Instructions for Employees and Full Time Faculty to Activate and Most Productively Use Your Campus Pipeline Account

If you need assistance or have questions please contact Patricia Radici at ext. 4167.

Steps:
1. Go to the NSCC home page www.nscc.cc.ma.us to logon. Click on the Pipeline logo

2. Your Login Name has been set to your existing email username. Your password is the last six digits of your social security number.

3. Logon to Campus Pipeline to verify your account is working.

IMPORTANT ***** IMPORTANT
Change your Campus Pipeline password to be the same as your GroupWise or Eudora email password.
Steps to complete this simple process follow
Changing your Campus Pipeline Password:

2. After logging in you will immediately go to the My Pipeline Window, look to the left for the word “options” and select. One of the options you will have is “password”.
3. Fill in your current password, hit the TAB key and fill in your new password, hit the TAB key and fill in your new password again. Save Changes.

You have just completed changing your Campus Pipeline Password.

**IMPORTANT ***** IMPORTANT**

Configure Campus Pipeline to read your GroupWise or Eudora email.

Steps to complete this simple process follow

1. Logon to Campus Pipeline.

2. At the main screen, click the **Email** button located to the right of the four main tabs.

3. At the email screen, select **Options**.
4. Select the option **Retrieve Other Mail.**
5. After selecting Retrieve Other Mail, Enter **GroupWise** in the Account Name box, then click on the **IMAP** button, and then click on **Add**.

6. At the IMAP Account screen 1) enter `seahawk.nscc.mass.edu` in the External Mail Server box, 2) enter your **GroupWise or Eudora** username in the Email Address box, 3) enter your **User ID** which is the first portion of your email address in the User ID box, 4) Enter your **GroupWise or Eudora** password in the Password and Confirm Password boxes, and then click **OK**.
2. Click **Done** on this screen. **Congratulations your account is now configured.**

![Add/Edit E-mail Accounts](image1)

**Using Email:**

1. To use your email click on the **E-mail button**, you will see a screen as follows: Click on the **Plus sign** located to the left of the word GroupWise.

![Email Interface](image2)

2. Click on **InBox** listed under the word GroupWise.