Using Webmail and changing Password

Using webmail is a way to check CUI email from a web browser off campus. Once logged into the webmail service you can also change your password.

1. Open a browser window and type in webmail.cui.edu as the address



2. Click on the "Login" button in the top right hand corner of the screen.



3. In the pop-up window that appears type in "cui\" and then your user name along with your password.

Connect to swebm	ail.cui.edu 🛛 🔋 🗙
R	
Connecting to sweb	nail.cui.edu
User name:	🖸 cui\swisherj
Password:	•••••
	Remember my password
	OK Cancel

4. If the user name and password is typed in correctly the browser will launch your email.

🖉 Microsoft Dutlook Web Access - Microsoft Internet Explorer								
File Edit View Favorites Tools Help								
Back								
Address 🔄 https://swebnail.cui.edu/exchange/								
ULIOOK WED ACCESS	Indox (Messages V)							
🦲 Folders 🛛 🖸 🛆	🔁 New 🝷 🦾 🗙 🕰 🕰 🛃 🛨 🖛	P 💷 📀 Help		۲ 🔁	.og Off			
🖃 🚔 Swisher, Jon	1 0 From	Subject	Received 7	Size	7			
AV/CT	🖂 Neben, Jason	CD Writing	Thu 7/13/2006 3:10 PM	4 KB	8			
	🚔 Crosier, Jon	FW: Printer	Thu 7/13/2006 10:56 AM	8 KB	8			
Deleted Items (12)	🚦 🚔 🛛 Olah, Katherine	New Hire Notifications - Joy Leslie & Cindy Faber	Thu 7/13/2006 8:34 AM	17 KB	8			
Drafts	🚔 del Toro, Duncan	[Fwd: FYI-Joy Leslie]	Wed 7/12/2006 1:32 PM	5 KB	8			
Inbox	🚦 🖂 Webmaster	Today's Staff Meeting Cancelled	Wed 7/12/2006 8:46 AM	4 KB	8			
TI 🔄	🔗 Webmaster	Today's Broadcast	Wed 7/12/2006 8:34 AM	8 KB	Ÿ-			
Journal	🗎 🛙 Kroenert, Ross	MAVS for Living Waters Church	Tue 7/11/2006 3:48 PM	42 KB	8			
Junk E-mail	🖂 Harris, Chris	FW: Webinar: Stop Server Proliferation and Cut Costs with .	Tue 7/11/2006 3:15 PM	22 KB	8			
New Employees	🖻 🛙 Kroenert, Ross	MAVS for Admissions tour	Tue 7/11/2006 1:54 PM	43 KB	8			
Coutbox	Ratzlaff, Duane	RE: LCD projector	Tue 7/11/2006 1:17 PM	8 KB	8			
Sent Items	😂 Webmaster	FW: banner log on	Mon 7/10/2006 3:45 PM	3 KB	8			
🍠 Tasks	🖾 🛯 Kroenert, Ross	RE: help	Mon 7/10/2006 2:23 PM	61 KB	2			
🖂 Inbox	loday's broadcast:							
Calendar	a Job Destinue							
9 Cartanta	Job Postings De De de La character Managiel Carrier							
	Rev. Ur. Altred Freitag Memorial Service							
V Tasks								
Public Folders								
Rules	From Human Resources:							
Coptions								
🖹 📄 🔁 🔂 Internet								

	DO NOT REPLY TO THE WEBMASTER
Inbox	Today's broadcast:
Calendar Contacts	 Job Postings Rev. Dr. Alfred Freitag Memorial Service
💙 Tasks	
Rules	<u>From Human Resources:</u>

5. To change your password click on the "options" button in the bottom left hand corner.

6. Scroll down the page until you find the "Password" section and click the "Change Password" button.

Contact O	ptions	
8=	Check names first in: Global Address List Contacts	
Password		
R	Change Password	
Recover Deleted Items		

7. In the new window that pops open, fill the Domain space as "CUI", the account space as your username to log onto windows, and then your old and new password.

🧐 https://swebmail.cui.edu - IIS - Authentication 🔳 🗖 🗙				
Internet Service Manager for Internet Information Server 6.0				
Domain	CUI			
Account	swisherj			
Old password	kololololololololok			
New password	yalalalalalalalalalalala			
Confirm new passw	ord			
OK Cancel	Reset			
Done		🔒 swebmail.cui.edu		

8. If everything is done correctly you will receive a window similar to the one below.



Please remember that changing your password in webmail will also change your password to log into a computer on the Concordia network.