

ACCESSING E-MAIL THROUGH YOUR UNIFIED COMMUNICATIONS ACCOUNT

You can check your E-mail with your new account. If you want to access your E-mail through your account, follow these instructions.

1. Go to your user site and login.
2. After you login, go to **My Account**.
3. Click on the **E-mail Account**.
4. Fill in the following fields:

User Name: This is your E-mail user name given to you by your ISP. Frequently, it's the part of your E-mail address that precedes the "@" symbol.

Password: This is your alphanumeric E-mail password from your ISP.

Re-type Password: Re-enter your password in this field to provide confirmation.

Service Provider: Select your provider's name (e.g., "Yahoo"). If your provider is not on the list, select Other.

Server Name: If you selected Other in the Service Provider field, you need to enter your E-mail server name here. You will likely need to contact your Internet Service Provider (ISP) for this information.

5. Click on **Save**.
6. You have successfully set up your account to access your E-mail!