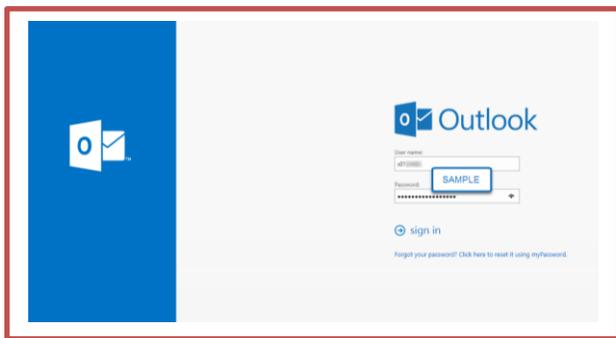


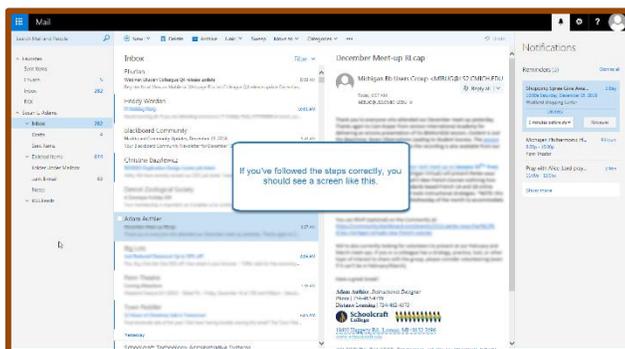
Access your Email from the Internet-Exchange



(fig. #1)



(fig. #2)



(fig. #3)

Accessing Your Email

To access your e-mail through the internet, open your browser and enter the below URL in the address bar, your screen should look like fig. #1.

<http://www.schoolcraft.edu/exchange>

Logging in:

Click the “Login to Email” button to bring up the login page, see fig. #2.

Enter your User ID

User ID= the lowercase **first initial of your first name** followed by your **7-digit Schoolcraft ID** number including all leading zeroes.

Enter your Password

Enter your password and then press **ENTER** or click on “**Sign in**”.

Note: Your initial email password is mailed to your home.

Password Expires every 180 Days!

*Your email/computer password will expire every 180 days. When your password expires and you need to create a new password, click on the “**Forgot your password?**” link and select **Change my Password.***

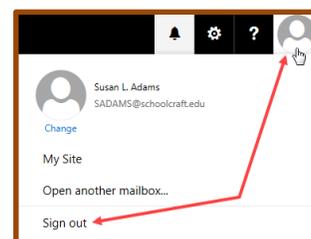
*(See “**Schoolcraft College Self-Service Password Management**”)*

If you have logged in successfully your screen should look like, fig. #3.

Logging Out:

When you are finished reading your email, ***remember*** to sign out by clicking on the “**Avatar**” at the top right, then **Sign-Out**.

After you sign out, you must close the browser to prevent others from accessing your email!



For additional help there is a “?”, at the top right area of the page or contact Help & Blackboard Support ext. 4615

Reading Your Email

When a message is selected it will appear in the reading pane, double-click on the subject of the message to open in new window.

Reply to an Email

1. From the preview pane, select to expand the Reply menu and click on Reply.
2. Type the reply to the message.
3. Click Send.

Reply to Everyone That a Message Has Been Sent To

(Note: the message will be sent to everyone in the TO and CC fields)

1. From the preview pane, select Reply All button.
2. Type the reply to the message.
3. Click on Send.

Forward A Message to a Third Party

1. From the preview pane, select to expand the Reply menu and click on Forward.
2. Type the email address in the "To" field or select from a name from the Search People.
3. Type the message.
4. Click on Send.

Sending Email



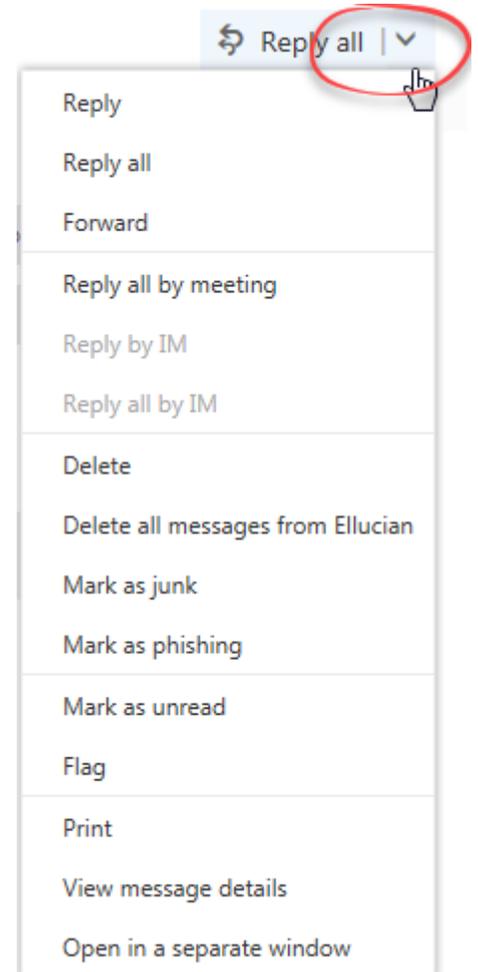
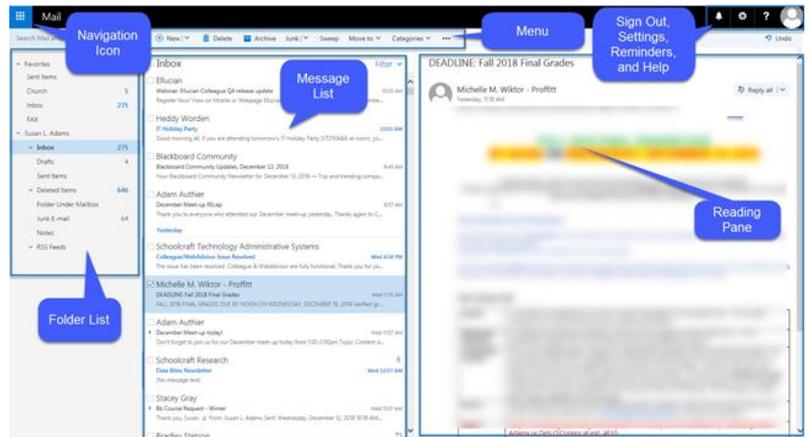
1. Click on New from the top menu
- 2a Type the recipient's name (if Schoolcraft employee) then click the Search People button.
- 2b Type the recipient's complete email address (i.e. sadams@yahoo.com)
3. Type the subject of the message in the Subject field.
4. Type the body of the message.
5. Click on the Send button to send the email

Note: If the recipient's name that you typed in the "To" field matches more than one name in the Schoolcraft College Global Address List, Outlook will show you a list of all the names that match what you have typed and ask you select an individual from the list.

Calendar and People (Directory)



1. To access your calendar or people (directory) click on the Navigation Icon.



Schoolcraft College Self-Service Password Management

To access the “*Schoolcraft College Self-Service Password Management*” website, click on the “*Forgot my password*” link on the Outlook on the Web login page, or enter the URL <https://mypassword.schoolcraft.edu/myPassword.aspx>.

Use this option if your password has expired.

Change my Password
Change your password if you know your current password

Reset my Password
Reset your password if you don't know your current password

Edit my Profile
Edit the questions and answers in your Password Reset Profile

Change my Password:

-If your password has expired or you know your current password-

- Enter the Captcha Verification (this is not case sensitive) and click “Verify”
- Enter your **current** “User Name” and “Password”, click “Logon”
(If this is your first time here you will be asked to setup your profile questions)
- In the “Password” field, enter the new password (See Password Criteria)
- In the “Confirm” field, re-enter the same password Click on the “Change Password” to continue

Reset my Password:

-If you don't know your password, you will need to answer your security questions-

- Enter the Captcha Verification (this is not case sensitive) and click “Verify”
- Enter your “User Name”, click “Logon”
- Enter your responses to the Security Questions “Continue” to proceed
- In the “Password” field, enter the new password (See Password Criteria)
- In the “Confirm” field, re-enter the same password
- Click on the “Reset Password”, your Network password has been changed

Edit My Profile: (To setup/change your security questions)

- Enter the Captcha Verification (this is not case sensitive) and click “Verify”
- Enter your “User Name” and “Password”, click “Logon”
- The first two questions you will select from the drop down list then provide your answer. For the third question, you will create your own question and answer. Click on “Update”.

Network Password Criteria

- “Must” be “at least 16” characters
- “Must” contain 3 of the 4 items below:
 - Uppercase characters (A-Z)
 - Lowercase characters (a-z)
 - Number (0-9)
 - Non-alphabetic characters (for example! \$,#,?)
- Note: This password is for your campus computer, WIFI and Outlook on the Web.
- This password is “**not**” the same as your WebAdvisor password