

## Logging In via the Web

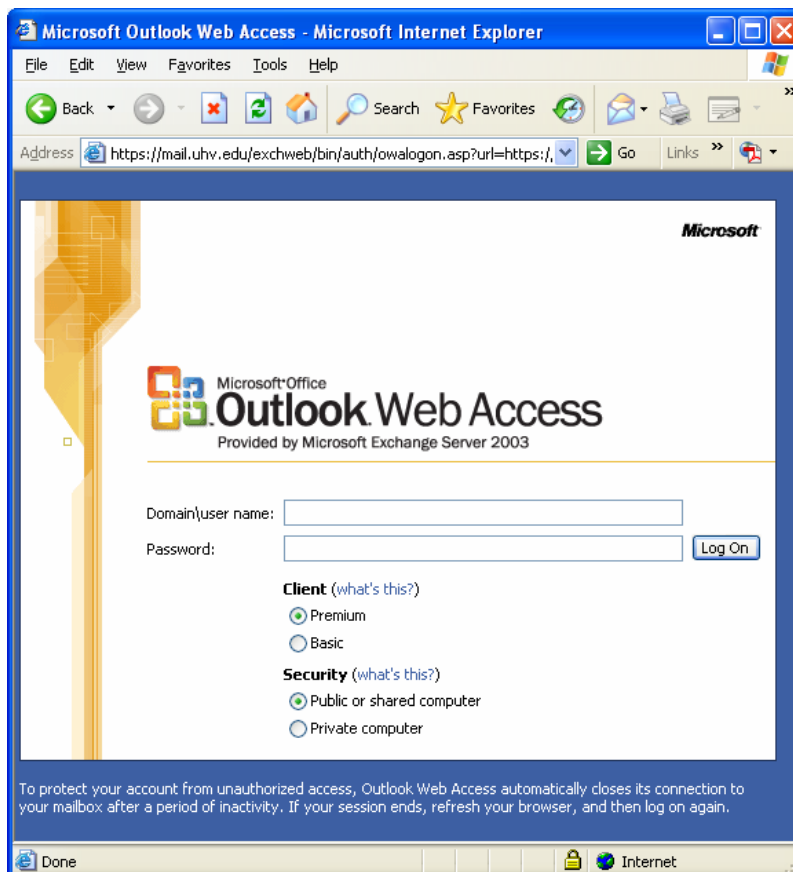
UH-Victoria provides Outlook Web Access email for students. Student email can be accessed from an approved web browser. You may use Internet Explorer 5.5 and above, or Netscape 4.76 or above. Internet Explorer is recommended for feature availability and compatibility.

You may access UHV student email from the UHV homepage or you may access it directly using the link below:

<https://mail.uhv.edu/exchange>

### Logging In

Below is an example of a login window using Internet Explorer as the browser.



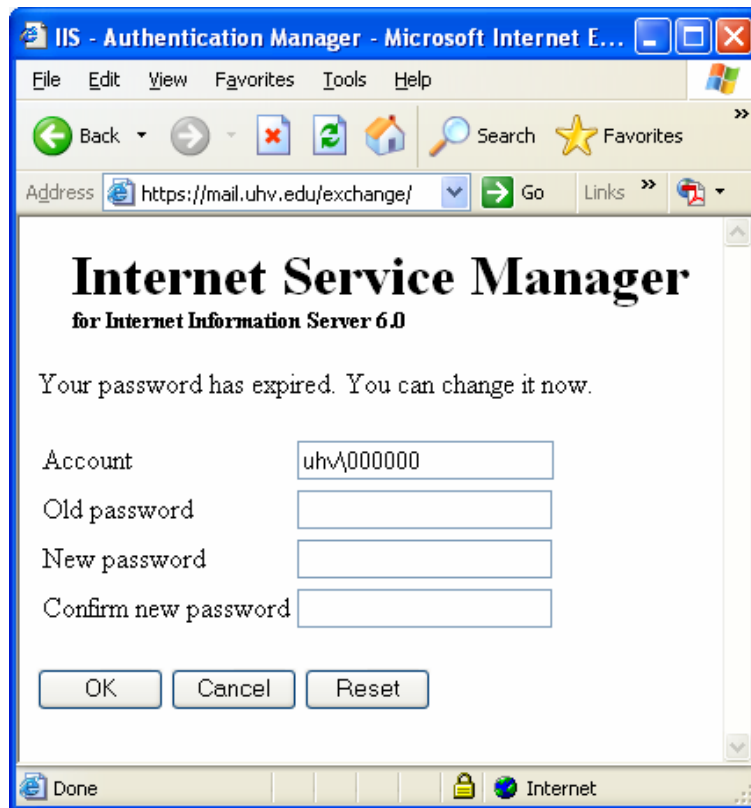
Other browsers such as Netscape will not display the Client options and the Basic client will be used.

## User Name and Password

Your user name and password will be as described on the **Student Accounts** web page. Please note that your actual password will not be displayed when it is entered.

## Expired Passwords

If you have never logged in before (either via email or on-site in a lab) or if your password has expired, you will be prompted to change your password. The Internet Service Manager screen will be displayed indicating that your password has expired.



Enter the following information to change your password:

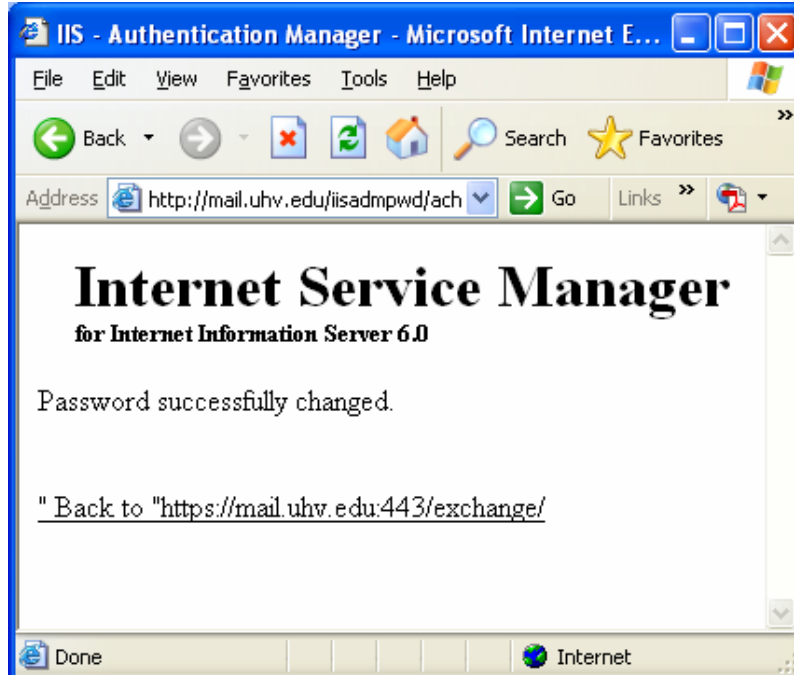
Account: ***uhv\your-username***

Old Password: ***the password you just used to login***

New Password: ***must be at least eight characters***

Confirmation: ***new password again***

Once you have successfully changed your password, the following screen will appear.



To access your email, click on the link at the bottom and log in using your new password.

You will be required to change your password every 160 days.

## **Logging Off**

It is very important that you log off when you have completed your email session. If you do not log off correctly, others may gain access to your email. Log off by clicking on the “Log Off” icon, and then close your browser.