

Claflin University Student E-mail

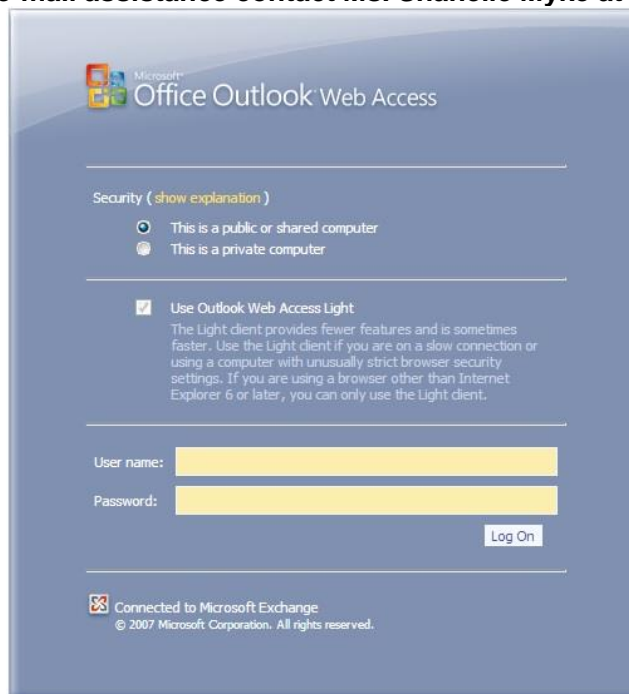
To access your Claflin e-mail, do the following:

1. Log onto the Claflin University Website @ **www.claflin.edu**
2. Click the Campus E-mail link, located on the right hand side of the screen
3. At the Outlook Web Access page, type your username and password then click OK. (Shown below) If a second screen comes up, just click Ok to proceed.

Note: Your password must be at least 8 characters long. Your initial log-in password is the first initial of your first name, first initial of your last name, the asterisk key (*), and student ID number. To change your password, visit <http://www.claflin.edu/IT/passwords>

FYI - Your e-mail address is **yourusername@claflin.edu** (ie: jdoe@claflin.edu)

If you need e-mail assistance contact Ms. Shanelle Myke at 803.535.5441



The screenshot shows the Microsoft Office Outlook Web Access login interface. At the top left is the Microsoft logo and the text "Office Outlook Web Access". Below this is a "Security (show explanation)" section with two radio button options: "This is a public or shared computer" (selected) and "This is a private computer". Underneath is a checkbox labeled "Use Outlook Web Access Light" which is checked. A descriptive paragraph follows: "The Light client provides fewer features and is sometimes faster. Use the Light client if you are on a slow connection or using a computer with unusually strict browser security settings. If you are using a browser other than Internet Explorer 6 or later, you can only use the Light client." Below the security options are two yellow input fields for "User name:" and "Password:". A "Log On" button is positioned to the right of the password field. At the bottom left, there is a small icon and the text "Connected to Microsoft Exchange © 2007 Microsoft Corporation. All rights reserved."