



Your Saint Mary's College E-mail Account

Checking your Saint Mary's College e-mail account

1. Visit <http://webmail.saintmarys.edu> using a web browser (Firefox and Safari are recommended).
 2. Type in your Saint Mary's username and password where prompted.
 3. Click the "Log In" button. Do not check the "Remember me on this computer" box.
 4. When you are finished using your e-mail account, click "Log Off" to prevent others from accessing your account.
-

Important things to know about your Saint Mary's College e-mail account

- Saint Mary's recommends using Mozilla's Firefox or Apple's Safari web browsers. You can download a free copy of Firefox at <http://www.firefox.com/> to install on your personal Mac or Windows computer. Safari is included on all current Apple computers (including iPhones and iPads) and can also be downloaded for both Mac and Windows computers for free at <http://www.apple.com/safari>.
- Your user name is the name you use to access the computer systems on campus, including Saint Mary's e-mail, the computer clusters, and network drives. Your user name may consist of up to eight characters. It is usually the first letter of your first name, up to the first five letters of your last name, and two numbers (e.g., msmith01).
- Your e-mail address consists of your user name followed by "@saintmarys.edu" (e.g., msmith01@saintmarys.edu).
- E-mail is the official form of communication at Saint Mary's College. Students must use their Saint Mary's e-mail address for all e-mail correspondence with Saint Mary's faculty and staff.
- **Saint Mary's College will NEVER request your password via e-mail.** If you are asked for your password over e-mail for any reason (including verifying your account or increasing your quota), delete the message and do not respond. You are the only person who should know your password.
- Your e-mail quota will appear in the upper right corner of the window. Students have a 100MB quota for e-mail. You are responsible for keeping your account under your quota. If you reach your quota, you will be unable to send or receive messages until you delete enough messages to be back under your quota. You cannot recover messages that you missed because you were over quota.
- Password reset requests (for forgotten or lost passwords) must be made in person at the ResNet Office - requests via e-mail or telephone will not be honored for security reasons.
- Visit the ResNet FAQ at <http://www.saintmarys.edu/resnet/resnetfaq/> for additional information about Zimbra webmail and e-mail in general at Saint Mary's College.