

Student access to email via an Internet connection

Student email is available on the Web from any Internet connection via a browser (Firefox, Internet Explorer, Safari, etc.). Computers are available on campus in student labs and the Health Sciences Library.

- 🔔 **MOST STUDENT EMAIL ADDRESSES WILL BE PROPER NAME ADDRESSING.** THIS IS A RETURN ADDRESS AND THE ADDRESS YOU WILL GIVE TO OTHERS. MIDDLE INITIALS MAY BE USED IN CASES OF NAME DUPLICATION. *EXAMPLE: FIRSTNAME.LASTNAME@UCDENVER.EDU*
- 🔔 **USERNAMES MAY BE SHORTER BUT ARE NO LONGER THAN EIGHT CHARACTERS.** YOUR USERNAME BEGINS WITH YOUR LAST NAME AND MAY ADD YOUR FIRST INITIAL, PERHAPS YOUR MIDDLE INITIAL TO COMPLETE THE EIGHT CHARACTERS. LONG LAST NAMES MAY USE THE FIRST EIGHT CHARACTERS **OR** THE FIRST SEVEN CHARACTERS OF THE LAST NAME AND FIRST INITIAL.
- 🔔 **PASSWORDS ARE INITIALLY SET AT HSCPIN! WHERE PIN IS REPLACED BY AN INDIVIDUAL'S PERSONAL IDENTIFICATION NUMBER.** USE THE ORIGINAL PIN ASSIGNED TO YOU.
- 🔔 **CAMPUS SECURITY POLICY REQUIRES YOU TO CHANGE YOUR PASSWORD EVERY 90 DAYS.**
- 🔔 **BROWSERS (FIREFOX, INTERNET EXPLORER, SAFARI ETC.) MUST BE SET TO ACCEPT COOKIES AND POP-UPS.**

ACCESS YOUR EMAIL

WEB ADDRESS

<https://webmail.ucdenver.edu/>

Login:

USERNAME: **university\username**

PASSWORD: **Hscpin!**

(Capital 'h', lowercase 'sc'; *Replace pin with your 4 digit Personal ID; end with an exclamation point.*)

This is the initial password for new students

University of
Colorado Denver

Security (show explanation)

- This is a public or shared computer
- This is a private computer

Use Outlook Web Access Light

User name: University\

Password:

Log On

Connected to Microsoft Exchange
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- The screen that opens after logging on is your **Inbox**.
- All mail will stay there until it is moved. Your mailbox can get too full, 100 MB is allowed per student.
- You may sort messages into folders within the **Inbox**, or they may be saved as a file on your hard drive or other portable media.
- You may return to this screen/folder by clicking on **Inbox** in the shortcut bar

**The most secure method to check your email is via the web address,
[https://webmail.ucdenver.edu.](https://webmail.ucdenver.edu/)**