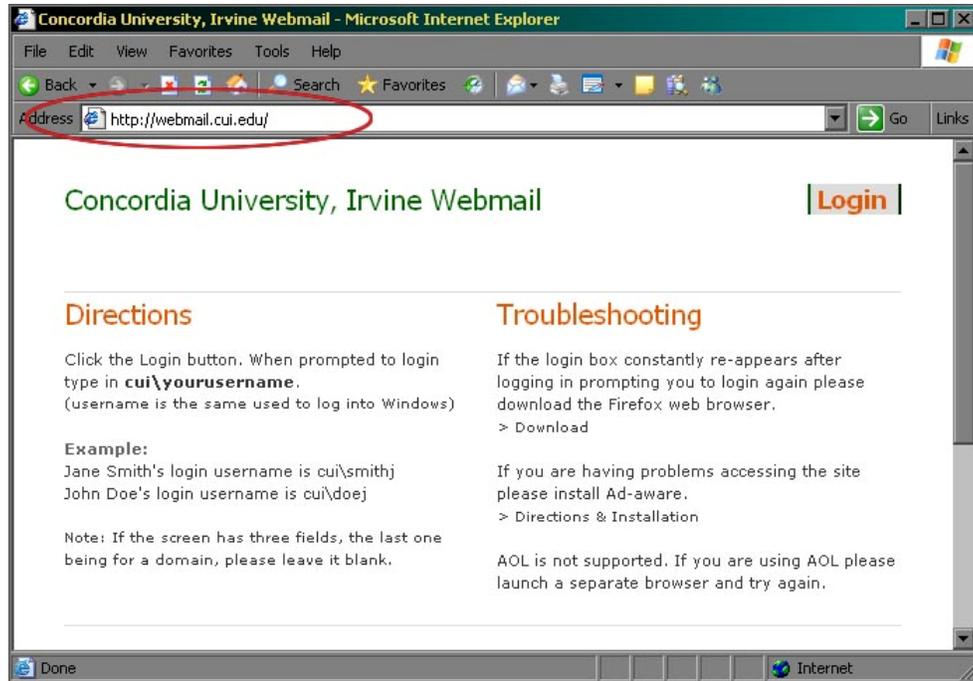


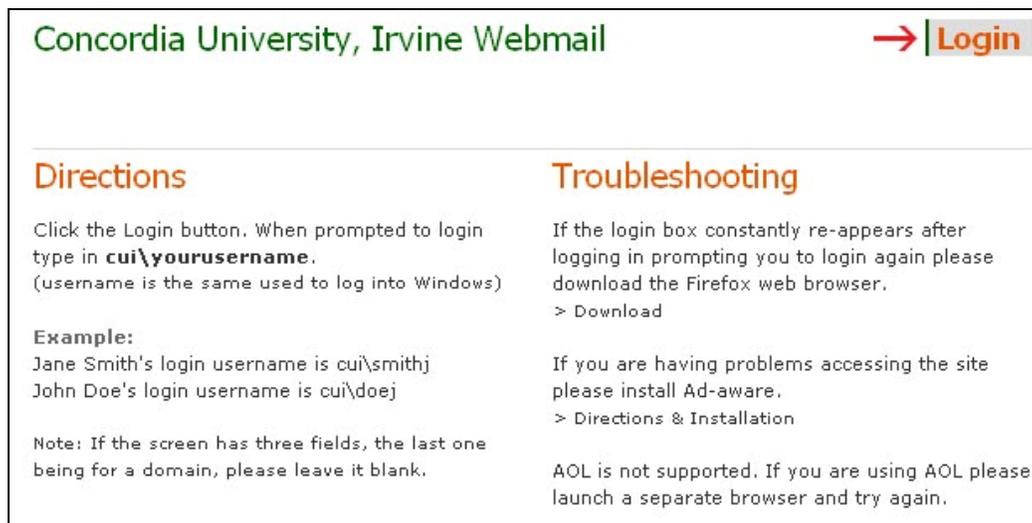
Using Webmail and changing Password

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



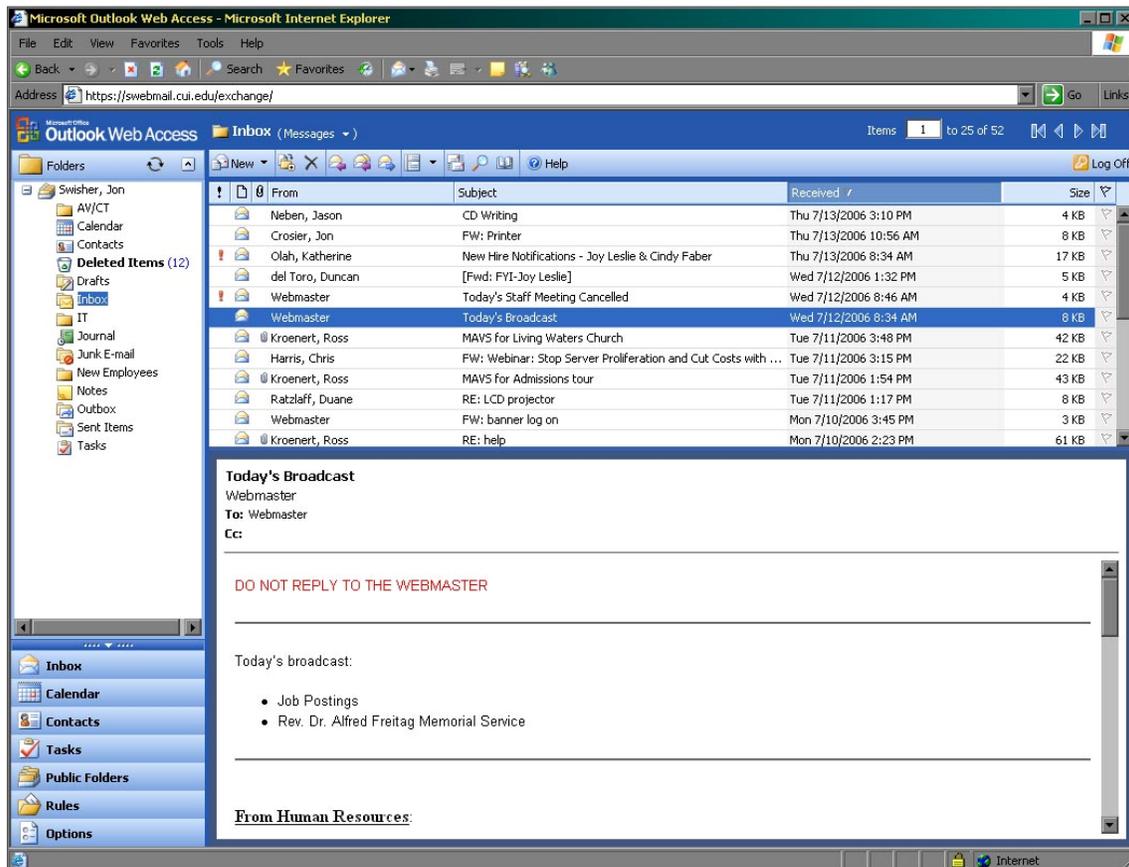
2. Click on the “Login” button in the top right hand corner of the screen.



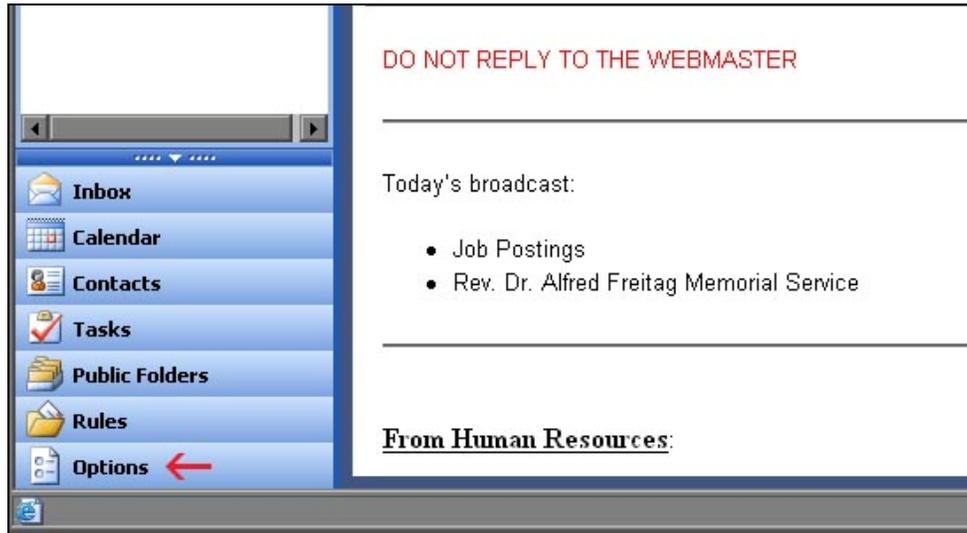
3. In the pop-up window that appears type in “cui\” and then your user name along with your password.



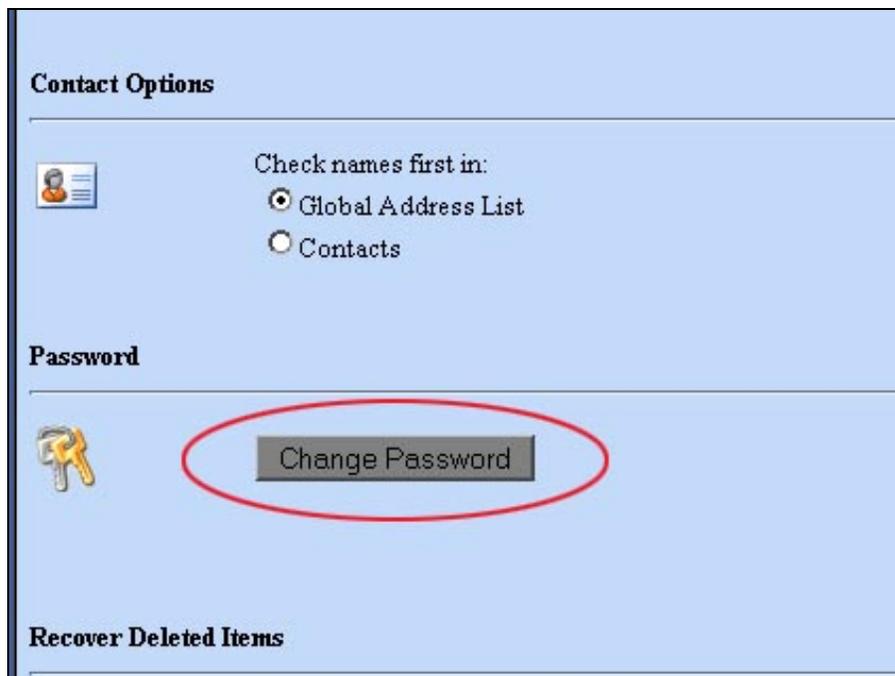
4. If the user name and password is typed in correctly the browser will launch your email.



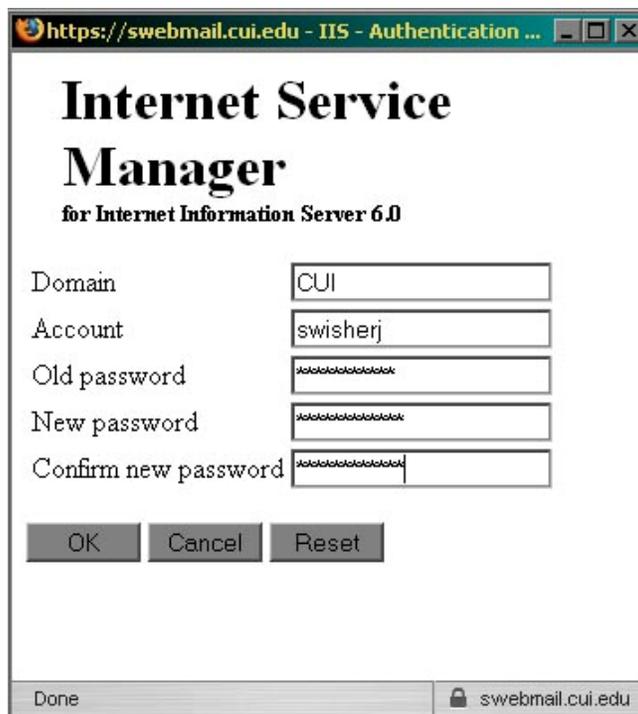
5. To change your password click on the “options” button in the bottom left hand corner.



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



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.



The screenshot shows a web browser window titled "https://swebmail.cui.edu - IIS - Authentication ...". The main heading is "Internet Service Manager for Internet Information Server 6.0". Below the heading are five input fields: "Domain" (containing "CUI"), "Account" (containing "swisherj"), "Old password" (masked with asterisks), "New password" (masked with asterisks), and "Confirm new password" (masked with asterisks). At the bottom of the form are three buttons: "OK", "Cancel", and "Reset". The status bar at the bottom shows "Done" and a lock icon next to "swebmail.cui.edu".

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



The screenshot shows a web browser window titled "https://swebmail.cui.edu - IIS - Authentication Manager - Mozilla Firefox". The main heading is "Internet Service Manager for Internet Information Server 6.0". Below the heading is the message "Password successfully changed." followed by a link: "[Back to \"https://swebmail.cui.edu/exchange/Jon.Swisher/?Cmd=close\"](\"https://swebmail.cui.edu/exchange/Jon.Swisher/?Cmd=close\")". The status bar at the bottom shows "Done" and a lock icon next to "swebmail.cui.edu".

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