

## Using Student Email

Log on to <https://mail.agts.edu> using your username [XXXXXXXX@agts.edu](mailto:XXXXXXXX@agts.edu) <<mailto:KRSTULOVICH36184@agts.edu>> and password xxxxxxxxxxx

The Seminary email system is the principal means of communication between faculty, staff, administration and students. Types of communication may include assignments, registration materials, announcements, etc. It is the responsibility of the student to check his/her AGTS email account daily, and the student will be held accountable for any and all official communication of administrative policies, faculty instructions, and campus information sent via the Seminary email system.

Keep your inbox clean so you can continue to send and receive email by:

- Deleting unneeded items in **Inbox**.
- Deleting all items in **Sent Items**.
- Deleting all items in **Deleted Items**.

### Notes

- It's important to keep your mailbox clean, since it has a limited capacity.
- Mailboxes have a 100 Megabyte Limit. A warning will be sent at 80 Megabyte. At 100 Megabytes access will be disabled.
- Anything you wish to save should be stored on your personal computer or a disc and not in your AGTS email box.
- Media (Video, Music, Photographs and Graphics) take up a lot of space so save them elsewhere to free up space in your inbox.
- **Remember to check your email regularly to stay updated on important information.**
- **The portals are designed to work with Internet Explorer and Firefox. They will not function properly with Safari or other browsers**

Notice of Confidentiality: The information contained in this electronic message is considered confidential information belonging to the sender which is legally privileged. The information is intended only for the use of the above named recipient. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or taking of any action on the contents of this electronic information is strictly prohibited. If you have received this transmission in error, please notify the sender and destroy or delete this communication immediately.

Computers are available in the Student Computer Lab. Login with your AGTS User Name and Password, there is no need to sign up in the log.