Email

The Email link is where you will read and/or reply to your NS Online email.

NS Online email is a closed system. You can send and receive email within NS Online only.
Filter Email

If you enter a course then click on Email, it will be filtered for that class so that only email messages related to that class are displayed. You may also click the “filter” list and view email for other classes.
Read Email

Click on the subject of a message to read the email. Depending on your email settings, it will either open in a new window or display at the lower part of the screen.
After you click on an email message to read it, click on Reply to answer the message.
Read Email

Click on Compose to send a new email message; however, we recommend that you send email from the Classlist.

Click on Settings to configure how your email displays.
Email Settings

The following settings are available:

- Create an email signature to eliminate having to key your name on each email.
- Display email on the lower part of the screen.
- Display the Folder List at the left side of the screen.
- Mark messages as read when viewed in the Message Preview pane.