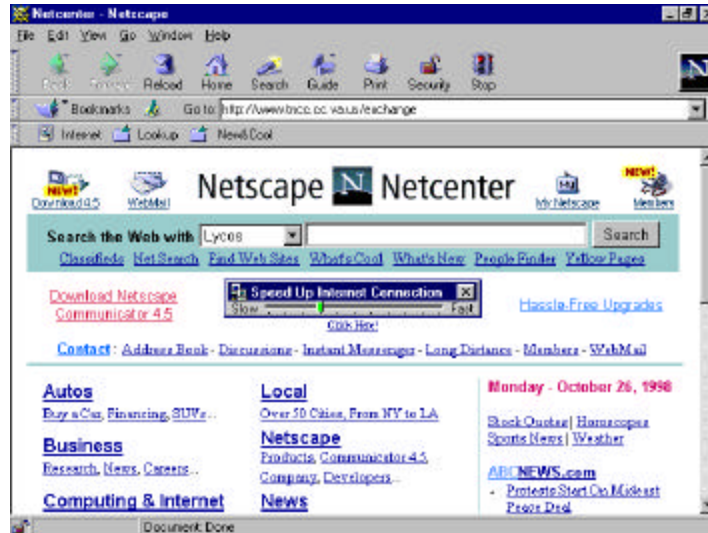


# Instructions To Access Campus E-Mail From Off-Campus

1. Access your web browser (Netscape or Internet Explorer).

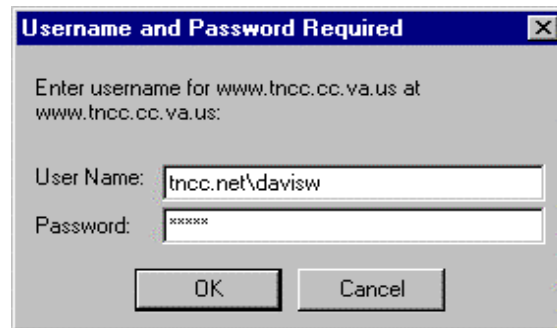


In the **Location/Address** window type <http://tncc.vccs.edu/exchange/logon.asp> and press enter. This is the screen you will see:



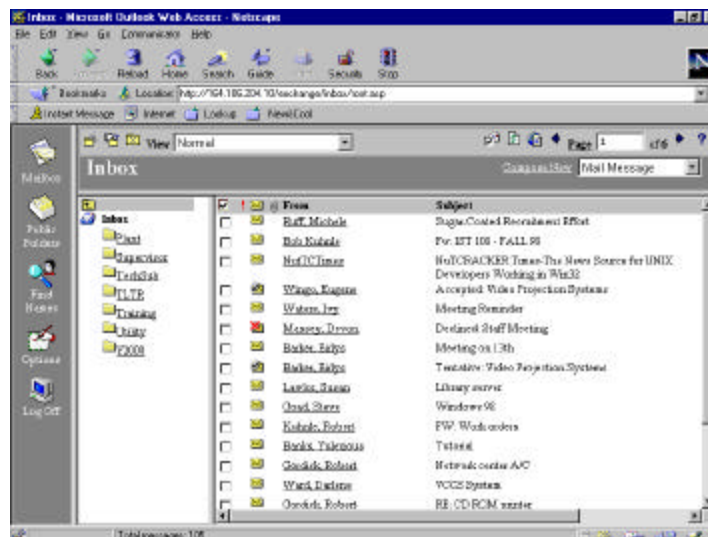
2. In the field that says "Log On" type your *mailbox name*  
**Log On: davisw** (This example is for a user named William Davis-Substitute the login you received.)
3. Press **Enter**.

- The authentication dialog box (shown below) requires you to enter your TNCC account name and password for validation. In the **User name** field type: **TNCC.NET\davisw**



**IMPORTANT:** Your user name must be preceded by **TNCC.NET\**

- Type your password into the **Password** field and press **Enter**.



- Your mailbox and its contents are represented as a webpage. Click on hyperlinks to open messages etc.
- You must be on campus to change your initial password or call PC-HELP (825-2968).