In order access Schoolcraft e-mail from the internet, you must have a connection to the internet using your ISP. Information Services will not provide technical support for this connection.

**Accessing Your Email**

To access your e-mail through the internet, open your browser and enter the following on the address line: [http://www.schoolcraft.edu/exchange](http://www.schoolcraft.edu/exchange) press “ENTER”.

**Logging In**

Click the “Login to Email” button to login to the email server.

A login dialog box will display.

**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 for ID numbers less than 7 digits.

**Enter your Password**

*Note:* Your email password is mailed to your home. Enter your password and then press ENTER or click on the “Sign in” button.

For additional help there is a “help” link on the upper right area of the page or contact Help Support at 734-462-4615

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**When you are finished reading your email, remember to sign out by clicking on the “Sign Out” link. After you sign out, you must close the browser to prevent others from accessing your email.**
Reading Your Email
When a message is selected it will appear in the preview pane, double-Click on the subject of the message to open in new window.

Reply To An Email
1. Open the email you want to reply to.
2. Click the Reply Icon.
3. Type the reply to the message.
4. Click Send.

Reply to Everyone That A Message Has Been Sent To
(the message will be sent to everyone in the To and CC fields)
1. Open the email you want to reply to.
2. Click on the Reply To All Icon.
3. Type the reply to the message.
4. Click on Send.

Forward A Message To A Third Party
1. Open the email you want to forward.
2. Click the Forward Icon.
3. Type the email address in the To... field or select from a name from the address book.
4. Type the message.
5. Click on Send.

Sending Email
1. Click on New
   2a Type the recipient’s name (if Schoolcraft employee) then click the Check Name 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.
Change Password

My Password Website - How to Change your Active Directory/Windows Password

Enter the following URL to access the Schoolcraft College “MyPassword” website.

https://mypassword.schoolcraft.edu/myPassword.aspx

1. Edit My Profile (To setup your security questions)

   Click on “Edit my Profile”
   Enter your “User Name” and “Password” as if you are logging into your computer.
   Leave the “Domain” at “Schoolcraft”
   Click on “Logon”

   The first two questions you will select from the list then provide your answer
   The third question you will type your own question and answer

   Click on “Update”
   Click on the “Return to Main Menu now”

2. Change Password (If you know your current password)

   Enter your “User Name” and “Password” as if you are logging into your computer.
   Leave the “Domain” at “Schoolcraft”
   Click on “Logon”
   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
   You will return to the main screen

3. Reset Password (If you don’t know your current password)

   Enter your “User Name”
   Click on the “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” to continue

Password Criteria

- Not contain the user's account name or parts of the user’s full name that exceed two consecutive characters
- Be at least six characters in length
- Contain characters from three of the following four categories:
  - uppercase characters (A through Z)
  - lowercase characters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphabetic characters (for example, !, $, #, %)

Help & Blackboard Support * 734-462-4615 * bbsupport@schoolcraft.edu