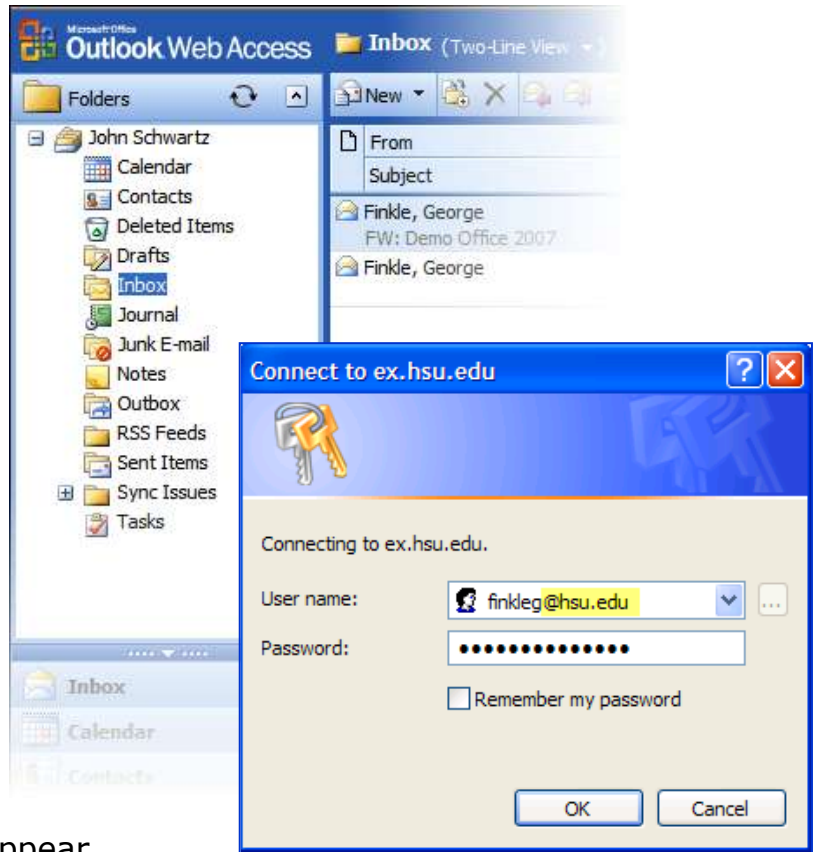


How to access web based e-mail. Web e-mail will keep you connected to friends, family and work associates during the summer and when you are off campus!

Henderson State University uses **Outlook Web Access** as a web based e-mail service for off campus access. The web e-mail can be reached from any computer worldwide that has an internet connection.

To access web e-mail, open an internet browser and type in: <http://ex.hsu.edu/exchange>. The "Connect to" box should appear. **Enter your HSU Network user ID with @hsu.edu after it and then enter your password.** Web e-mail will then appear.

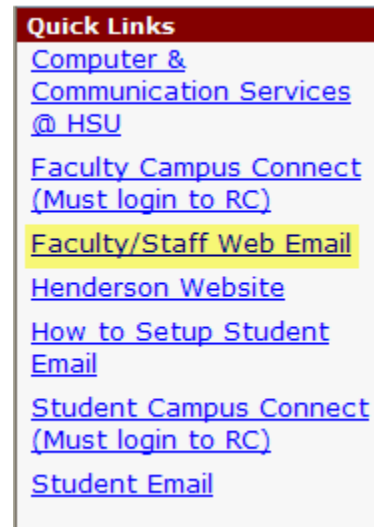


You can also find the web e-mail by accessing Henderson's home page and clicking on the **ReddieConnect** button.

You will be directed to the **ReddieConnect** home page where you will see a **Quick Links** box. Click



on the Faculty/Staff Web Email link. This will pull up the Connect to box. **Note: You do not need to log on to your ReddieConnect account to access web e-mail.**



CAUTIONARY NOTES:

- **NEVER** allow any public or other unknown computer to "remember" your log in information. If you are prompted with "remember my password" always answer **NO** or do not check the box to remember a password.
- **ALWAYS** click the log off icon within Web e-mail when you have finished checking your e-mail.
- **IF POSSIBLE**, always log off of the computer you are using.



If you have any questions regarding HSU web e-mail, please contact the **HelpDesk**.
HelpDesk (870) 230-5687 HelpDesk@hsu.edu PCSupport@hsu.edu