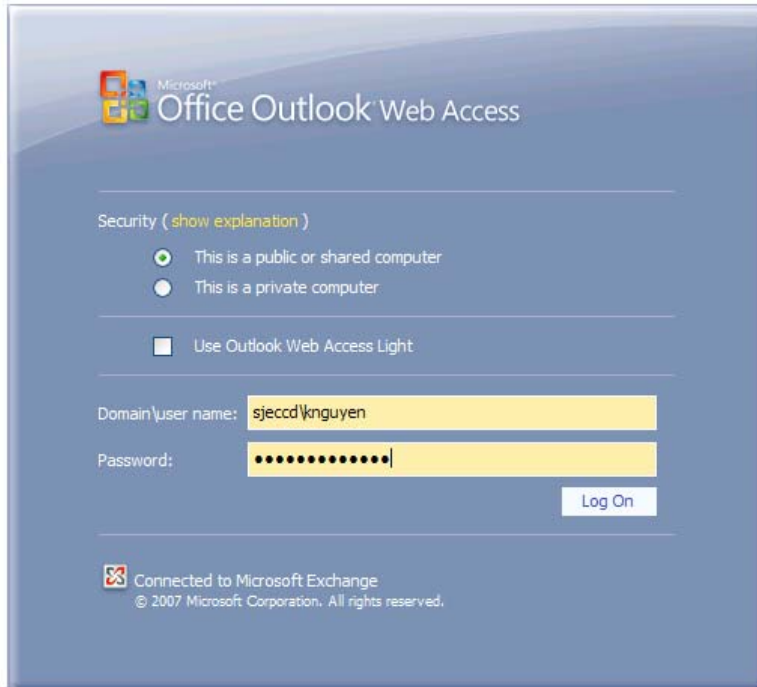


# WEBMAIL (OWA) 2007 INSTRUCTION

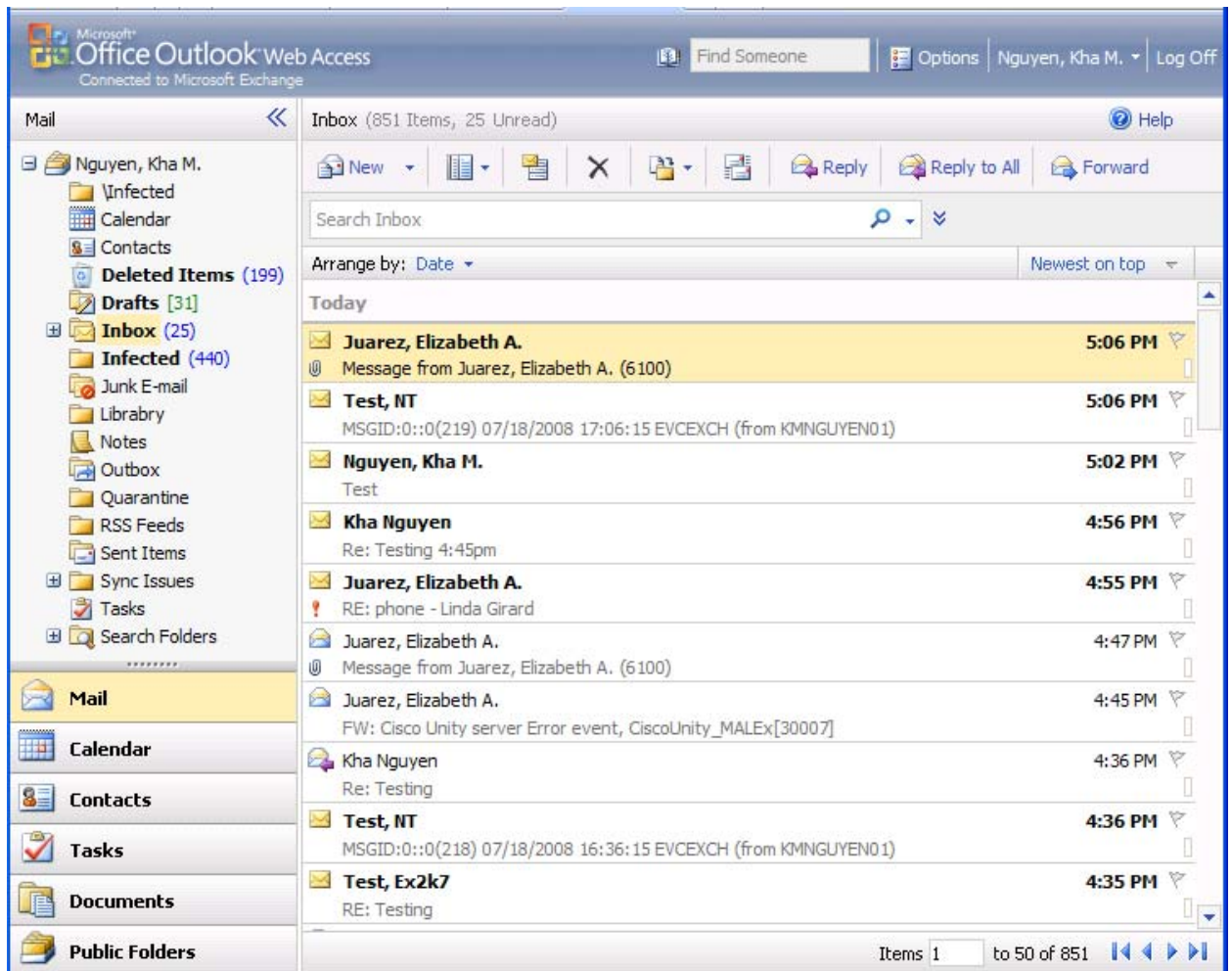
1. From the Browser (Internet Explorer), type <https://webmail.sjeccd.edu>
2. Enter the username: **sjeccd\username** and password: your network logon password



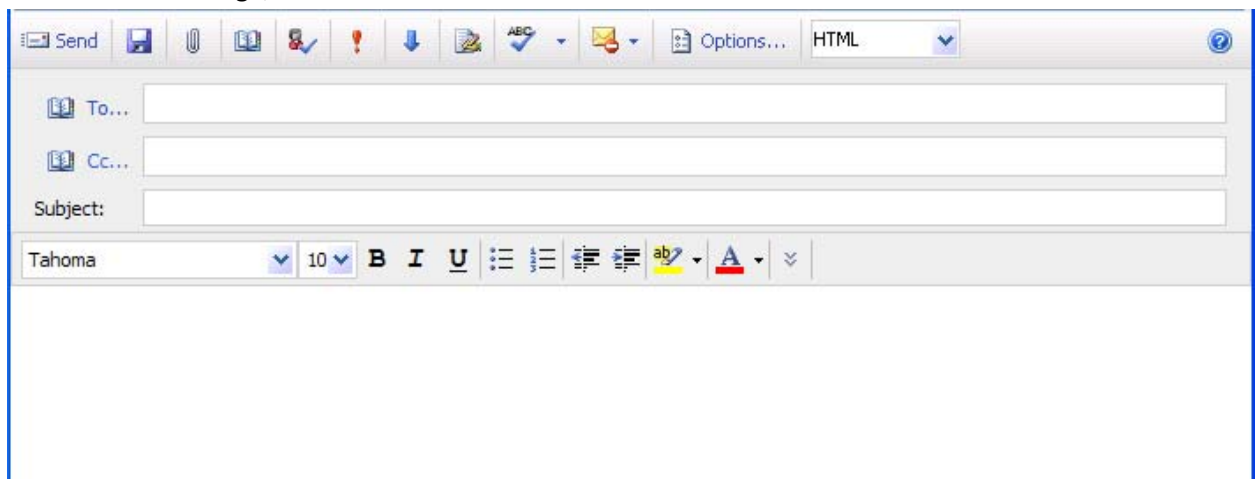
3. Click on **Log On**
4. Select the **Current Time Zone** and click **OK**



5. The Inbox will show only 50 messages per window, click on the **Right** arrow (▶) at the lower right hand corner to view the next 50 messages

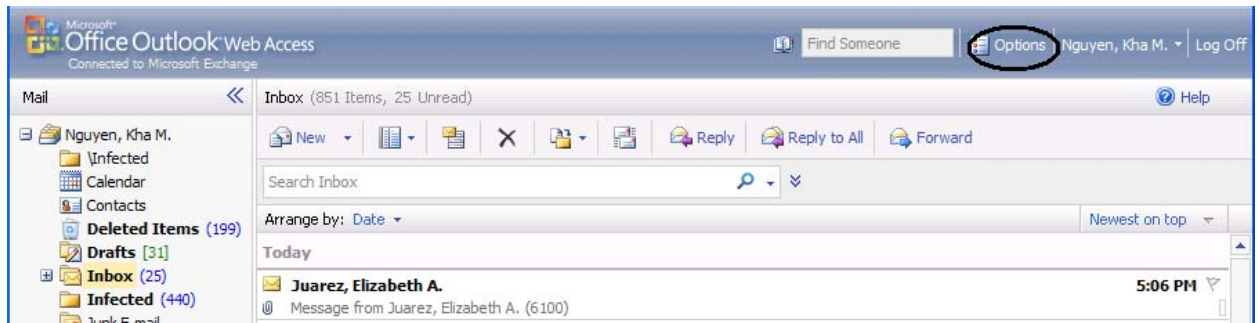


6. To send new message, click on the **New** mail icon.

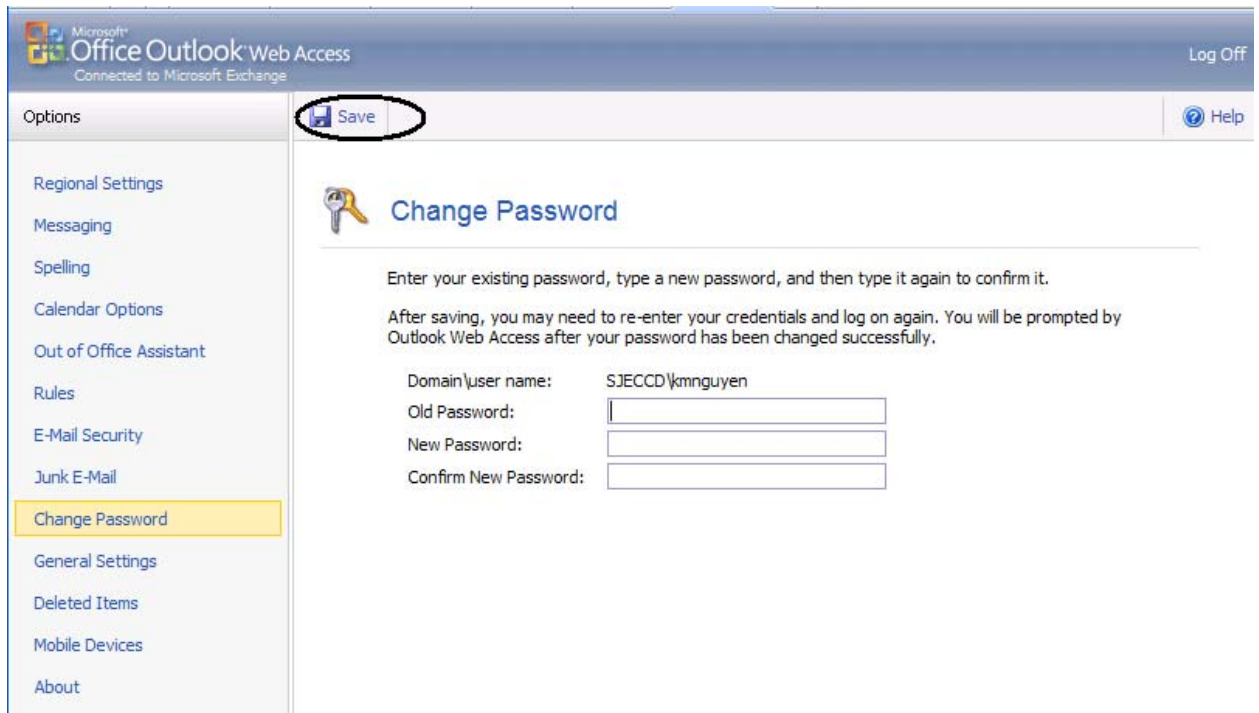


7. Click on **To...** to search for Recipient's name or Distribution List.

8. To change Password, click on the **Options** link at the upper right hand corner.



9. On the Options menu, click on Change Password

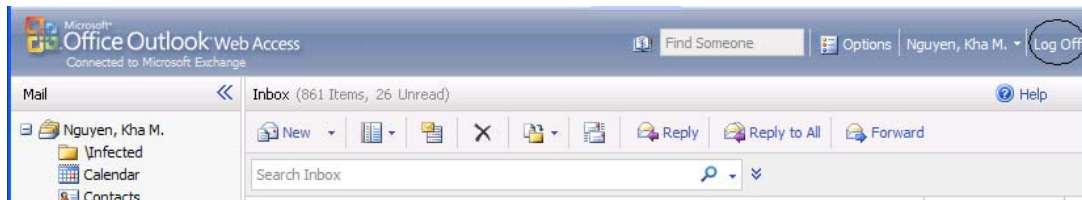


10. Enter your Old Password, New Password and Confirm New Password and click **Save**.

NOTE: SJECCD will use Microsoft's recommended password complexity requirements.

- The password is at least six characters long.
- The password contains characters from at least three of the following four categories:
  - Uppercase characters (A — Z)
  - Lowercase characters (a — z)
  - Base 10 digits (0 — 9)
  - Non-alphanumeric (For example: !, \$, #, or %)
- The password does not contain three or more characters from the user's account name (First name, Last name, or username).
- The new password cannot be the same as one of the previous three passwords.

11. Please remember to Log Off after finish using the Webmail, click on the Log Off



12. Click on Close Window to close the current window session

