

UAPB TS Documentation – Accessing email via Outlook Web Access

To access Exchange email via Outlook Web Access:

Enter the following address on the Address line of your browser: <https://webmail.uapb.edu>

Your new user name is as follows:

You will use the 1st six (6) characters of your last name unless your last name is less than 6 characters, and then use your full last name followed by the 1st character of your first name and the last four digits of your Student Id number.

So for example, if your name is **William Smith** and your ID number is **0009999** then your username would be **smithw9999**. The **Email Address** would be **smithw9999@uapb.edu**

If your name is **Jane Stevenson** and your ID number is **0654321** then your username would be **stevenj4321** and the **Email Address** is **stevenj4321@uapb.edu**

In the Domain\username line you will type the following:

uapb\username

Your **initial password** is the 1st character of your first name in uppercase and 1st character of your last name in lowercase followed by month, date and year of your birth date:

Examples: William Smith and birth date is March 3, 1991 then your initial password would be Ws030391 or Jane Stevenson and birth date is December 25, 1981 then your initial password would be Js122581.

CHANGE PASSWORD IMMEDIATELY UPON FIRST LOGON

To change Password in Outlook Web Access do the following:

1. Select Options
2. Select "Change Password"
3. Enter **uapb** (for Domain)
4. Enter initial password as old password
5. Enter new password (use the Password Guidelines)
6. Click Save
7. You will receive a confirmation that your password has been changed
8. Logon again using the new password just created.

Password Guidelines

The University of Arkansas at Pine Bluff suggests account passwords adhere to certain guidelines in order to protect against unauthorized access. Listed below are the unique suggestions for individual system passwords.

Domain Passwords (STUDENTS)

Must be at least 8 characters.

Must not be all letters. Passwords must have at least one number or special character.

Password cannot be all numbers.

When to change your password...

- the first time you log on to
- any time you think your password has been compromised.
- any time you feel like it.

(PLEASE TURN SHEET OVER TO READ STUDENT EMAIL POLICY INFORMATION)

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Student Email Policy

The purpose of this policy is to ensure the proper use of the UAPB student email system and make students aware of what is acceptable and unacceptable use. The University reserves the right to amend this policy at its discretion.

University of Arkansas at Pine Bluff provides email functionality to students for purposes directly related to education. Incidental and occasional personal use of the email system is not sanctioned.

Students are advised that email should in no way be regarded as a secure medium for the communication of sensitive or confidential information, and because of the nature of the technology, the university cannot guarantee the privacy of an individual user nor the confidentiality of particular messages created, transmitted, received, or stored. Further, all messages composed, sent, forwarded, or received are and remain the property of University of Arkansas at Pine Bluff.

Prohibited Use

The following prohibited uses of the student email system include, **but are not limited to**:

1. Sending copies of any copyrighted material in any form.
2. Vandalism and mischief that compromises or incapacitates the student email system.
3. Creating, transmitting, displaying, soliciting receipt of, or storing: obscene, profane, abusive, defamatory, derogatory, threatening, or sexually explicit language or graphic representations; statements or representations that may be construed as discriminatory or offensive by reference to race, national origin, gender, religion, age, disability, sexual orientation, or other legally protected criteria.
4. Use of the student email system to harass or intimidate others or to interfere with the ability of others to learn or conduct university business.
5. Use of the student email system for any purpose restricted or prohibited by law.
6. ASpoofing, @ i.e., constructing an electronic email communications so it appears to be from someone else.
7. ASnooping, @ i.e., obtaining access to the files or electronic mail of others.
8. Attempting unauthorized access to email or attempting to breach any security measures on any email system, or attempting to intercept any email transmissions.
9. Propagation of computer worms or viruses.
10. Using any form of electronic communication during classroom testing.
11. Using the student email system for commercial activities or other activities conducted for personal gain.
12. Using the student email system to perpetuate a religious cause or express religious ideas (except as appropriate for approved course work).
13. Using the student email system for solicitations not approved by the university.
14. Using the student email system for political activities, including fund-raising or lobbying.

Monitoring of Communications

The university does not intend to monitor individual electronic mail as a routine matter, but it may do so any time as the university deems necessary for purposes of maintaining the integrity and effective operation of the student email system. No facility exists on this system for the sending or receiving of private communications.

The University reserves the right to inspect and disclose the contents of email: in the course of an investigation triggered by indications of misconduct or misuse, as needed to protect the health and safety of students and staff, as needed to prevent interference with the academic mission, as needed for technical troubleshooting or spam/content filtering, or as needed to locate substantive information required for university business that is not more readily available by some other means.

Enforcement

Violations of this policy will subject the student to disciplinary action. Serious infractions could result in suspension or expulsion from the University. Sanctions may be imposed for violations of these rules whether or not criminal sanction or civil litigation is pursued. Apparent or alleged violation of local ordinances, state, or federal law will be forwarded to local law enforcement.