

Elizabeth City State University
Academic Computing & Network Services



E-Mail Account Information

In order to use your e-mail account, you will need the following information:


User Name: _____

Standard Procedure for Creating the Username for an E-Mail Account: First Initial, Middle Initial, & Last Name (ex. jtsmith)

E-Mail Address: «USERNAME»@MAIL.ECSU.EDU

Password: **VIKING####** (Must type in **ALL CAPS** and **####** represents the last 4 digits of your SSN. This is an initial password and should be changed immediately. See instructions below. **Password must be at least six characters.**)

Check My E-Mail:


1. Launch your web browser (Internet Explorer 5.5 or higher).
2. Go to the following URL: <http://www.ecsu.edu>
3. Click on the **E-Mail** button.
(located at the top of screen) 
4. Click on the **V-Mail Log-in** button.
5. Type in your **Domain\user name** and **Password**.
For example: VIKINGLAND\USERNAME
6. Click on the **Log On** button.
7. Click the **Log Off** button when finished to prevent the next user from accessing your account.

Change My Password:

(Passwords are required to be changed every 30 days to keep your account secure. You will be warned before your password expires.)

1. Log into your E-Mail Account.
2. Click on the **Options** button.
3. Click on **Change Password** button.
4. Type in **Domain:** VIKINGLAND.
5. Type in **Account:** <<USERNAME >>.
6. Type in Old Password.
7. Type in New Password and confirm your new password (*Password is case sensitive*).
8. Click on the **OK** button.
9. Click the **Log Off** button when finished to prevent the next user from accessing your account.

Add an Attachment to My E-Mail:

1. Click on **New** button to create a new e-mail.
 - a. Click on the  **Add Attachment** icon or **Attachments** button.
 - b. Click on the **Browse** button, **choose a file**, click on **Open** button.
 - c. Click on the **Attach** button.
 - d. Click on the **Close** button.
2. Click on the **Send** button to send the e-mail with your attachment.

Forward My E-Mail Account:

You can set your ECSU e-mail account to forward all incoming e-mail to your primary e-mail account (i.e., your home e-mail, hotmail, yahoo) so that you only have to manage one account even though you have two.

1. Log into your E-Mail Account.
2. In the **Navigation Pane**, click **Rules**.
3. In the **Rules** screen, click **New**.
4. In the **Rule Name** box, type Forward E-Mail Account.
5. Select **Forward it to**, type the forwarding e-mail address. (*NOTE: By default, a copy of the forwarded message is kept in your Inbox. Uncheck the box if you do not want this feature.*)
6. Click **Save and Close** button.

For more information on using MS Outlook Web Access, log into your account and click the  **Help** button.

The *Computer Use Policy for University Students* governs your use of the University's E-Mail resources. The policy is posted on the web at: <http://www.ecsu.edu/forms/facultystaff/policymanual.pdf>

By accepting and using this account, you agree to adhere to this policy.



If you have any Questions/Problems regarding this account contact:
Mr. Tim Barclift, E-mail Postmaster, in Network Services or call 335-3531.



Distance Education/Virtual College

Blackboard Account Information for Students


☒ Request a Blackboard Account

1. Go to www.ecsu.edu
2. Click on **Current Students**.
3. Select **Forms & Documents** link.
4. From the Dropdown menu, Select **Distance Education/Virtual College** link
5. Click **Search**.
6. Click on the **Request a Blackboard Account** link.
7. Complete the On-line Form (incomplete forms will not be processed).




NOTE: The Blackboard account will be created within 24 hours.

☒ Log into Blackboard

1. Go to www.ecsu.edu
2. Click on the **Blackboard** button.  (located at the top of screen)
(**Standard Username:** First Initial, Middle Initial, & Last Name (ex. jtsmith) & **Password:** last 6 digits of SS#)
3. Click on the **Login** button.
4. Follow Login Information instructions.

☒ Blackboard Support

1. Go to www.ecsu.edu
2. Click on the **Blackboard** button. 
3. Select the **Questions or Concerns** link.
4. Choose one of the following links:
 - [Blackboard Basics \(First Time Users\)](#)
 - [Frequently Asked Questions](#)
 - [Help & Requirements](#)
 - [Online Course List](#)
 - [Orientation for Online Courses](#)
 - [Request a Blackboard Account](#)



If you have any Questions/Problems regarding this account contact:

Ms. Kimberley Stevenson <> 335-3699 <> knstevenson@mail.ecsu.edu **or**

Ms. Loretta Powers <> 335-3112 <> lbpowers@mail.ecsu.edu.

