Access your Email from the Internet-Exchange

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 the “Sign in” button.

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

Password Expires every 180 Days!
➢ Your email/computer password will expire every 180 days, click on the “Forgot your password?” link to change your password.

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

Logging Out:
When you are finished reading your email, remember to sign out by clicking on the “Sign Out” link at the top.

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

Help with Attachments:
➢ To attach files in email, use Internet Explorer.
➢ Or “use the light version” in other browsers, by clicking on the box on the of Outlook Web App login page!

For additional help there is a “help”, click link on the upper right area of the page or contact Help & Blackboard Support ext. 4615
Reading, Replying and Sending 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.
To access the “Schoolcraft College Self-Service Password Management” website, click on the “Forgot my password” link on the Outlook Web App login page, or enter the URL https://mypassword.schoolcraft.edu/myPassword.aspx.

**Change my Password:**
- If you know your current password or your password has expired-
  - 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 list then provide your answer
- The third question you will type 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 Web App.
- This password is “not” the same as your WebAdvisor password.