

Setting Up Your students.ctsnet.edu Email Account

The first time you log in, you should complete several steps to make sure your account is set up properly.

1. Go to <http://students.ctsnet.edu>.
2. Log in with your username and password. Your username is your first name, followed by a '.', followed by your last name. For example, John Calvin would use john.calvin (Your preferred name is used if it is on file with the Registrar). Your password is your first initial and your last initial followed by your student ID number (a five-digit number on your student ID).
3. When you are logged in properly, click "Options," then choose "Personal Profile."
4. Enter the name you wish to use on outgoing messages in the "Your Name" box, then click "Save your details."
5. Click "Change password." In the "Question" field at the bottom of the screen, enter a secure question you would like to be asked if you forget your password. Then enter an answer for it and click "Save Question."
6. Click "Options," then click "Change password" again." Enter your new password in each of the two boxes, then click change.
7. Your new email account is set up and ready to go.

Email addresses on this system use the form

firstname.lastname@students.ctsnet.edu

To access your account, simply go to "<http://students.ctsnet.edu>" (or to the CTS website at www.ctsnet.edu and click on the "E-mail" item in the upper right corner of the main page) and log in from there. *There is a 20 MB limit on your account, so please keep it cleaned out. Messages in your Trash folder will be automatically deleted after seven days.*

You can also set up your PC's email client (Outlook, Outlook Express, etc.) to check this account. We do not support this beyond providing the following settings.

Incoming Mail Server (POP3 or IMAP): students.ctsnet.edu

Outgoing Mail Server (Authenticated SMTP): students.ctsnet.edu

Username: firstname.lastname

Password: as set above

Email address: firstname.lastname@students.ctsnet.edu

Most Internet Service providers *will require you to use their outgoing mail server* for sending mail, but may still allow you to send mail with your students.ctsnet.edu address on it.

If you need assistance accessing your email, please contact Computer Services at 404-687-4561 or pchelp@ctsnet.edu.