternoon & Evening, Conference & Seminar
- by Start Time:** Hour: 00, Minute: 00, am/pm: am
- by End Time:** Hour: 00, Minute: 00, am/pm: am
- by Days:** Mon, Tues, Wed, Thur, Fri, Sat, Sun (checkboxes)

At the bottom of the form are two buttons: "Get Classes" and "Reset". The browser's status bar at the bottom indicates "Document: Done".

This particular form allows you to look up classes by department, term, or even by start time. Once you've found the classes you want, you can add them to your course list which allows you to enroll online.

The actual options provided through the Administrative Services page vary depending on whether you are a student, a member of the faculty, or an employee and on your school's implementation. However, the Administrative Services page will allow you to save countless hours gaining access to and performing the administrative tasks necessary to keep your academic and professional career moving smoothly.

The Campus Life tab provides a number of pages that contain comprehensive information about news and events at your school, as well as links to various school organizations and clubs. As illustrated below, this information is organized by category, with links in each category.



The links provided under the News section provide information specific to your campus. The Event section provides a view of upcoming holidays and events of interest. The Featured Organizations section highlights campus groups or organizations.

Notice the Student Organizations and On Campus links in the left column. These links open secondary pages that provide additional

resources. The Student Organizations link typically opens a page containing links to Web sites that are managed by student organizations on campus. Typically you will see links to the student government Web site or to student run newspapers. However, the content varies with each school and depends on the Web sites your campus organizations choose to host. The On Campus link will typically open a page containing information about campus events, such as performing arts schedules, campus publications, events or locations of interest, and the like.

WEB LIFE

The Web Life page provides access to many commonly used online shopping services or e-tailers. As illustrated below, the page is organized by the type of product or service.

The screenshot shows a Netscape browser window titled "Campus Pipeline - Web Life - Netscape". The address bar shows the URL "http://cottoncandy.inteamp.com/cp/tr/ts?tn=wl". The page header includes the Wasatch College logo and navigation tabs: "My Pipeline", "My Courses", "School Services", "Campus Life", and "Web Life" (which is active). Below the header, there's a "Web Life: The best of college living online" banner with links for "Interests", "Shopping", "Event Organizer", and "Wish List". A "SpringStreet" login prompt is visible with the text "Log on. Move in." and a "Go!" button. The main content area is divided into several sections: "Channels" (listing various interests), "User's Choice" (highlighting "TOP THREE WEB LIFE DESTINATIONS"), "More..." (listing "The A&F Fashion Q&A" and "Hit the Autos Channel"), and "Premier Merchants" (listing various e-commerce sites like Amazon Auctions, The Dorm Store, and MotherNature). A left sidebar lists shopping categories such as "Autos", "Career & Jobs", "College Lifestyles", "Gov. & Politics", "Money & Finance", "Multi-Cultural", "Music", "New Media", "Research", "Travel", "Apparel & Accessories", "Art Supplies", "Auctions", "Automotive", "Bargains", "Books & Magazines", "Computer Hardware", "Computer Software", "Cool Stuff", "Electronics", and "Furnishings".

Note: Depending on how your school has licensed the Campus Pipeline Web platform, you may not see the Web Life tab.

E-MAIL CENTER

The e-mail icon provides access to the Campus Pipeline E-Mail Center. The Campus Pipeline E-Mail Center provides a full-scale e-mail solution for your entire organization. It allows you to receive e-mail messages from colleagues on and off campus. It allows you to organize these messages into customizable folders. And, it allows you to compose and send e-mail within your campus and, using the Internet, to colleagues all over the world. You can also set up a personal address book and access to external accounts that allow you to attach to existing campus mail servers or to any personal e-mail accounts that you might have through the Internet service providers (ISPs) that you use at home.

SETTING UP YOUR E-MAIL

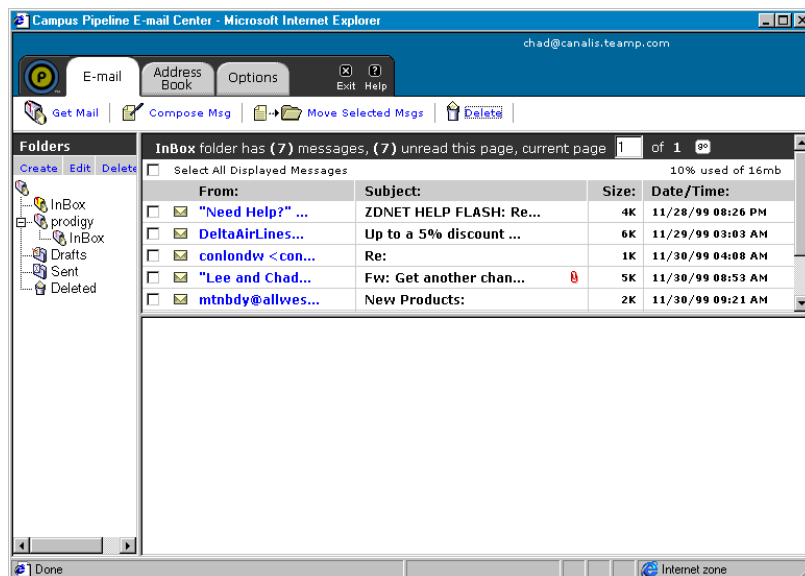
In order to use the Campus Pipeline E-Mail Center, you must be set up as an authorized Campus Pipeline system user, possessing a user identification (Login Name) and password to log in to the system, and an e-mail address as defined by your campus information system department. *If you are unsure of your e-mail address it will be displayed within the E-mail Center after you open it.*

ACCESSING THE E-MAIL CENTER

To access the Campus Pipeline E-mail Center, click the e-mail icon located on the main Campus Pipeline navigation bar.



A separate window opens for the Campus Pipeline E-mail Center, as illustrated below.



When you first access the E-mail Center, you will see a default mail box that includes the following folders:

- ◆ **Inbox.** Contains all messages that have been sent to the default account.
- ◆ **Drafts.** Contains all messages that you have saved as drafts, meaning that you are still composing them and have yet to send them to the specified recipients.
- ◆ **Sent.** Contains copies of messages that you have composed and sent.
- ◆ **Deleted.** Contains messages that you have deleted from any folder in your E-mail Center.

The default mail box is generally your Campus Pipeline mail account, but depending on how your school has set up the system, it may connect to your account on an existing mail server on campus. In addition to the folders, you will see a list of messages in your Inbox, and a number of icons that allow you to do the following:



Allows you to retrieve any new messages that you have received since you logged on.



Allows you to open a new window to compose and send an e-mail message.



Allows you to move selected messages to a designated folder.



Delete

Allows you to delete selected messages from a specified folder.

Folders

Create Edit Delete

Allows you to organize your messages by creating, editing, and deleting folders and subfolders.

After you select a message in your InBox, the message body appears in the bottom frame of the right pane in your E-mail Center. The frame also displays icons for performing the following actions:



Reply

Allows you to open a composition window so that you can reply directly to a message sender.



Reply All

Allows you to open a composition window so that you can reply directly to a message sender and all other primary recipients.



Forward

Allows you to open a composition window so that you can forward a message to a new recipient.



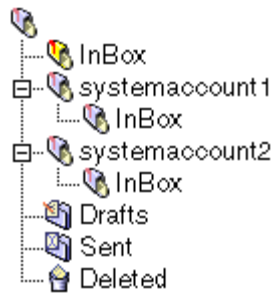
Print Msg

Allows you to print the selected message.

The E-mail Center includes an Address Book tab that allows you to create and manage lists of online contacts, and an Options tab that allows you to configure options for your account such as adding external e-mail accounts, or creating signature files. *To get information about using composition, folder management, or Address Book functions, refer to the online help by clicking the Help link.*

ATTACHING TO CAMPUS MAIL SERVERS

In addition to your default mail account, your campus administrator may have also set up a number of predefined system accounts that enable you to attach to existing mail servers on campus. If you have additional system accounts set up, you will see a series of mail boxes in your E-mail Center similar to those illustrated below:



Like the default account, each new mail box contains an Inbox that stores all messages sent through its system. However, each new mail box does not contain a Drafts, Sent, or Deleted folder. These folders are global and work for all mail boxes.

Like any of the other mail boxes in the Campus Pipeline E-mail Center, you can create additional folders underneath your system accounts to manage your e-mail messages. (*For procedures, refer to page 30.*) If there are already additional folders underneath any of these system mail boxes, they are folders that you have already been subscribed to on an IMAP server. For example, if you are currently subscribed to a study group account or a school announcements account on a IMAP mail server on campus, these accounts will show up as folders under the system mail box.

SETTING UP EXTERNAL ACCOUNTS

In addition to any system accounts that might be set up at your campus, the E-mail Center enables you to create external accounts to access messages sent to other mail accounts that you might have for Internet service providers (ISPs) that you use at home. Like the system accounts described above, these external accounts show up as additional mail boxes in your E-mail Center.

Note: *This feature will only be available if your campus information technology department has enabled it.*

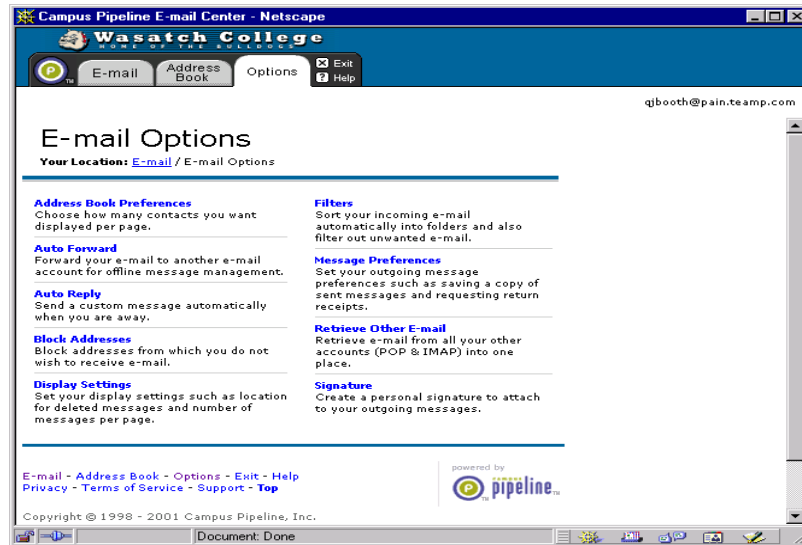
To set up external accounts for other e-mail systems, you must know the IP address or machine name of the external server, the type of server that it is (IMAP or POP), your user identification and password for the external system, and your e-mail address on that system. When you have this information, you can use the following procedure to add the account:

- 1. If you have not already done so, open the E-mail Center.**

The E-mail Center navigation bar has three tabs: E-mail, Address Book, and Options.

- 2. Click the Options tab.**

You see the E-mail Options window.



3. Click the Retrieve Other E-Mail link.

You see the Retrieve Other E-mail window.

Retrieve Other E-mail

Your Location: [E-mail](#) / [Options](#) / Retrieve Other E-mail

E-mail Account(s):

<p>tao Delete</p> <p>Account Type: IMAP4</p> <p>Incoming Mail Server: tao.pain.teamp.com</p> <p>E-mail Address: qjbooth@tao.pain.teamp.com</p> <p>User ID: qjbooth</p> <p>Password: <input type="password"/></p> <p>Confirm Password: <input type="password"/></p>

Add Other Account

This step is required only if you wish to set up an external e-mail account.

Account Name:

Account Type: IMAP POP

- 4. In the Account / Name field under the Add Other Account section, enter a name for the external account.**
- 5. Using the radio buttons, select the Account Type: IMAP or POP.**
- 6. Click Add.**

Depending on the type of account (as you defined it), you see one of two windows: Add IMAP Account or Add POP Account. The Add POP Account window is illustrated below. It is identical to the Add IMAP Account window, except that it provides an additional option: “Leave Mail on Server.”

Add POP Account

Your Location: [E-mail](#) / [Options](#) / [Retrieve Other E-Mail](#) / Add POP Account

Account Name:	<input type="text" value="MSN"/>
External Mail Server:	<input type="text"/>
	(e.g. - mail.POPaccount.com)
E-mail Address:	<input type="text"/>
User ID:	<input type="text"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
Leave Mail on Server:	<input type="radio"/> Yes <input checked="" type="radio"/> No (delete)

As illustrated above, the window contains the following data entry fields that you use to define the account:

Account Name. The name that you used to label the account. It appears as the folder name in your E-mail Center folder view.

External Mail Server. The name or IP address that the Campus Pipeline system uses to attach to the external mail server.

E-mail Address. The e-mail address you use on the external mail system.

User ID. Your user identification for the external mail system. This may be a numeric string or a username, depending on the system.

Password. The password that is associated with your User ID on the external system.

Confirm Password. Allows you to re-enter the password as a confirmation.

Leave Mail on Server. This option is available only with POP accounts. It enables you to access the same messages from either the Campus Pipeline system or your external mail system. If you select

the “No” radio button, mail you view through Campus Pipeline will not show up in your external system.

7. **Fill in all fields and click OK. Or, to exit without creating the account, click Cancel.**

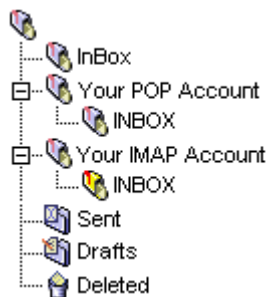
You are returned to Retrieve Other E-mail window.

8. **Click the Done button.**

You are returned to the E-mail Options window.

9. **Click the E-mail tab in the navigation bar.**

If you created an account, you see it as a new mail box in your folder view, as illustrated below.



By default, the mail box for the new account contains an inbox. If the mail box is attached to an IMAP account, it may also contain e-mail subfolders to which you have previously been subscribed.

CUSTOMIZING YOUR FOLDERS

You can customize your message folders to better suit your needs. By default, the Campus Pipeline E-mail Center provides four folders that you can use to organize your e-mail:

InBox. Contains all new messages that you receive.

Drafts. Contains all unsent messages that you are still composing.

Sent. Contains copies of messages that you compose and send.

Deleted. Contains messages deleted from your mail boxes or any custom folders.

These stock folders appear in the left-hand side of the E-mail Center window in an interactive folder view. You can create as many additional folders as you need. For example, you could create a folder for each of your courses so that you can separate e-mail

messages from colleagues in your English class from messages relating to biology or history. Under each of the stock folders and any that you create (except for the Deleted folder), you can make subfolders to further organize your mail messages.

To create new folders and subfolders, use the following procedure:

1. **If you have not already done so, open the E-mail Center.**
2. **To create a new folder, click the Add link at the top of the E-mail Center folder menu in the left pane.**

The Add Folders window opens.

Add Folders

Your Location: [E-mail](#) / Add Folders

[Edit Folders](#) | [Delete Folders](#)

OK

Done

Enter New Folder Name

New Folder Location



OK

Done

3. **Type a name for your new folder in the Enter New Folder Name text box.**
4. **Select a destination folder from the folder view icons displayed under New Folder Location.**

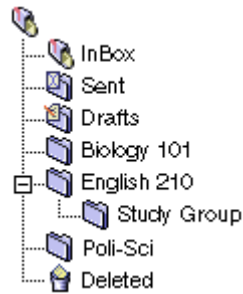
If you select the default account mailbox, the new folder will be created at the same level as the stock folders. If you want to make a subfolder in an existing folder or mail box, highlight the destination folder or mail box from the folder view. You cannot select the Deleted folder.

5. **Click OK.**

The new folder is created at the same level as the stock folders or, if you elected to create a subfolder, within the destination folder or mail box that you selected.

6. **To delete or edit the name of a folder, you can use the links that are provided.**
7. **When you are finished adding, deleting, or editing folders, click the Done button.**

This returns you the main E-mail Center so you can get and compose messages. Notice that the new folders show up in your folder view.



For additional information about adding or editing folders, or moving messages between folders, access the online help provided with the software. To do this, click the Help link on the E-mail Center navigation bar and select the appropriate topic from the menu that opens.

GETTING YOUR E-MAIL

When you log in to the Campus Pipeline system and access the E-mail Center, you pull down all new messages sent to your default account. To get e-mail messages that have been sent to this account while you are logged in, or to any other external account set up in your folder view, use the following procedure:

1. **If you have not already done so, open the E-mail Center.**
2. **From the folder view on the left, select the mail box or folder for the account that you want to get mail.**
3. **Click the get mail icon.**



All mail sent to this account since you logged in is retrieved.

USING OTHER FEATURES

There are a number of other e-mail features that you can use, including:

- ◆ **Auto reply.** Depending on how your school has implemented the Campus Pipeline Web platform, you may have the ability, to create an auto reply message that will be sent out during specified start and stop dates. This feature is particularly useful if you are on vacation or unable to access e-mail for several days.
- ◆ **Auto forward.** Depending on how your school has licensed and implemented the Campus Pipeline Web platform, you may have the ability to set an auto forward address to temporarily route messages from the Campus Pipeline system to another mail account.
- ◆ **Signatures.** You can create a signature file that can be attached to the messages that you send.
- ◆ **Spam Blocking.** You have the ability to block messages from particular senders from a link in the e-mail application, and to create and manage lists of blocked addresses through your e-mail options settings.
- ◆ **Message filtering.** You have the ability to create and enforce rules that will enable you to route messages to specially designated folders. For example, you could create a filter that stipulated all messages from a certain sender be sent to the Deleted folder.

For more information on these features and how to use them, access the help files that are packaged with the Campus Pipeline E-mail Center.

CALENDAR

The Campus Pipeline calendar allows you to access and manage your calendars from any computer with Web access. Since calendars can be integrated with your school's existing information system, it's likely that you will have calendars automatically created for you every time you enroll in a class. These class calendars typically contain class times, exam times, and any other scheduling information that your professor sees fit to add. Note, if you are an instructor, you will need to add events to the calendars associated with your courses.

You can also create your own calendars and send them to friends who need to share your schedule. Every time you update your calendar your friend's calendar will be updated too. Calendars can be set to send e-mail before a scheduled event. That way, you and your friends will get a convenient reminder that you or they need to be somewhere.

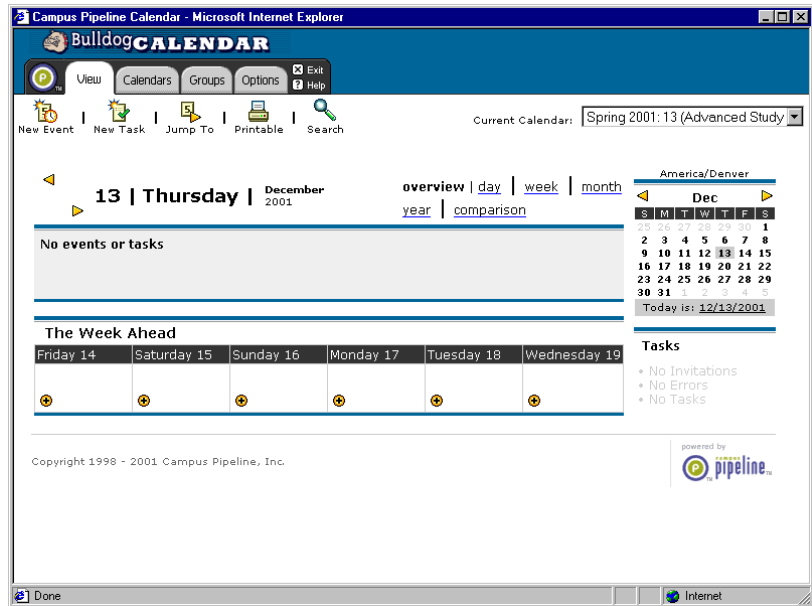
The following sections outline some basic procedures for working with calendar. For more information, refer to the online help menu available through the calendar application.

ACCESSING CALENDAR

To access the calendar, use the following procedure:

- 1. If you have not already done so, access the Campus Pipeline login page and enter your username and password to log in to the system.**
- 2. Click the Calendar icon located on the main Campus Pipeline navigation bar.**

A separate window opens for the Calendar application, as illustrated below.



3. To view your other calendars select the appropriate calendar from the Current Calendar drop-down menu.

In addition to the individual calendars that you can view, the calendar application also provides three additional tabs:

Calendars. Lets you create new calendars, gain access (subscribe) to other calendars and set what others can see and change in your calendars.

Groups. Lets you create or change a calendar group, add/delete calendars for created groups,

Options. Lets you change the appearance of your calendar, modify the behavior of calendar, and import and export calendars.

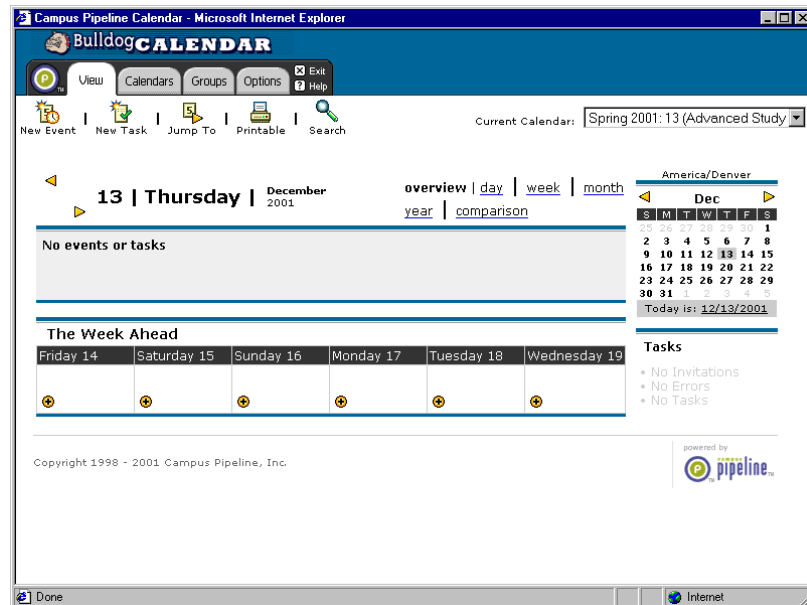
CHECKING A CLASS SCHEDULE

In the Campus Pipeline Web platform, your class schedules are stored in the calendar application. It's likely that you will have class calendars automatically created for you every time you enroll in or are assigned to teach a class. These class calendars typically contain class times, exam times and other scheduling information that is entered by the course instructor. To access your class calendars use the following procedure:

1. If you have not already done so, access the Campus Pipeline login page and enter your username and password to log in to the system.

2. Click the Calendar icon located on the main Campus Pipeline navigation bar.

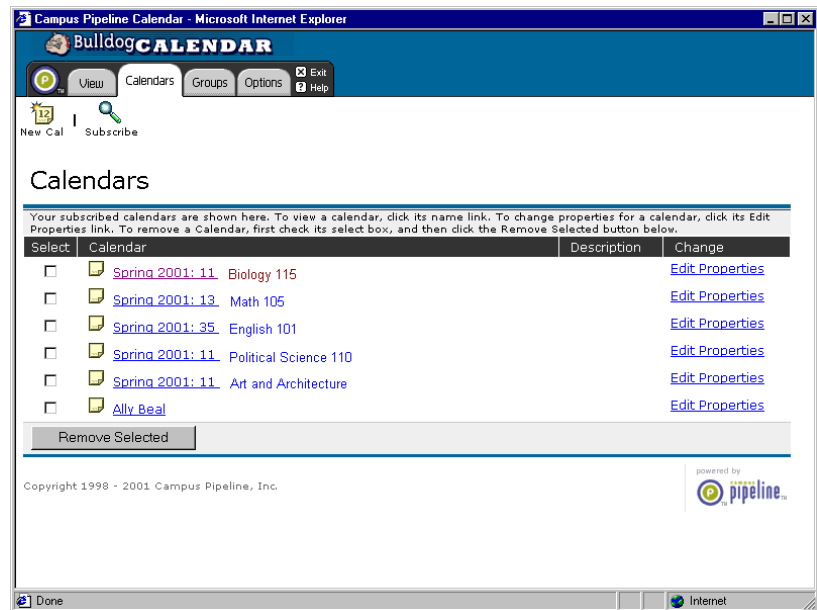
A separate window opens for the Calendar application, as illustrated below.



3. Locate and click the Calendars tab.

A list of course links appears, as illustrated below:

The tabs let you also view details about each calendar to which you are subscribed, as illustrated below:



4. Click on a course link.

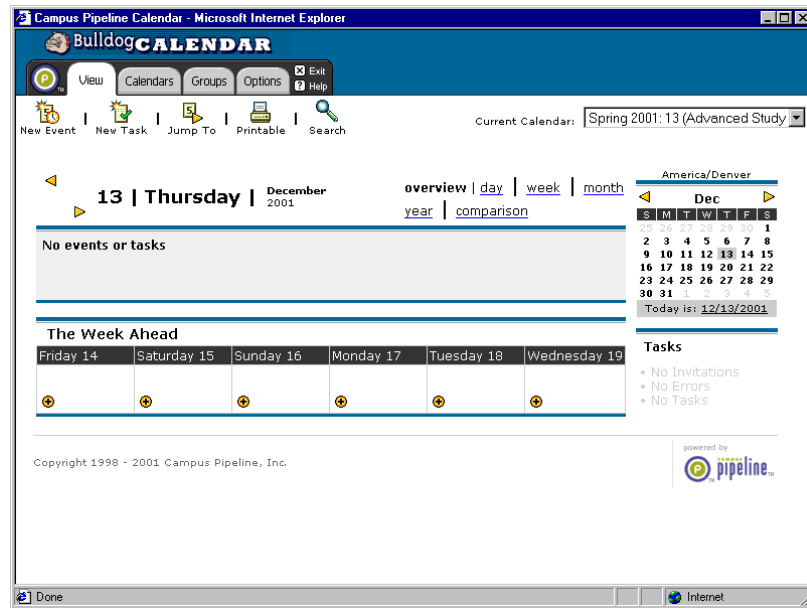
A new calendar appears containing any schedule associated with the course that the instructor has added.

GROUPING CALENDARS

By default, the calendar application treats each of your calendars as separate, non-overlapping views of events and reminders. Depending on the number of course that you are teaching or attending, you may have quite a few calendars, which can make it difficult to view all scheduling information easily at a glance. To help with this, the calendar application allows you to group any number of calendars together to form a combined view. To group calendars, use the following procedure:

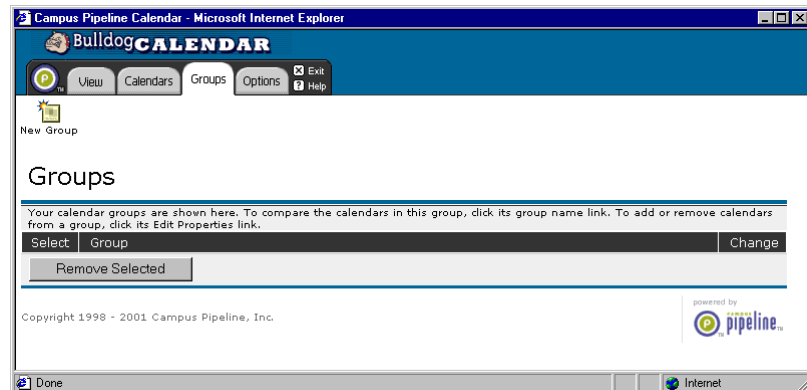
- 1. If you have not already done so, access the Campus Pipeline login page and enter your username and password to log in to the system.**
- 2. Click the Calendar icon located on the main Campus Pipeline navigation bar.**

A separate window opens for the Calendar application, as illustrated below.



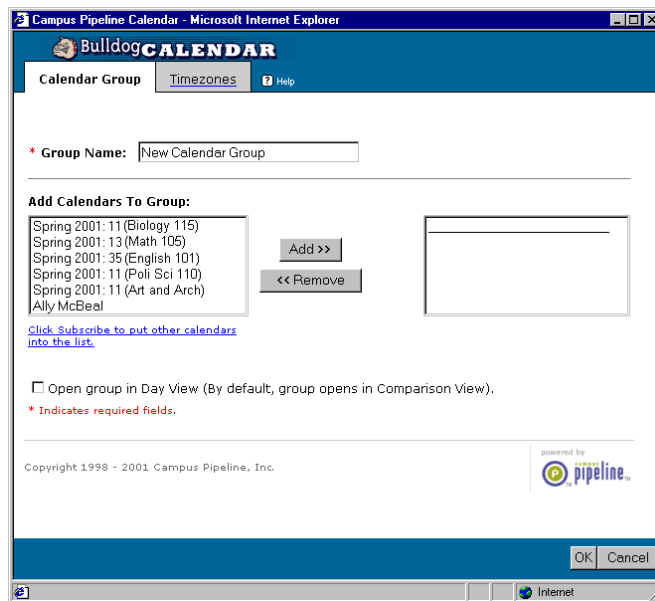
3. Click the Groups tab.

You see a Groups window similar to that illustrated below, which lists any calendar groups that you have created.



4. Click the New Group icon.

A window opens that allows you to group any of your existing calendars.



5. In the Group Name field, enter a name for the calendar group that you are creating.
6. From the “Add Calendars to Group” box, highlight the calendars that you want to include in the new group and click Add.
7. If you want to remove a calendar from the group, highlight the name and click Remove.
8. When the group contains all of the calendars that you want to group, click OK.

You are returned to the Groups window where you see the new calendar group contained in the list of Groups.

ADDING AN EVENT

An event is any scheduled item that you put in your calendar. Your events might include meetings, birthday reminders, appointments, social engagements, or anniversaries. The calendar application includes many features to make it fast and easy for you to manage events and work with others, such as:

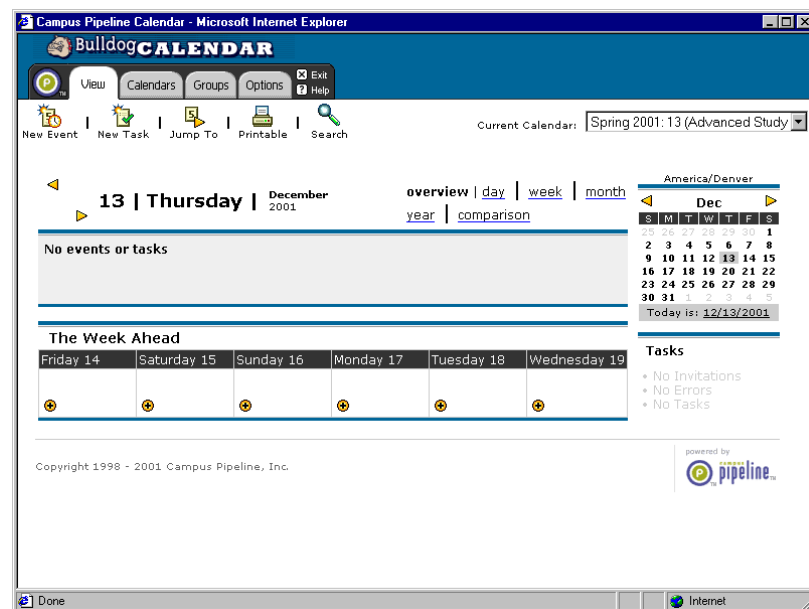
- ◆ Notifying anyone attending your event when you create it
- ◆ Sending automatic reminders before the start of the event
- ◆ Changing an event and send an automatic notification

- ◆ Setting up events to repeat daily, weekly, monthly, or yearly in any repeating pattern

To create an Event use the following procedure:

1. **If you have not already done so, access the Campus Pipeline login page and enter your username and password to log in to the system.**
2. **Click the Calendar icon located on the main Campus Pipeline navigation bar.**

A separate window opens for the Calendar application, as illustrated below.



3. **Click the New Event icon from the View tab, or from one of the other views.**

You see a Compose dialog box that allows you to add basic information about your event.

Note: You can also bring up this dialog by clicking the small circle with the plus sign from a view.

4. Enter a name for the event in the Title text field.

This appears as the title of the event on your calendar.

5. Enter the date, start time, and duration for the event in the Date and Time fields.

You can use the Jump To icon at the end of the date range to go to a specific date.

6. If the event does not have a time associated with it, click the No Time checkbox.

7. If you want the event to repeat, click the Repeat button or the Change Pattern link.

You see the Repeat dialog box where you have a choice of setting the repeat sequence daily, weekly, monthly, or yearly.

1. Select the days of the week on which this event should repeat.
2. Enter the start date for the repeating events.

3. Enter the start time and a duration for the Event. If the event does not have a time associated with it, click the No Time checkbox.
4. Indicate how long you would like the event to repeat.

You can set the event to repeat forever (the standard default is 200 times), set a certain number of repeats, or you can designate the event to repeat until a certain date. For example, you may want to have a weekly reminder of your study group meeting that starts at a certain time.

If you want this event to repeat other than daily, click the Weekly, Monthly, or Yearly tab; and follow the same format as the daily repeat.

5. Click OK to set the repeats.
8. **If you want to notify others about this event, enter their calendar in the User text field.**
9. **Click the Invite button to invite the attendee or the Inform button to let an attendee know of the event.**
 - ◆ Invite - You would like the attendee to accept the invitation, so an invitation appears on the his or her calendar.
 - ◆ Inform - You want the calendar user to know about the meeting, but it is not necessary for him or her to attend. So, the information appears on the calendar of the user you want to inform.

You see the users (attendees) that you invited or informed in the boxes beneath the user field.

Notifications are automatically sent to a calendar user when you make changes to the event. You can remove an invitee by selecting the user from the list box and clicking the Remove button. Additionally, you can use the following tabs to see or set event details:

Details tab. To provide more information about the event, such as where the event will occur and what it will be about.

Reminders tab. To set an e-mail reminder for the event.

Preview tab. To see a simple presentation of the event before scheduling.

Availability tab. To determine when users you want to invite might be free.

10. **When you are ready to schedule your event, click OK.**