

# Network and Email Login Instructions

Welcome to Shasta College!

To log in to any computer on our Shasta College staff network OR your Shasta College email you will use the same user name and password. For a majority of our staff and faculty, your user ID will be set to the first letter of your first name followed by your last name. Your initial password will be your 6 digit date of birth.

For instance, John Smith born November 1, 1987 would be User

Name = jsmith

Password = 110187

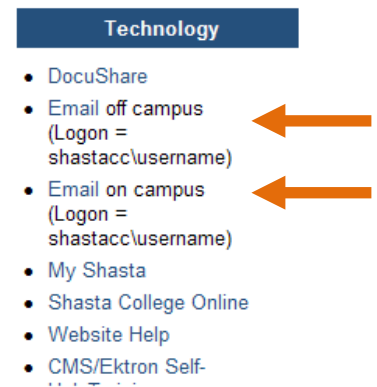
The **first time** you log into the Shasta College network please change your password:

- If on campus, after logging in, please click CTRL ALT delete to access the option to change your password *OR*
- If you are off-campus and accessing your Shasta College email, after logging in, select the **OPTIONS** menu/link directly under your name in the top right area and select the Change Password option.

From the Shasta College main page, click **Faculty/Staff** in the lower left hand corner.

The screenshot shows the Shasta College website. At the top, there is a navigation bar with links: Home, Contact Us, MyShasta, and SC Online. Below this is a green header with the Shasta College logo and a search bar. A main banner for 'STUDENT Socials' is displayed, featuring the text 'Hang Out between Classes!', 'Meet new people and enjoy Music & Games', and '10AM-2PM @ The Quad 2nd Wednesday of the Month!'. Below the banner is a grid of links. In the bottom left corner of this grid, the 'Faculty / Staff' link is circled in orange. To the right of the grid are sections for 'News' (featuring a film screening of 'The Hunting Ground') and 'Events' (listing various sports and community events).

Once you are on the Faculty and Staff Resources Page, under the Technology area, click the appropriate email option (on or off campus login):



Regardless of whether you are logging on from on-campus or off-campus, you must enter your full email address as your user name. (See the example below.)

A screenshot of the Microsoft Outlook Web App login screen. The title is 'Microsoft Outlook Web App'. Below it is a 'Security' section with two radio buttons: 'This is a public or shared computer' (selected) and 'This is a private computer'. There is also a checkbox for 'Use the light version of Outlook Web App'. The 'Domain\user name:' field contains 'jsmith@shastacollege.edu'. The 'Password:' field contains six dots. A 'Sign in' button is to the right of the password field. At the bottom, it says 'Connected to Microsoft Exchange' and '© 2010 Microsoft Corporation. All rights reserved.'

For more information about Shasta College Information Technology, including how to setup your including how to setup your phone's voicemail and feature, how to enter helpdesk request tickets, and other useful training documentation, visit our webpage at:

<http://www.shastacollege.edu/Information%20Services/Pages/IT-services.aspx>