To access your webmail account:

1. Open Internet Explorer

2. In the Address Bar, enter the following URL
   - [http://webmail.sjfc.edu](http://webmail.sjfc.edu)

3. The webmail re-direct page appears. Either wait a few seconds or click on the “click here” at the bottom the page to proceed to the webmail login page.
4. The webmail login page appears.
   a. Type your *Network Username* in the *User ID* field.
      - **Students**: Your username is your three initials, a zero, and then the last four digits of your SJFC ID number (also known as your @ number). *(example: abc01234)*
      - **Faculty/Staff**: Your username is your first initial and your last name. *(example: jsmith)*

      *Note: If the combination does not work please contact the Help Desk. In the event that two people share the same combination the Help Desk will be able to inform you of your username.*

   b. Type your SJFC Network Password in the Password field
      - If this is your first time logging into SJFC’s Network, your password is as follows:
         - The first letter of the FIRST NAME +
         - The character “!” +
         - The first letter of the LAST NAME +
         - The character “$” +
         - The first 2 digits of the last 4 numbers of the @ #
         - The character “#” +
         - The last 2 digits of the last 4 numbers of the @ #
         All characters are LOWER CASE in the password (this matches the email address which is also lowercase)

   c. Click *Log On*. 
5. If this is your first time logging into SJFC’s network, you will be prompted to change your password. If not, skip to step 7.
   - The **Account** field should already be filled in. Your username should show up as **academia\username** where **username** is your username.
   - Type your current password in the **old password** field.
   - Type your new password in the **new password** field, then type it again in the **confirm new password** field.
   - Click OK.
6. If your password change was successful, you should see the following screen. Click the Back to [https://cliffie2.sjfc.edu:443/exchange](https://cliffie2.sjfc.edu:443/exchange) link and repeat step 4 with your new password.

- When creating your password, it must be eight characters in length containing at least one letter, one number and one special character.
7. The webmail window will appear.
8. When you are finished, click the *Log Off* button in the upper right corner. This will bring you back to the main login screen, and you can close your browser.

For assistance, contact the OIT helpdesk:

Web: [http://oit.sjfc.edu](http://oit.sjfc.edu)
Email: helpdesk@sjfc.edu
Phone: (585) 385-8016