



NET ID AND RUTGERS EMAIL ACCOUNT



All students, whether continuing in Rutgers or new to the University must have an active Net ID and Rutgers email account. As MSW students, it is critical that the School has the ability to communicate with you via email in a reliable, secure and timely manner. We will now only be using email addresses registered with Rutgers University for communication with you. The University cannot guarantee mail delivery to students who forward their mail outside of Rutgers (e.g.: to Gmail, Yahoo or others), and since you will be held responsible for the instructions, deadlines and other important information we will be sending via email, it is imperative to your good academic standing that you comply with this directive.

Thank you if you have already set up your Rutgers email account properly. If not, please do so immediately!

The University and the School of Social Work require that you read email regularly at <http://scarletmail.rutgers.edu>.

Please check the instructions below to see that you have set up your email address properly.

1. Go to netid.rutgers.edu
2. If you have not yet activated your NetID, click on “Activate NetID” and follow the screens to complete this process.
3. If you already have an active NetID, click on “Manage Email Addresses” and log in using your NetID and password to review your account and address the following:
 - Review the information on the left that explains the functions of the different types of email addresses.
 - If you do not already have a self-selected personalized email address, you may create one in the section on the top of the page.
 - Your ScarletMail email address should be listed in your “*Delivery Email Account*” section. If it is not there, please enter the address in one of the boxes and click on “*Add Delivery Address.*” **Again, the University does not guarantee mail delivery to other email account systems like gmail, yahoo, etc.** Your “*Official Rutgers Email Address*” **MUST** be set to either:
 - Address listed in the “*personalized email addresses*” section on the top of the screen, OR
 - Your ScarletMail address (your netid@scarletmail.rutgers.edu)

These are critical steps to ensure that your official Rutgers emails are delivered to your ScarletMail inbox. If you see multiple lines in the “Official Rutgers Email Address” section, any changes you make will be applied to all roles, so you only have to make the change once.

If you require technical assistance with your Net ID, password, or University email account you can contact the Computing Help Desk available on all three campuses:

Campus	Phone	Email
Camden	856-225-6274	help@camden.rutgers.edu
New Brunswick	848-445-HELP (4357)	helpdesk@nbc.rutgers.edu
Newark	973-353-5083	help@newark.rutgers.edu