Student E-mail (Gmail)

Niagara University offers a Web-based e-mail system for its students. Niagara is currently partnered with Google Apps to offer Gmail to its students. It is important to note that all official communications from Niagara University will be delivered directly to your NU student e-mail account, including general announcements, communications from your instructors, reminders from various offices, and any other important information. It's imperative that you check your NU e-mail account on a regular basis.

To login to the e-mail system, visit **http://apps.niagara.edu** and use your **PurplePass** sign-on information. You can also find e-mail through myNU at **http://mynu.niagara.edu**. Look for the "e-mail" tab at the top.

Your e-mail address will be your first initial and last name, and if needed, a number. John Doe's e-mail would be jdoe@mail.niagara.edu, but the next John Doe would be jdoe1@mail.niagara.edu, and the next jdoe2@mail.niagara.edu. Your personal e-mail will be displayed within myNU in the "My Profile" section.

Students are also given an e-mail address alias using their student number. For example, if your student number is 56813, your e-mail address alias would be s0056813@mail.niagara.edu. E-mail sent to this address will also be delivered to your NU e-mail account.

Basic help functions are built right into the system, if you have any other questions contact the Office of Information Technology at 716-286-8040.

About The Use of E-mail

Niagara University considers e-mail to be an effective and official method of communication. E-mail offers many advantages such as timeliness, convenience, ease-of-use, and it is cost effective.

All Niagara University students will be given a Niagara University e-mail account. The Office of Information Technology is committed to supporting these accounts through effective system administration and friendly support. The goal is to ensure that faculty and staff can effectively communicate with all Niagara University students through their Niagara University e-mail address.

Guidelines

Niagara University Usage

Niagara University will use e-mail as an official method of communication. The University will e-mail students using their Niagara University supplied e-mail address. Students are responsible for the consequences of not checking their University e-mail regularly.

Obtaining a Niagara University Student E-mail Account

All enrolled Niagara University students will be issued an e-mail account on our web-based student e-mail server (Gmail), **http://apps.niagara.edu**. This e-mail account will be the official e-mail address the University will use for all communication.

Frequent Usage

Niagara University expects its students to check their e-mail frequently and regularly. Some communications may be of importance only if they are received in a timely manner. Instructors expect students to regularly check their e-mail, as they will presume that the student has received their messages.

Faculty Guidelines
and Course Related Usage

Niagara University instructors may set guidelines in the classroom defining how students use e-mail in their course. Many instructors will send e-mail to students using the Blackboard Learning System. By default, this system is pre-populated with the student's University e-mail address. While the student can change the address, it is the student's responsibility to make sure any other address is accurate and functional. Niagara University will only support the official student mail system. It is not recommended that you change the email address associated with your Blackboard account.

Appropriate and Acceptable Usage

All use of e-mail will be consistent with other University policies. The use of e-mail will be consistent with local, state, and federal law, including the Family Educational Rights and Privacy Act (FERPA).
Communication through e-mail may be both formal and informal. Some examples of e-mail communication are events, account notices, class information, policy information, and registration information.

Creation/Purging

Niagara University Student E-mail accounts are generated and purged automatically based on enrollment status. Students entering Niagara University will have an e-mail account created for them at CARE or after they register for classes. Students will keep their account so long as they are enrolled in classes at Niagara. Once a student graduates or leaves Niagara, the account is purged after the add/drop period expires during the fall semester. Once purged, accounts cannot be created again unless the student re-enrolls at Niagara.

Niagara University does not maintain e-mail accounts for alumni.

If I have questions or problems, what can I do?

Visit **http://www.niagara.edu/it** for online help.

Visit the IT Help Desk, St. Vincent's Hall room 108 with your student ID for assistance Monday-Friday or call 716-286-8040