

How to Access Utica College WebMail

Utica College established a website that enables all faculty, staff, and students to check their Utica College email though any Internet connection. This service is available through the following websites: **mail.utica.edu** or **webmail.utica.edu** (*notice: do not type www at the beginning.)

- To log into the website go to mail.utica.edu or webmail.utica.edu
- Enter your username.
- Enter your email password. (This is the same password used for accessing WebCT, but may be different than the password used to log onto Novell.
- If you do not know your password you can go to <http://password.utica.edu> to reset it.

WebMail Login

Username

Password

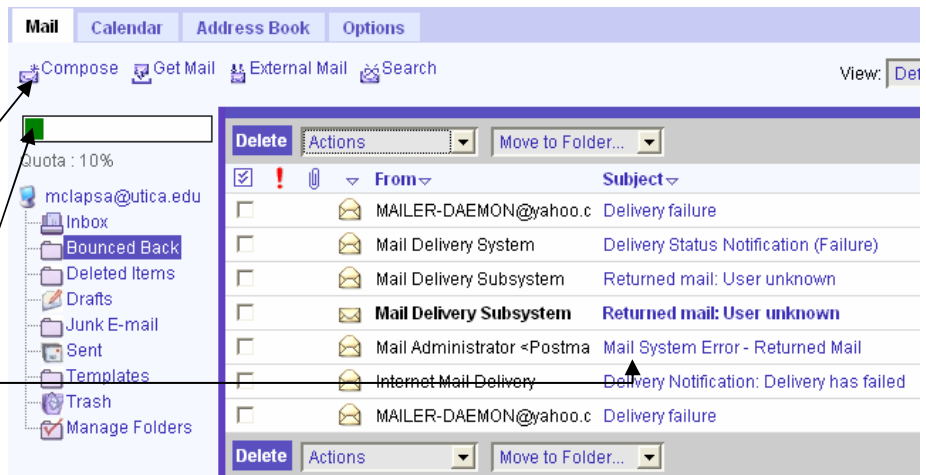
Security Mode: Standard | [Secure](#)

Password Problems? [Click here!](#)

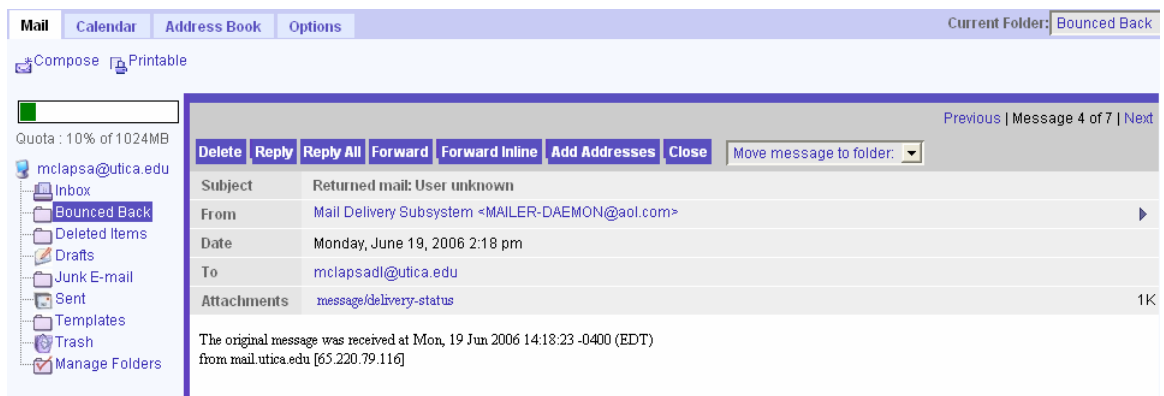
UC WebMail is a service of IITS at [Utica College](#)

Utica College's WebMail has many features. These features include sending and receiving Utica College email from any Internet connection, using the online address book, and the ability to establish a vacation message for use during and extended absence

- **Notice:** do not use the forward and back buttons of your Internet Browser. Using these buttons may log you out of the system.
- To compose a new message select compose.
- The Quota bar shows how much room you have left in your email.
- To read a message click on the subject. New messages will appear in bold print.



- Once open, the WebMail system works link a traditional email program. From the menu you can select to reply, forward, or delete a message. You can also move the previous or next message.



Notice: If you are composing a long email message you may want to compose the message in Microsoft Word before you log into the mail.utica.edu site. This is because the website may log you out before you complete your message. If this happens you will lose the email message you just composed.

UC WebMail also lets each user change their email / WebCT password. However to do this you must logout and login to a secure site, which will look a little different. Logout of WebMail if you are in it, by clicking on **Log Out** near the top of the screen. Then type in <https://mail.utica.edu>. You must type the https:// before the rest of the text. Login with your username and password.

- To change your password first click on the options tab.
- Next click password.
- Enter your old password.
- Enter your new password twice to confirm your new password.
- Click change password and your password is now changed.



- If you get an error message after you press Change Password, it may be because you have used that password before, it is not long enough, or it does not contain a number or special character (i.e. !@#\$\$%^&*). Try again and try a new password that does contain one of those two types of characters.

When you are done make sure to click the log out box located in the upper right hand corner. You may now use your new email password to log back into your email account at mail.utica.edu or webmail.utica.edu. This password also works for the WebCT login.