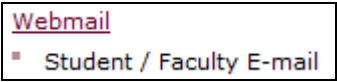



Webmail Activation Process

Note: If you cannot access your Webmail account at your personal computer (PC) at home, or at another PC that you use, complete the steps on a PC at your SHS Campus. If you still cannot access your account, notify the SHS Tech Help contact person at your Campus.


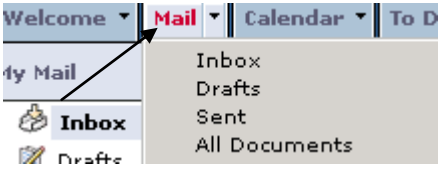
PHASE 1 – How to Create a Webmail Password

Instructions	
1.	Access the Springfield College home page – http://www.spfldcol.edu and click the mySCweb link at the top right of the screen under “Information for:”
2.	Click the “ Webmail ” link.  A screenshot of a webmail menu. At the top, the word "Webmail" is written in red. Below it, there is a small square icon followed by the text "Student / Faculty E-mail".
3.	Click the link at the top left that says “ Get new account information or Reset forgotten password Click Here. ”  A screenshot of the Springfield College logo, which consists of the words "SPRINGFIELD COLLEGE" in white capital letters on a dark red rectangular background. Below the logo is a purple link that reads "Get new account information or Reset forgotten password Click Here." An arrow points from the text in the instruction to this link.
4.	Enter your Springfield College ID number <i>without the leading zeros</i> .
5.	Enter you the last four digits of your Social Security Number . Then click Submit.
6.	Print the information provided to you on the next screen. You will receive your Springfield College email address, which looks something like <u>idoe@spfldcol.edu</u> , and you will need to create a password you can easily remember. Note: To make the process easier, the password you select for Webmail can also be used for your Campus Web and Manhattan Virtual Classroom accounts. The choice is yours.
7.	After you have created your password, click the Submit button . Go back to the Springfield College home page and wait about 10 to 15 minutes . Then follow the steps below in Phase 2 .

PHASE 2 – Accessing Your Webmail Account

Instructions	Instructions
1.	Access the Springfield College web page – www.spfldcol.edu and click the mySCWeb button.
2.	Click the “ Webmail ” link.

PHASE 2 – Accessing Your Webmail Account (cont.)

3.	In the username box, enter your Springfield College email address without the spfldcol.edu extension. So if your name is Terry Jones, you would enter tjones .
4.	Enter the new password you created and click the Sign in button. The screen prompt will say “Redirecting.”
5.	<p>A. Use these instructions for the pop-up screens if you are accessing your Webmail account for the first time.</p> <p>a) When you see the pop-up window that reads: "The installation of Domino Web Access 7 Control has been blocked or declined by the user. Do you want to use this on subsequent Domino Web Access pages?" ---- Click OK.</p> <p>b) On the next screen, in the blue menu you will see the following: "This website wants to install the following add-on: 'Domino Web Access 7 Control (International)' from 'International Business Machines Corporation'. If you trust the website and the add-on... click here." Click the "click here" that appears on the blue menu.</p> <p>c) On the next pop-up, click on "Install ActiveX Control."</p> <p>d) Then click "Install."</p> <hr/> <p>B. If you are already using Webmail on your personal PC, and did not install the Domino Web Access 7 Control, see the SHS Tech Support person at your campus for instructions.</p>
6.	<p>Your account will open to the “Welcome screen” illustrated below.</p> 
7.	<p>Click the “Mail” tab and a drop down box will appear as shown below.</p> 
8.	Click the “ Inbox ” to see your messages.
9.	You may have several messages sent to you from Springfield College departments that all SC employees receive. Read through the messages and print important notices before you delete them.