How to Access SJFC Webmail

To access your webmail account:

1. Open Internet Explorer
2. In the Address Bar, enter the following URL
   - http://webmail.sjfc.edu
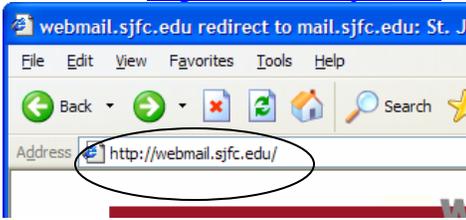
3. The webmail re-direct page appears. Either wait a few seconds or click on the "click here" at the bottom of the page to proceed to the webmail login page.
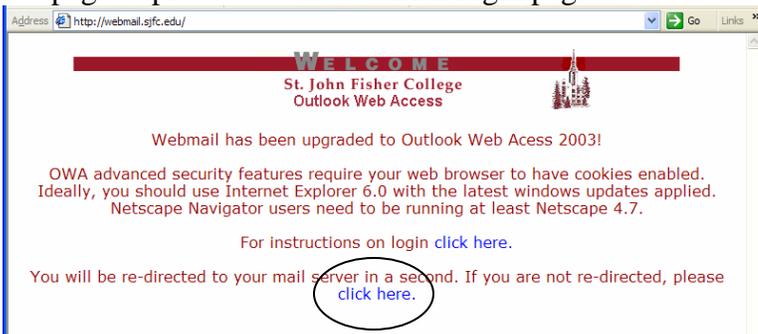
4. The webmail login page appears.
   a. Type your *Network Username* in the *Userid* field.
      - **Students who enroll in Fall 2005 or later:** Your username is your three initials, a zero, and then the last 4 digits of your SJFC Id number (also known as your @ number). *(example: abc01234)*
        Note: If this combination does not work please contact the Help Desk. In the event that two students share the same combination the Help Desk will be able to inform you of your username.
      - **Students who were enrolled before the Fall 2005:** Your username is your three initials and the last 4 digits of your social security number. *(example: def4567)*
      - **Faculty/Staff:** Your username is your first initial and your last name. *(example: jsmith)*
   b. Type your SJFC Network Password in the *Password* field
      - If this is your first time logging into SJFC's Network, your password is the same thing as your username. *(example: if your username is abc01234, your first-time password is also abc01234)*
      - *Note: This password is not the same as your Fish R Net password.*
   c. Click *Log On*.

5. If this is your first time logging into SJFC's network, you will be prompted to change your password. If not, skip to Step 7.
   - The *Account* field should already be filled in. Your username should show up as **academia*username*** where *username* is your username.
   - Type your current password in the *old password* field.
   - Type your new password in the *new password* field, then type it again in then *confirm new password* field.
   - Click OK.

6. If your password change was successful, you should see the following screen. Click the *Back to https://cliffie2.sjfc.edu:443/exchange* link and repeat step 4 with your new password.
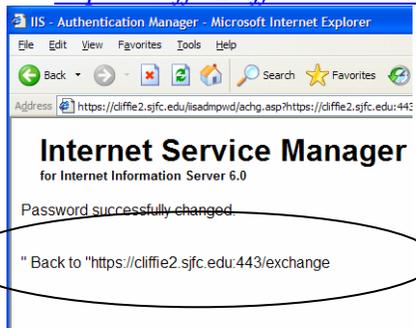
7. The webmail window will appear.
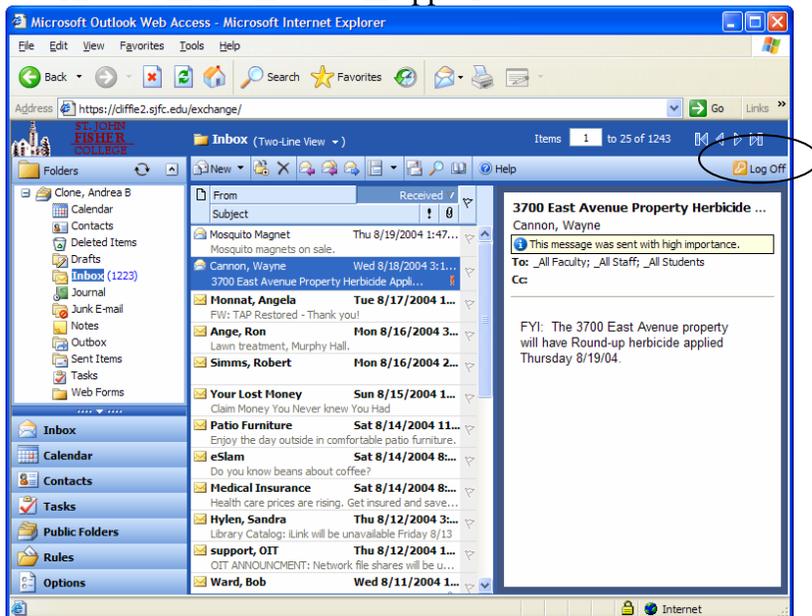
8. When you are finished, click the *Log Off* button in the upper right corner. This will bring you back to the main login screen, and you can close your browser.

For assistance, contact the OIT helpdesk:

Web: http://oit.sjfc.edu
Email: support@sjfc.edu
Phone: (585) 385-8016