

## Retiree Email Account

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Date: \_\_\_\_\_

Name of Retiree: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

An email account has been created for you on the ASTATE domain. This account will be good for 1 year. Approximately 30 days before your account is set to expire, you will receive an email notification stating the date of expiration. At that time you will have the opportunity to renew your account for another year. You can access your mail through the web following the instructions listed below.

1. Open your internet browser (i.e. Internet Explorer, Netscape, etc...) and go to the following web address:  
<https://exmail.astate.edu/exchange>
2. You will be prompted for your username and password.  
IMPORTANT: In the username field type your username as `astate\` For example: if your username is bsmith, in the username text box you would type `astate\bsmith`. You must type the domain name "astate" to specify which exchange mail group your email is going to check.
3. Once you are finished checking your mail be sure to logoff and close the browser program.

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Account Name: \_\_\_\_\_

Password: \_\_\_\_\_