


Checking NS Online email

1. From the NS Online My Home page, click the email envelope icon in the top right corner of the screen:

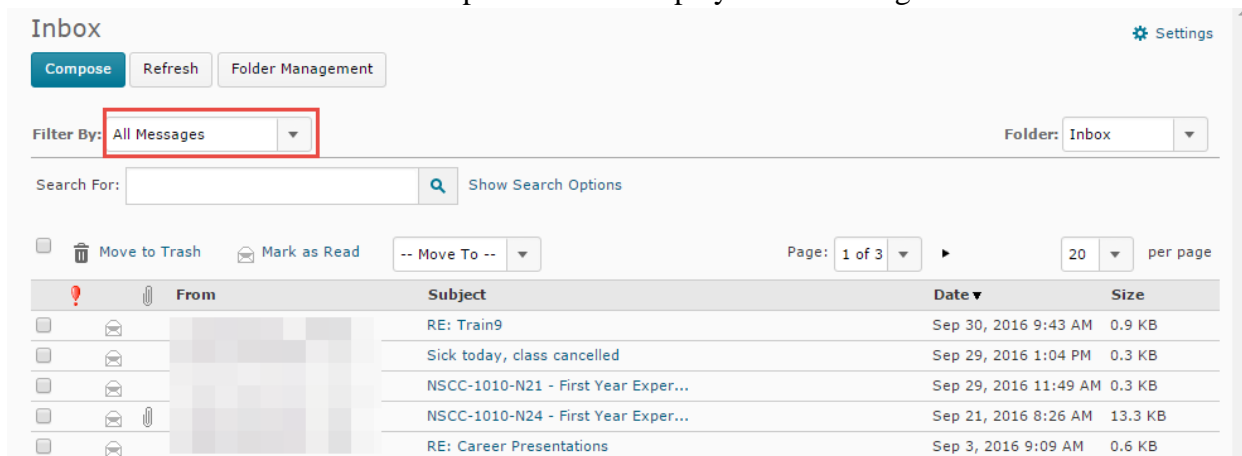


If you have new messages, a red dot notification will appear next to the email envelope icon, like this: 

2. Clicking the email envelope icon will prompt a dropdown menu that previews all unread emails, and displays a “Go to Email” link. To visit your NS Online email inbox, click the “Go to Email” link:



3. By default, your inbox contains messages associated with each course in which you are enrolled. Note the “Filter Box” dropdown menu displays “All Messages”:



To view messages associated with a specific course, select the “Filter By” dropdown

menu, and select the course you wish to view:

Filter By: ADMN-2319-N80 - Healthcare Delivery Systems ▼

- All Messages
- All Course Offerings
- ADMN-2319-N80 - Healthcare Delivery Systems**
- Section
 - ADMN-2319-N80 - Healthcare Delivery Systems
- BIOL-1000-N01 - Medical Terminology
 - Section
 - BIOL-1000-N01 - Medical Terminology
- BIOL-2020-N02 - Anatomy and Physiology II
 - Section
 - BIOL-2020-N02 - Anatomy and Physiology II
- Lab Groups
 - Group 2
 - Group 1
 - Group 4
 - Group 3
- HCM-2000-N80 - Healthcare Delivery Systems
 - Section
 - HCM-2000-N80 - Healthcare Delivery Systems

*Note: It is best to use your NS Online inbox only to read and reply to emails. Send emails using the course's classlist.