



## ACCESS YOUR FACULTY/STAFF E-MAIL FROM THE WEB ...ON CAMPUS OR OFF CAMPUS

1. Access <https://mail.lindsey.edu> from the web. You will then see the Microsoft Outlook screen. Enter your username in the **Domain\user name** field. Your username is your last name plus the first character of your first name. If someone else with the same last name and first initial has that account, there may be adjustments to your e-mail account. Please call the Computer Center if you are not sure of your username. Your password is your 6-digit birthdate.

Microsoft

Microsoft Office  
**Outlook Web Access**  
Provided by Microsoft Exchange Server 2003

Domain\user name:

Password:

**Client** (what's this?)

Premium  
 Basic

**Security** (what's this?)

Public or shared computer  
 Private computer



2. Your full e-mail address will be your [username@lindsey.edu](mailto:username@lindsey.edu) (Ex. smithj@lindsey.edu)