

How to Activate Your University E-mail account

Go to PAWS Homepage (DO NOT Enter Secure Area)

Click on Access Your University E-mail account

Click First Time Users Click Here

Click on Student Account Setup

Enter your Student number (J00_____) and PIN number and click Submit

Your User Name, Password, and E-mail address will be shown (write down this information)

How to Change your E-mail Password

Go to PAWS Homepage (DO NOT Enter Secure Area)

Click on Access Your University E-mail account

Enter your User Name and Password given to you by PAWS

Click on Options

Click on Password

Enter the Password given to you by PAWS

Enter your new Password (one that you have made up) twice

Click Change Password

How to Forward Your E-mail to Another Address:

Go to PAWS Homepage (DO NOT enter Secure Area)

Click on Access Your University E-mail account

Enter your User Name and Password

Click on Options

Click on Settings

Go to E-mail Forwarding and type in the address to which you want your e-mail forwarded (preferably the account you check most often)

Click on Save Changes