



## **LWTC E-mail Account Access Information**

Your e-mail address is: **Firstname.Lastname@lwtc.edu**

Your computer user name is: **Firstname.Lastname**

Your login through Web email is: **exchange\Firstname.Lastname**

Your password is: **XXXXXXXXXX**

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### **Help Desk**

When you need tech support with using any campus computer, or for any related questions, whether you are on or off campus our Helpdesk is available to you. Please use this URL: <http://helpdesk.lwtc.edu> to create a request. This will allow us to respond more efficiently to any problems you experience.

When logging into the Helpdesk use your PC logon credentials. Please use this link for all future requests for service and to also monitor the status of your request.

### **CHANGING YOUR PASSWORD**

To complete the confirmation process for setting up your challenge question and answer for your employee account, please click on this link to the reset password website: <https://webapps.lwtc.edu/resetpassword>. This website will help you manage your password. To access your account, you will need your user name, employee SID and PIN, when you open this link; you have to set up a challenge question and answer first. Then reset your password.

**NOTE:**

**Password requirement:** Your password may not be the same as any of your previous 5 passwords. It must be:

At least 8 characters long

Can not contain username, first name or last name

Must contain a variation of at least 3 of the following types of characters:

Uppercase letters (A-Z)

Lowercase letters (a-z)

Numbers (0-9)

And/or symbols (e.g. @, %, &, #)

Example: Alphadog35#

1. Password will expire in 90 days. Remember, if the system prompts you to change your password refer to the instruction information above to help you.
2. Your account is limited to **100 MB**. You must delete messages from your Inbox, Outbox, Deleted Messages, Sent Messages, and Deleted Items Folder or Save to your Personal Folder. If you don't, a message will appear that the limit has been exceeded and you will not be able to send mail until you have reduced your mail box size to under 100 MB.
3. Always shutdown your computer and monitor when leaving for the day.

**Logging in through Web email**

1. Open a browser, type in <https://webmail.lwtc.edu/owa> and press **Enter**.
2. At the **Office Outlook Web Access** screen, Type: Domain\your user name as: **exchange\Firstname.Lastname** and your **password** in the Password box and click **Log On**. For Example:



3. For confidentiality your password will appear on the screen as \*\*\*\*\*asterisks.

**Instructions for Logging Out**

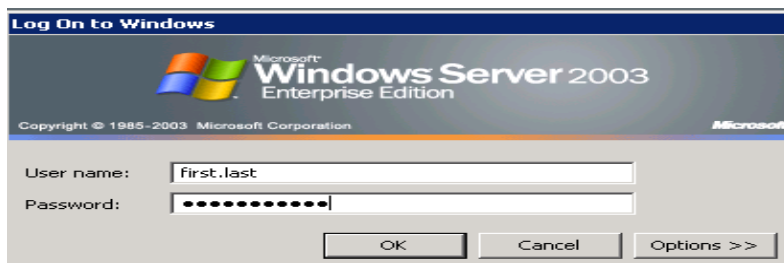
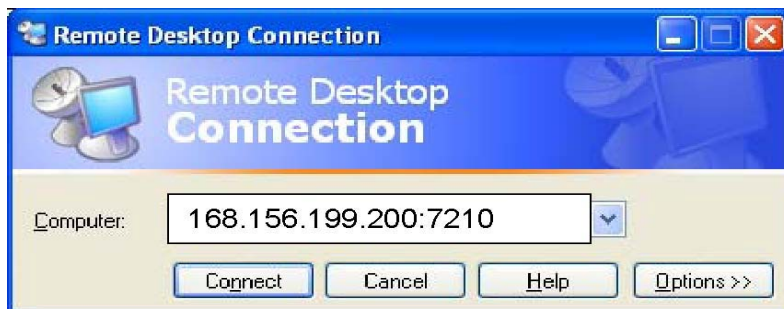
Always click **Log Off** and **Exit/Close** the browser so that the next person to use the computer does not have access to your account.

## Remote Desktop Connection (Preferred)

Purpose: Remote Access Server will enable you to have access to your X:/Drive, Personal Folders in Email and other shared drives when you are away from campus.

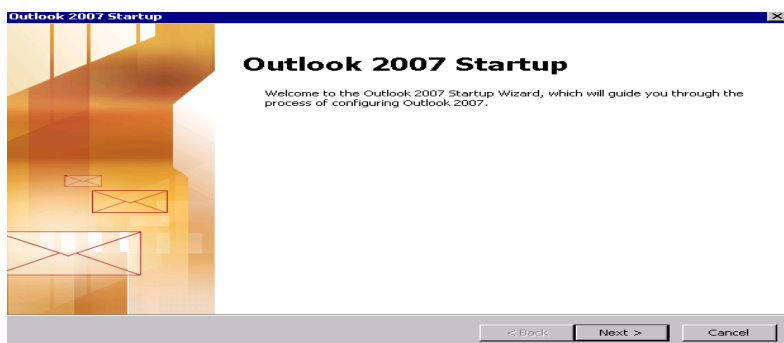
**To Connect:** From a remote computer: (such as, at your home)

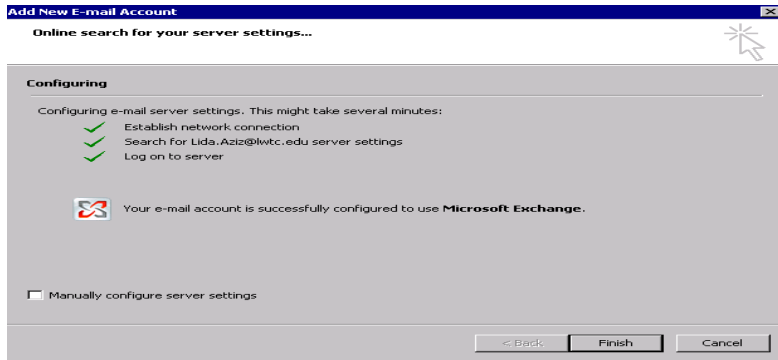
1. *Click* on Start
2. Programs
3. Accessories
4. Communications
5. Remote Desktop Connection
6. Type in the numbers as shown below and then *Click* Connect.
7. Then Login with your user name and password, the same as you would here at the college to accesses your email.



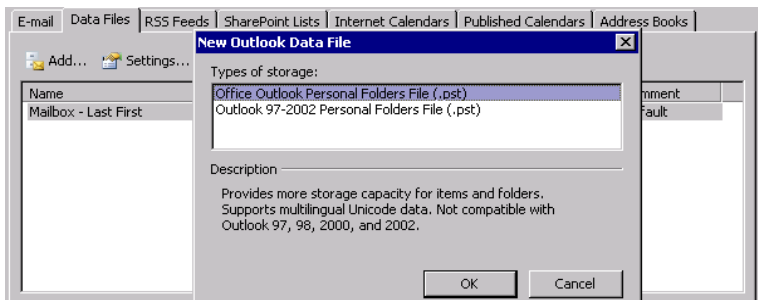
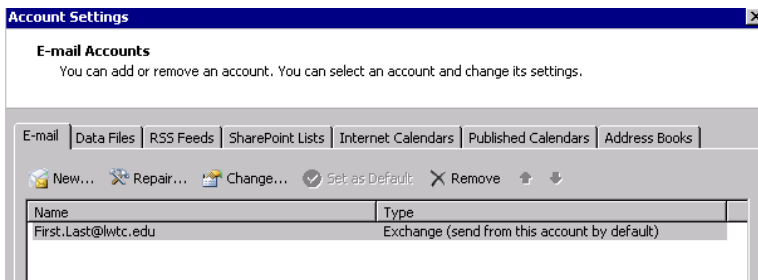
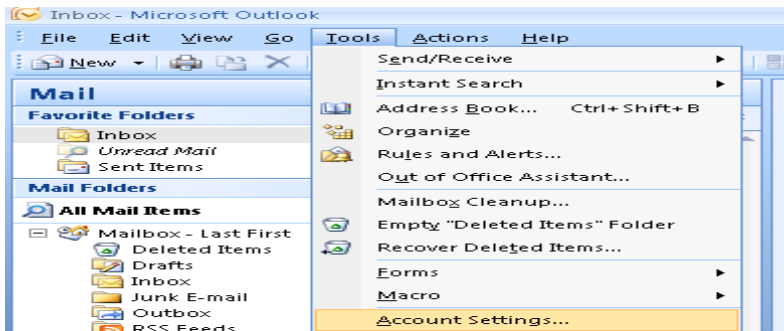
### **To Setup Your Outlook Mailbox:**

1. *Click* on the **Start** button (bottom left), *click* **All Programs**,
2. Then **Microsoft Office**, then **Microsoft Outlook 2007**. Then *click* **Next**.
3. All the remaining settings are default. You just keep *clicking* the **Next** bottom for 3 more times, then *click* **Finish**. See the screen shots below.

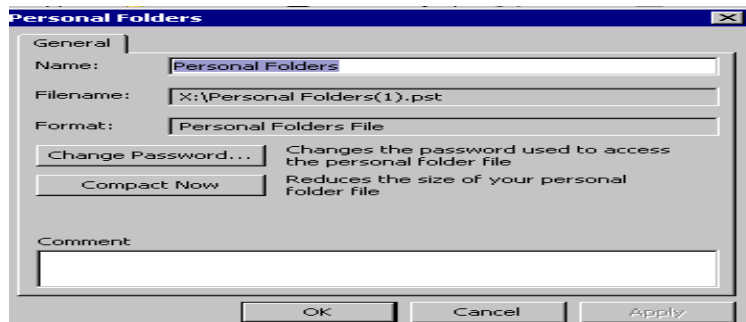
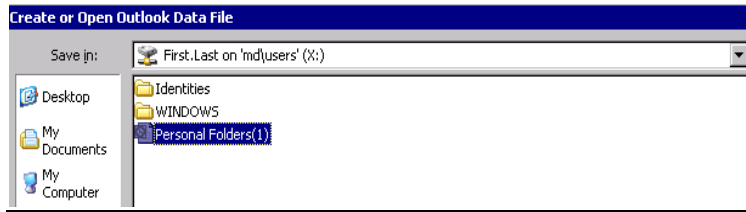
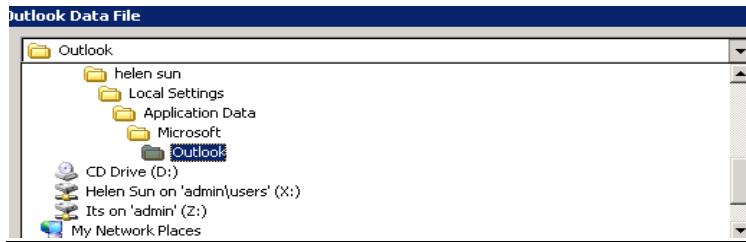




- To setup a Personal Folder, (see below screen shots) *Click* Tools, Account Settings, Data Files, Add..., OK,



- On the next screen (see below), under **Save in:** *click* the arrow down to **select X: drive with your name**. Then *select* Personal Folders, *click* **OK!**



Now you have setup your personal Folders.

### **Save Your Data on the X-Drive**

Open “My Computer” on the Desktop to find your X-Drive



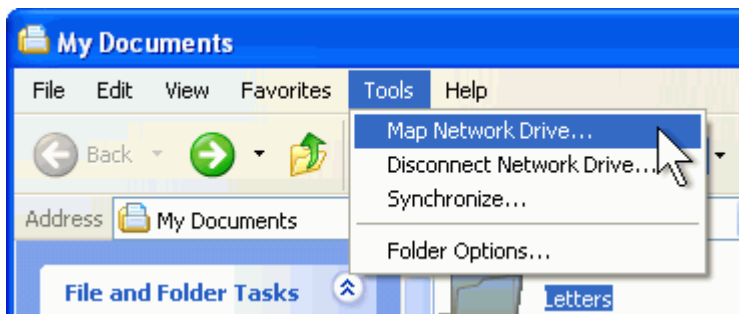
### **Map a drive to a shared folder**

If you have other “Shared Folders” that you need to access, you can also map those folders to a drive letter so the Folders will be available to you now and with each consecutive login.

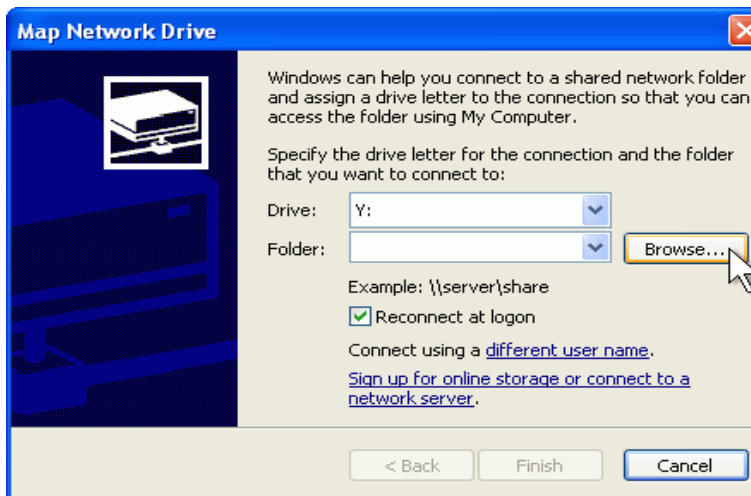
1. Click **Start**, and then *click My Documents*.



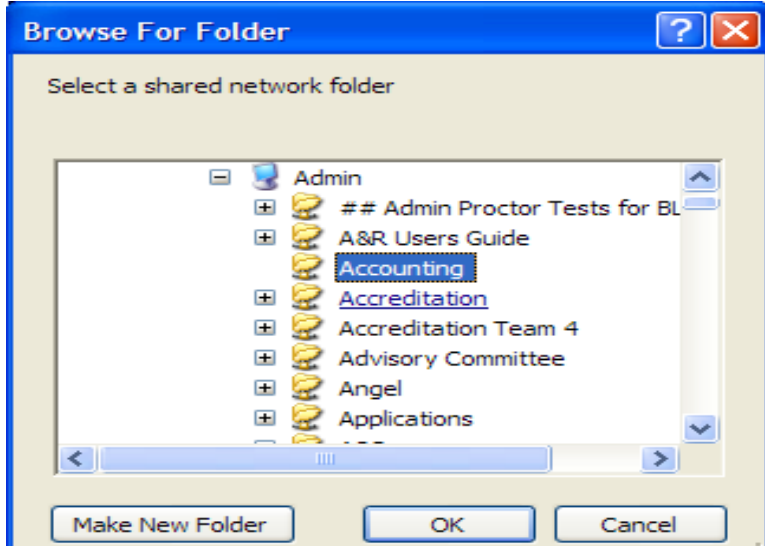
2. Click the **Tools** menu, and then *click Map Network Drive*.



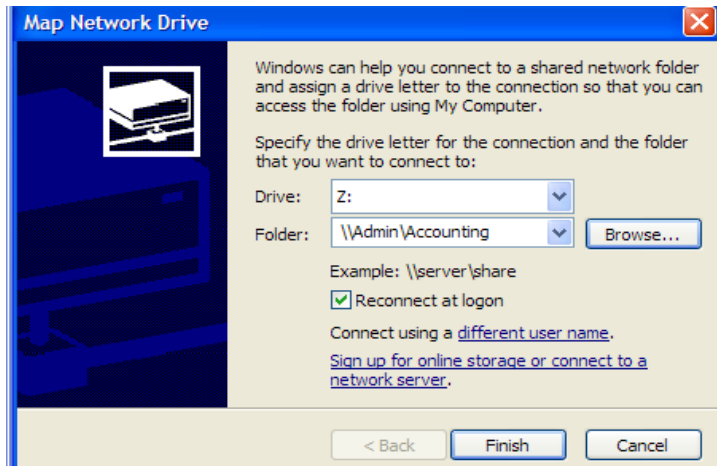
3. In the Map Network Drive dialog box, *click Browse*.



4. In the Browse For Folder dialog box, *click* the folder you want to connect to, and then *click* OK.



5. In the **Map Network Drive** dialog box, make a note of the drive letter shown, and then *click* **Finish**.



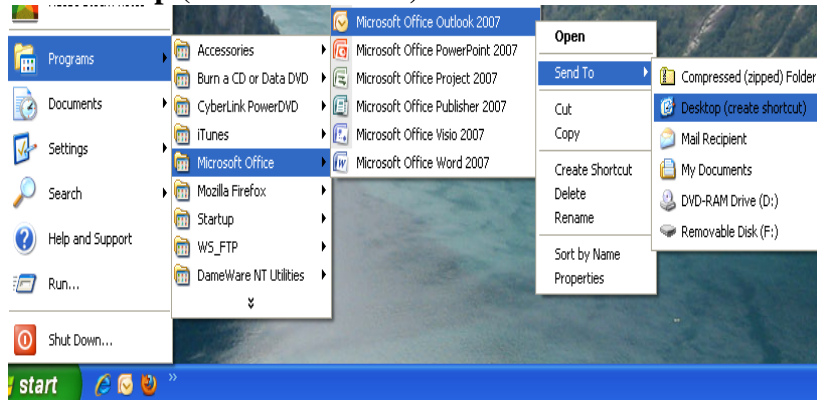
Microsoft Windows XP will open a folder to your shared files. In the future, you can open the shared folder from **My Computer** by *clicking* the appropriate drive letter.

**Note:** You may also want to create a shortcut to the mapped drive you just created by right *click* and hold while you drag the icon onto your desktop & let go. *Select* either “Copy Here” or “Create Shortcuts Here”.

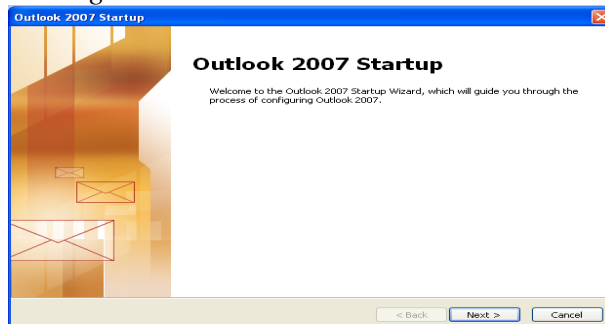
If you don't see a "My Computer" icon on your Desktop just "Right Click" on the bar to the right of the "Start" button & Select "Properties". Next, click on "Start Menu" then click on the radial button next to "Classic Start menu" then click "OK" and you will now see the "My computer" icon on your desktop.

## Set Up Microsoft Office 2007 Outlook on Your Home Computer

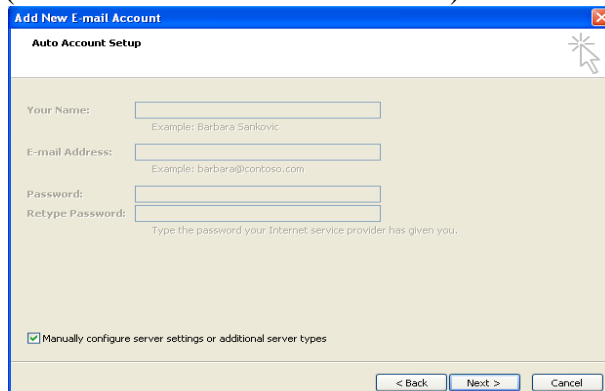
Go to Start>Program>Microsoft office, select Microsoft Office Outlook 2007>Send To>Desktop (Create Shortcut)



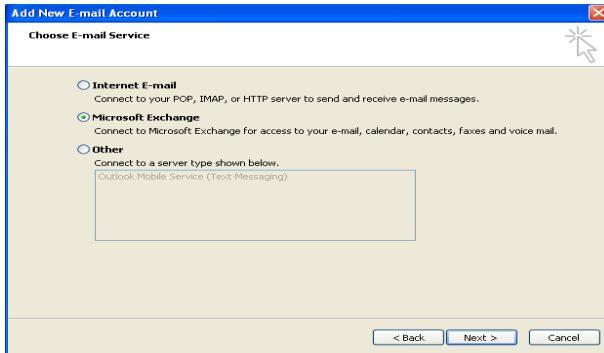
Click the **Outlook** icon on the desktop, all the remaining settings are default. You just keep clicking the **Next** bottom for two more times.



Then, click the box to add a  before **Manually configure server settings . . .** and click **Next**. (Please see the screen shots below.)



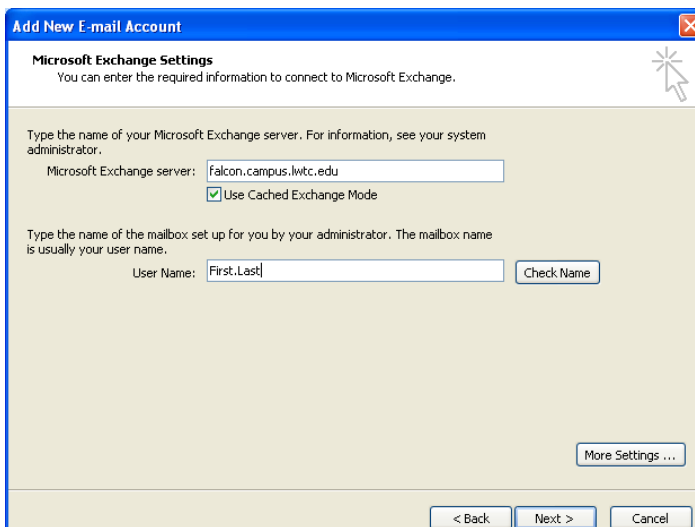
Select the **Microsoft Exchange** radio button and *click* Next.



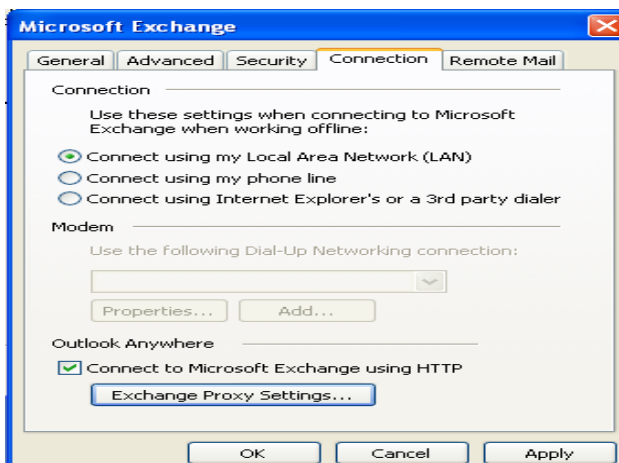
In the Add new E-mail Account Dialog box after, Microsoft Exchange Server:

Type: **Falcon.campus.lwtc.edu**

Your user name is: Your **firstname.lastname**, then *click* **More Settings...**

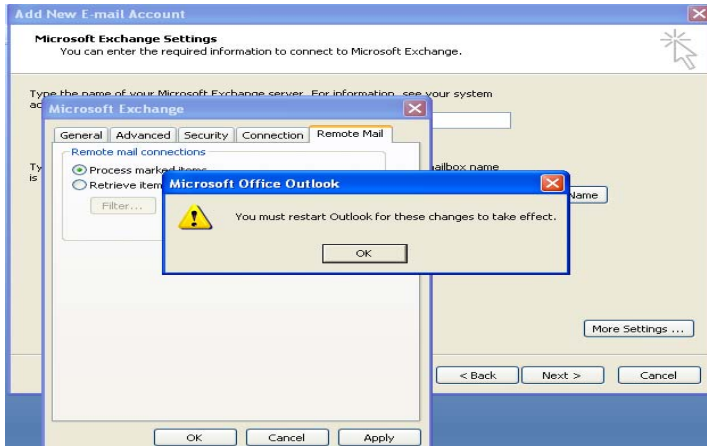


In the Microsoft Exchange dialog box, *select* **Connect using my Local Area Network (LAN)**. *Click* to add a  to the box before **Connect to Microsoft Exchange using HTTP** and *click* **Exchange Proxy Settings...**

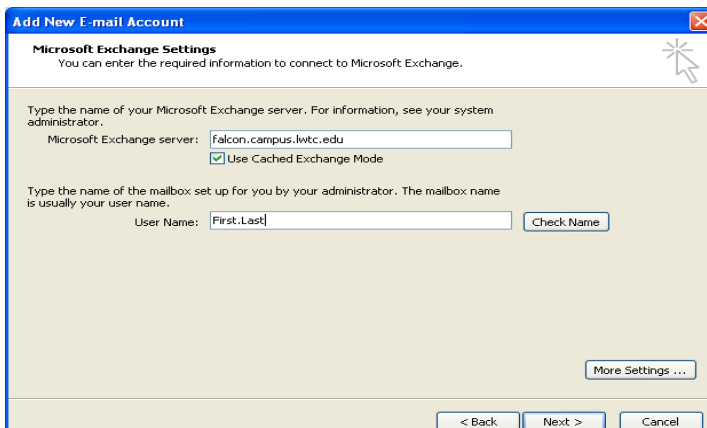


In the Microsoft Exchange Proxy Settings dialog, after https:// type **webmail.lwtc.edu**, under

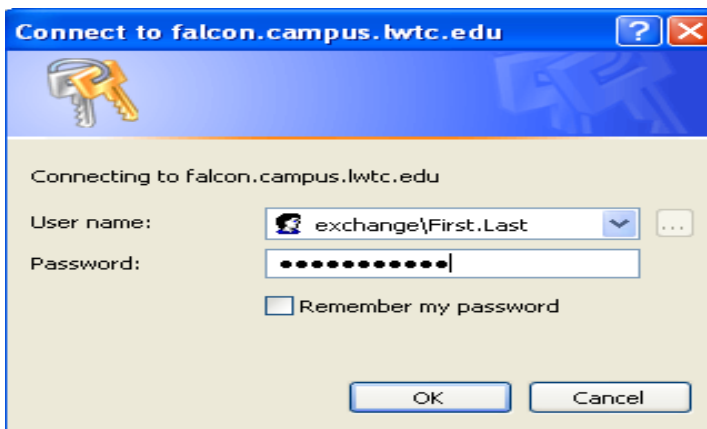
Proxy authentication settings, choose **Basic Authentication**; *click* the **OK** button and *click* **OK** 2 more times.



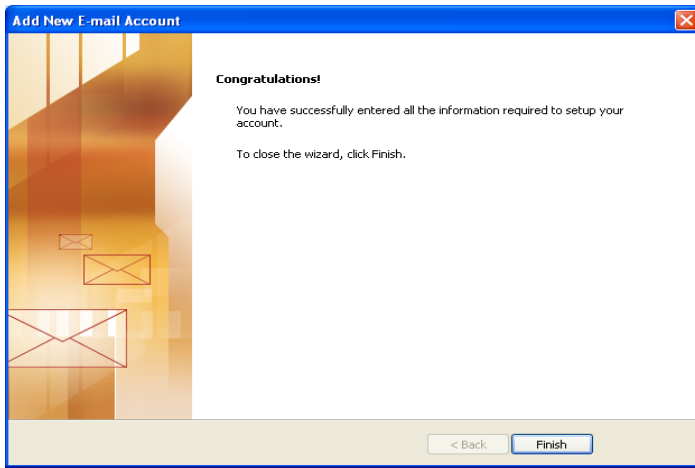
This will bring you back to the Add New E-mail Account dialog box again. *Click* **Check Name**



In the Connect to falcon.campus.lwtc.edu dialog box, type: **Exchange\Firstname.Lastname** and your password. *Click* to add a  to the box before **Remember my password**. *Click* **OK**.



On the Congratulations screen, *click* **Finish**.



Congratulations! Now you have setup Outlook at home.

Note: On some computers the Connect to Falcon.campus.lwtc.edu window will pop up every time when you open the Outlook, just *click* the **Cancel** button.