

TRINITY INTERNATIONAL UNIVERSITY
FLORIDA REGIONAL CENTER
GroupWise Email Information

What is GroupWise?

GroupWise is the e-mailing system that Trinity has adopted. **It is the official means of correspondence for all of Trinity's faculty, staff, and students.** GroupWise will allow for anytime, anywhere access via the internet for sending and receiving e-mail (html or text format), calendaring, and time management. It also has junk mail filtering ability, increased anti-spam controls, and improved virus protection.

When will I receive my GroupWise email information?

Within a month after you first register for classes at Trinity, you will receive your GroupWise username and password information via mail to your home address on file. Please login to your account as soon as possible after receiving this information as almost all communications between the school and you (the student) will be through this email. Also, keep this information for your records, and make sure not to share it with anyone else for your own privacy and protection.

What do I need to get my e-mail?

You will need access to a computer with internet capabilities such as those found in the school's computer lab (located in the library) and the username and password listed above. Please keep this information in a safe and secure place – do not share this information!

Where do I go to get my e-mail?

You can check your mail online by connecting to the internet and directing your browser to <http://mail.tiu.edu>. Then simply select what language you would like, type in your username and password (refer to the information above for this information), and you are ready to view your e-mail. Note that all Trinity e-mail addresses use the following format: username@tiu.edu (e.g., jdoe@tiu.edu).

Are there any computer policies I should know about?

Yes. Please read the Information Technology Use Policy listed below.

Information Technology Use Policy:

Definition: Violations of copyright, federal, or state laws: unauthorized use of campus owned computers or facilities, or involvement in profane, obscene, harassing, or pornographic programs, files or communications. Unauthorized browsing or exploring, or making other unauthorized attempts to view data files or directories belonging to TIU or to other users. Corrupting files, introducing deviant software (worms, viruses, etc.), or interfering with someone else's legitimate computer use. Possession or use of a program designed to gain unauthorized access to secured data, files or directories. These activities are violations of our standard of conduct within the Trinity community. Students involved in such activities will be subject to disciplinary action.

For the complete text of Information Technology policies, please visit our web site at <http://tiunet.tiu.edu/it>.

What if I lose my information?

Simply email the TIU Information Technology Department at gwhelp@tiu.edu from your personal email account (i.e., AOL, Hotmail, Yahoo, etc.). You must include your student ID number or social security number and your birth date in the email in order to authenticate your identification. You can also call the IT Department at (877) 339-9487. Please leave a voicemail message with the same identifying information as above, but include a call back number where you can be reached as well as a personal email address that should be on file in your Trinity record.

Where can I get more information?

For more detailed assistance, we can be reached by email at it@tiu.edu, online at <http://tiunet.tiu.edu/it> or via phone at (847) 317-8175.