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SASKATCHEWAN

University Library

engage, enlighten, explore
at your library

EMAIL ACCOUNT USERS

U OF S FACULTY, STAFF & STUDENTS

In keeping with the University of Saskatchewan's Electronic Mail policy (http://www.usask.ca/university_secretary/policies/operations/4_42.php), the Library will be sending all communication (e.g. holds, recalls, overdues, interlibrary loans etc.) to **your official U of S email address** (abc123@mail.usask.ca, where abc123 is your NSID). It is your responsibility to review your messages on a regular basis to ensure your email account is functioning properly (e.g. not over quota) so that you are able to respond to library notices in a timely manner.

If you desire, email messages sent to your official U of S email address can be forwarded to another account that you read regularly. To set up a forward email address, log into MITS (My IT Services) at <https://mits.usask.ca>. In addition to changing a forwarding address for your email account on mail.usask.ca, MITS will also allow you to change your password and view the disk quota usage. When forwarding your usask email, please note that some email service providers (MSN Hotmail, Gmail) have proven unreliable in receiving emails sent from the usask.ca domain, considering them as junk/spam mail. Please see the reverse of this document to learn how to adjust your MSN Hotmail and Gmail settings to accept usask.ca email messages.

EXTERNAL BORROWERS (NOT U OF S FACULTY, STAFF, OR STUDENTS)

When you agree to include an email address in your library record, you will receive your library notices (holds, recalls, overdues, etc.) via email. It is your responsibility to review your messages on a regular basis to ensure your email account is functioning properly (e.g. not over quota or considering library messages junk mail) so that you are able to respond to library notices in a timely manner. It is also your responsibility to make sure the library has your current and correct email address. Please note that some email service providers (MSN Hotmail, Gmail) have proven unreliable in receiving emails sent from the usask.ca domain, considering them as junk/spam mail. Please see the reverse of this document to learn how to adjust your MSN Hotmail and Gmail settings to accept usask.ca email messages.

library.usask.ca

PLEASE NOTE - Email providers such as MSN Hotmail and Gmail are often unreliable for receiving U of S Library email, sometimes not delivering email and sometimes considering U of S library messages junk/spam mail. If you choose to use your MSN Hotmail or Gmail account to receive email from the library please ensure you have the following settings enabled:

MSN HOTMAIL ACCOUNT USERS

To prevent incoming U of S Library email messages from being delivered to your Junk Mail folder, you must add the '**usask.ca**' domain to your **Safe List**.

1. Login to your MSN Hotmail account.
2. Click **Options**. Click **More Options**.
3. Click **Safe and blocked senders**. Click **Safe Senders**.
4. Type **usask.ca** in the box under 'Sender or domain to mark as safe:'.
5. Click **Add to list** to add to the **Safe senders and domains** list.

Gmail Account Users

To prevent incoming U of S Library email messages from being delivered to your Spam folder, you must add the '**usask.ca**' domain to your **Safe List**.

1. Login to your Gmail account.
2. Click **Settings**. Click **Filters**.
3. Click **Create a new filter**.
4. Type **@usask.ca** in the From: text box.
5. Click **Next Step**.
6. Click the check box next to **Never send it to Spam**.
7. Click **Create Filter**.