

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.

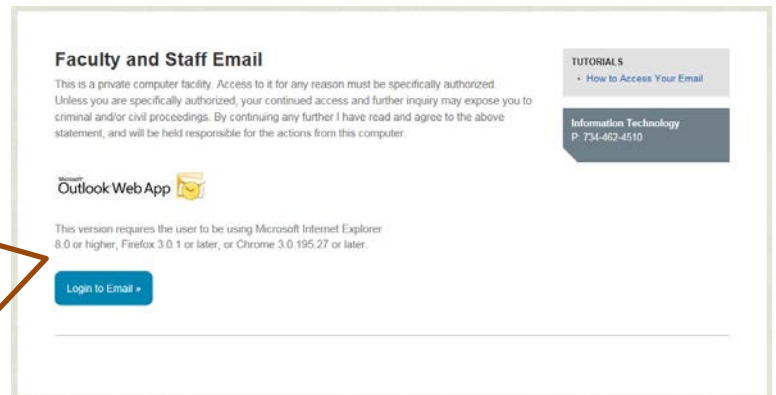
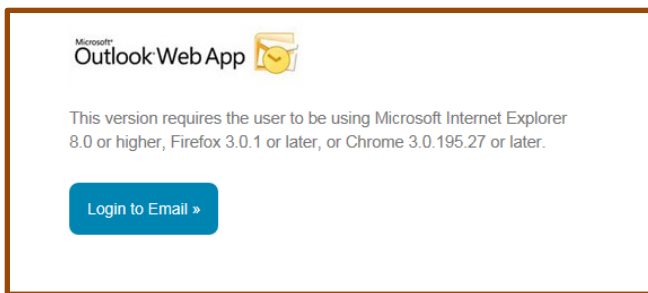
Accessing Your Email

To access your e-mail through the internet, open your browser and enter the following on the address line: <http://www.schoolcraft.edu/exchange> then press **ENTER**.

Logging In

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

A login dialog box will display.

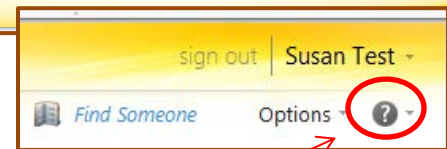
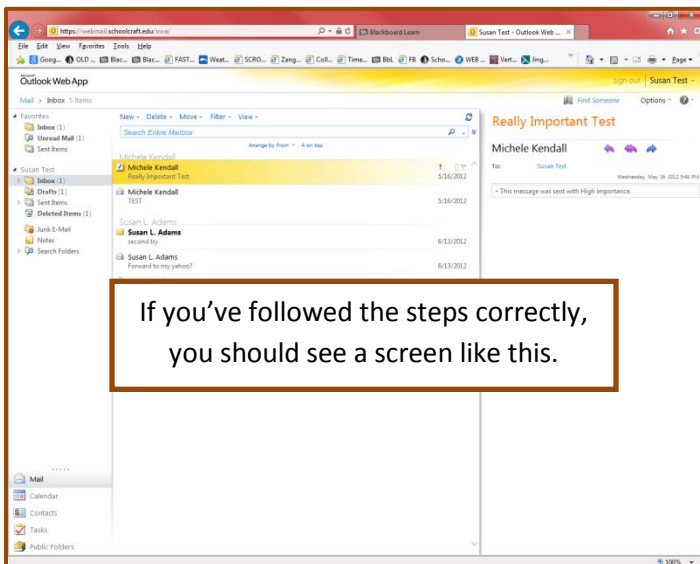
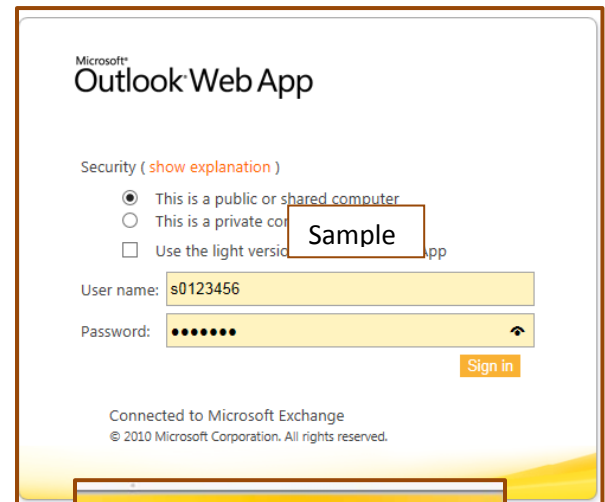


Enter your User ID

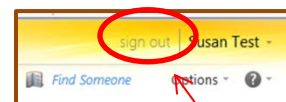
User ID= the lowercase **first initial of your first name** followed by your **7-digit Schoolcraft ID number** including all leading zeroes for ID numbers less than 7 digits.

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.



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.