

# **HOW TO ACCESS YOUR EMAIL**

## **AT WORK**

- Log into the Network
- Launch Internet Explorer
- Type in the address: <http://mail.hufsd.edu/exchange> or go to <http://www.hufsd.edu> and click on the e-mail link.
- At the Login screen, enter your username and password.

**IF YOUR PC HAS WINDOWS XP, YOU HAVE TO ENTER YOUR USER NAME IN THIS FORMAT: NAME@HUFSD.EDU.**

**IF YOUR PC HAS WINDOWS 2000, YOU HAVE TO ENTER JUST YOUR USERNAME.**

## **FROM HOME**

- Go online
- Go to <http://www.hufsd.edu> and click on the e-mail link or type in the address: <http://mail.hufsd.edu/exchange> .
- Enter your username and password.

## **HOW TO CHANGE YOUR PASSWORD ON YOUR OWN**

- Login to Outlook Web Access by entering the following URL in your browser <http://mail.hufsd.edu/exchange>.
- The Outlook Web Access Email Log on page will appear.
- In the User Name text box enter your account name.
- In the Password box type in your current email password.
- Select the Options Icon from the side bar of the Outlook Web Access Window.
- Scroll down the list and click Change Password.
- Accept the server certificate.
- Enter Mail for the Domain name.
- Enter your account name.

- Enter your current password once, then enter your new password twice to confirm that it was entered correctly. The password must be at least 5 characters long.
- Click OK.
- Click on the close button in the dialog box that says "Password successfully changed".
- Close the Options dialog box.

**HOW TO CHANGE YOUR PASSWORD**  
**WHEN YOUR PASSWORD IS EXPIRED OR EXPIRING**

- Go online.
- From the HUFSD website click on the E-Mail link.
- Login with your current name and password. A message will come up alerting you to change your password.
- In the Account field type in your username @ hufsd.edu
- Enter your **current password** in the **Old Password field**.
- Enter your **new password** in the **New Password field**, (passwords must be at least 5 characters and must be unique).
- Re-enter your **new password**
- Click **OK** to confirm
- After clicking OK you will get a login screen.
- VERY IMPORTANT\*\*\* Login using your username and enter your **old password one last time to confirm the change.**

**\*\*\*\*\*Due to security reasons, you will now be required to change your password every 90 days. The e-mail system will automatically alert you 14 days before that your password is expiring. \*\*\*\*\***