

Logging in to WebMail

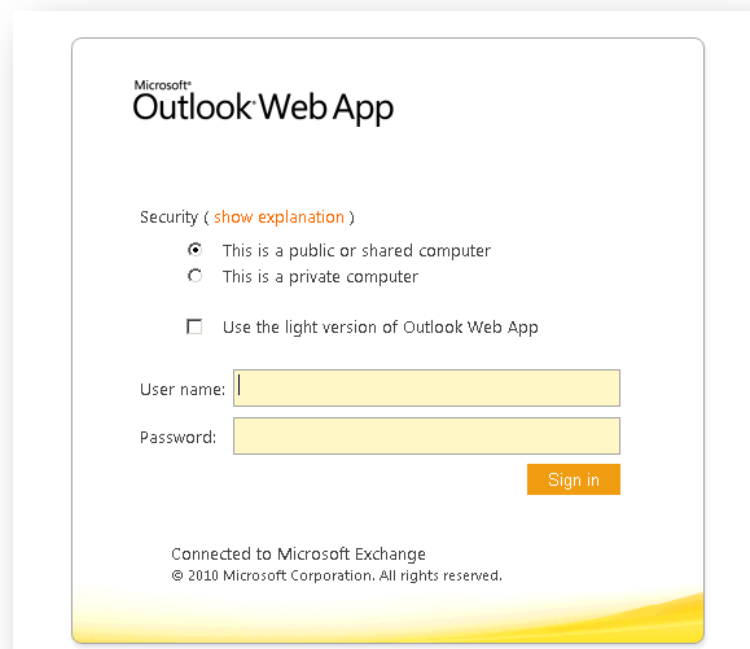
Howdy!

These instructions will guide you on how to access you CVM email using Outlook Webmail. You will need your User ID for this.

Normally, faculty and staff User IDs are their first initial and last name (i.e. JSmith is John Smith's username).

Most veterinary students' User ID will consist of their first and middle initials and then their last name (i.e. JJSmith is John Jacob Smith's user name).

- 1) Open a browser and type webmail.cvm.tamu.edu, you should see a page similar to the picture below. (Remember to save a favorite or bookmark for this page.)



The screenshot shows the Microsoft Outlook Web App login interface. At the top, it says "Microsoft Outlook Web App". Below that, there is a "Security" section with a link to "show explanation". There are three radio buttons: "This is a public or shared computer" (selected), "This is a private computer", and "Use the light version of Outlook Web App" (unchecked). Below the radio buttons are two text input fields: "User name:" and "Password:". To the right of the "Password:" field is an orange "Sign in" button. At the bottom, it says "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved."

- 2) Enter your username and password
 - a) If this is your personal computer, select “This is a private computer”
 - b) If this is a lab computer or computer which is used by someone other than yourself, make sure to use the “This is a public or shared computer” option to help avoid unauthorized access to your account.

Microsoft
Outlook Web App

Security ([show explanation](#))

This is a public or shared computer

This is a private computer

Warning: By selecting this option, you confirm that this computer complies with your organization's security policy.

Use the light version of Outlook Web App

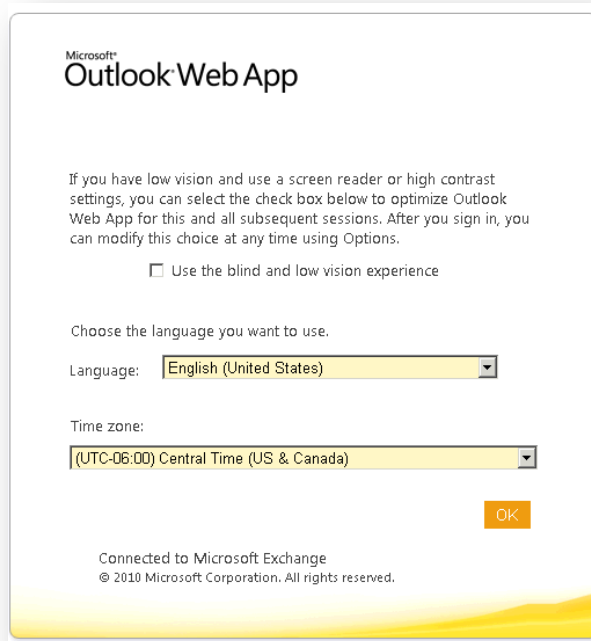
User name:

Password:

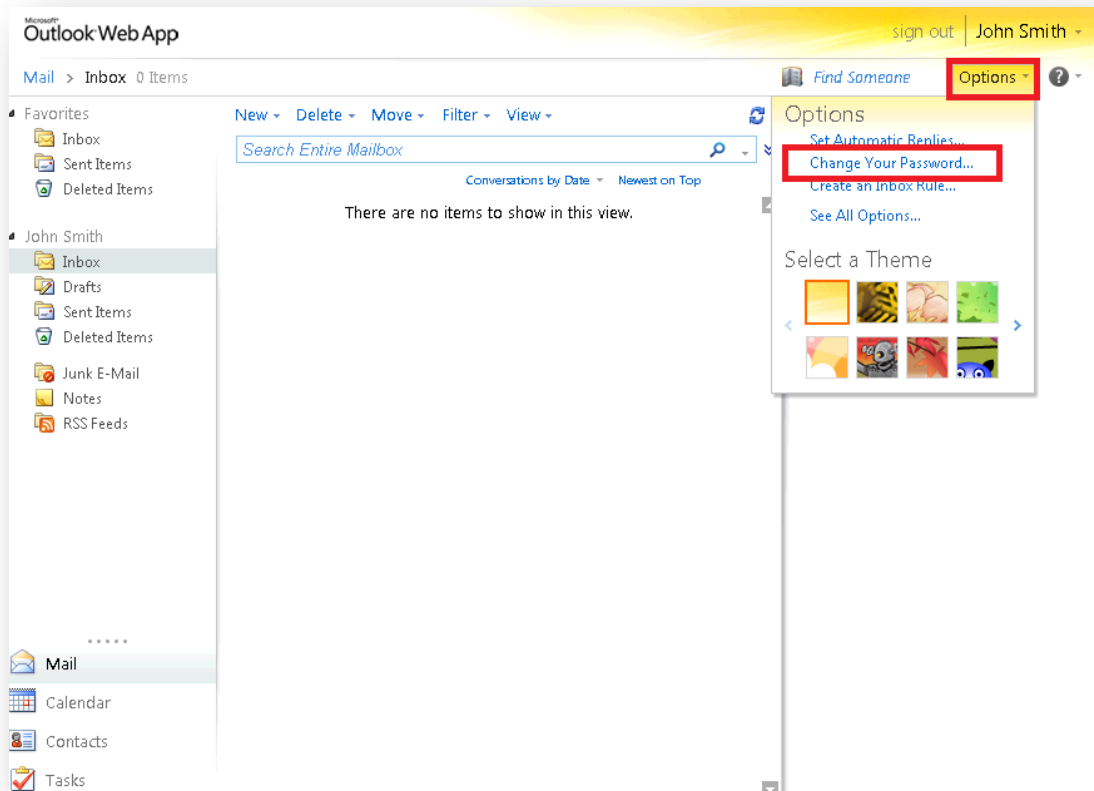
[Sign in](#)

Connected to Microsoft Exchange
© 2010 Microsoft Corporation. All rights reserved.

If this is your first time logging in, please verify your time zone and click ok.



1. Click the OPTIONS dropdown menu on the right side and select CHANGE YOUR PASSWORD. (If you have already changed your password you DO NOT need to change it again.)



2. Type in your current and new password and click SAVE
 - a. Please note all passwords must be at least 8 characters and include a mixture of 3 of the following:
 - Uppercase letter
 - Lowercase letter
 - Number
 - Special character/symbol

**NOTE: YOUR NEW PASSWORD
CANNOT CONTAIN YOUR USERID**

Example passwords: Verb@t1m, qu1knOte

Microsoft Outlook Web App

sign out | John Smith

Mail > Options

My Mail ?

Account

Organize E-Mail

Groups

Settings

Phone

Block or Allow

Mail Spelling Calendar General Regional Password S/MIME

Change Password

Enter your current password, type a new password, and then type it again to confirm it.

After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully.

Domain\user name: CVM\jsmith

Current password: [masked]

New password: [masked]

Confirm new password: [masked]

Save

After you have saved your password, you will be asked to log in again. You will then be returned to the Password change page.

Click the "My Mail" button or "Mail" on the opposite side to return to your inbox.

You are now ready to explore your new account in the Outlook desktop client.
For more detailed instructions please go to: <http://vetmed.tamu.edu/support/>
Remember: Contact the CVM IT Helpdesk at 862-4554 if you have any questions.