

SGS Technology Accounts



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Accessing your Chestnut Hill College Email via Webmail

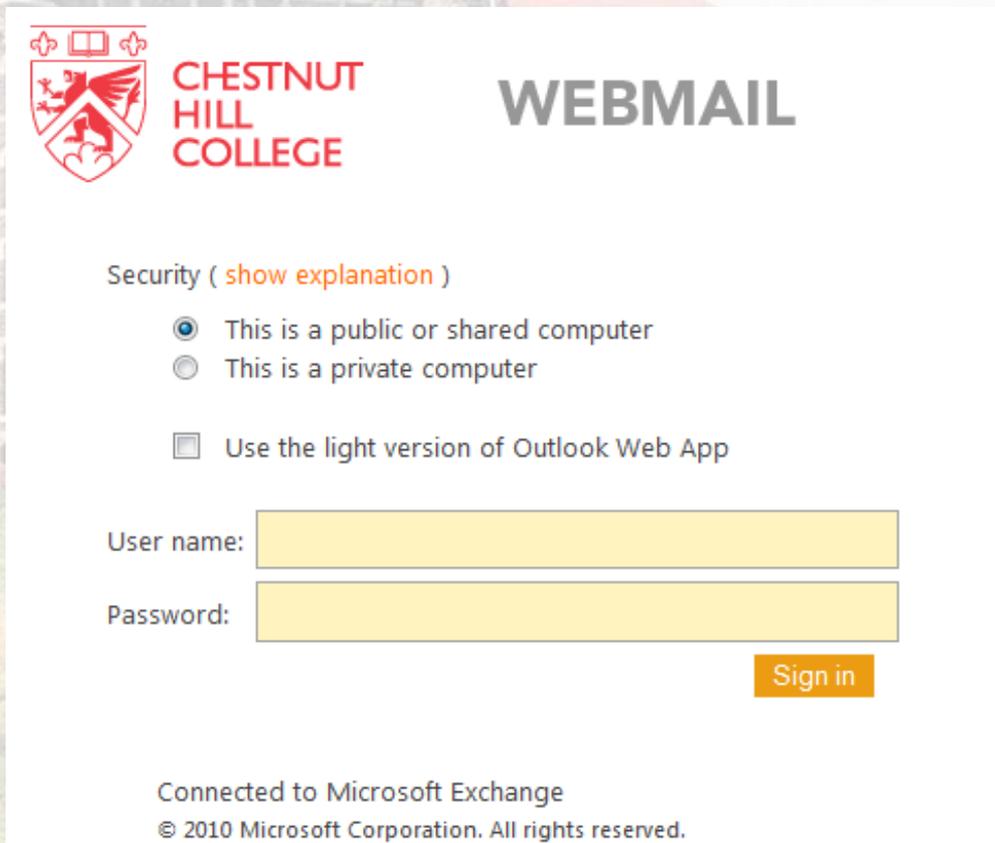
**Be sure to set up your CHC email account immediately and remember to check it regularly. Important information about the upcoming semester will be sent to your CHC email address.*

❁ How to access your email via webmail from any off-campus location that gives you access to the Internet:

❁ Open your internet browser.

❁ Go to <<https://webmail.chc.edu/owa>> (there is no "www."). You may also go to www.chc.edu and click on the link to webmail in the upper right hand corner, or go to my.chc.edu, and click on the link to webmail under 'Quick Links', on the left hand side.

❁ You will see a yellow dialogue box, and it says 'Webmail'. Type your username (please note that the user will no longer need to type @chc.edu after their username, but it should not prevent logging in if they do). Be sure that the caps lock key is not on when you type in your password. You may then be directed to a page which asks about your current location. Answer accordingly, and proceed.



 CHESTNUT HILL COLLEGE

WEBMAIL

Security ([show explanation](#))

This is a public or shared computer

This is a private computer

Use the light version of Outlook Web App

User name:

Password:

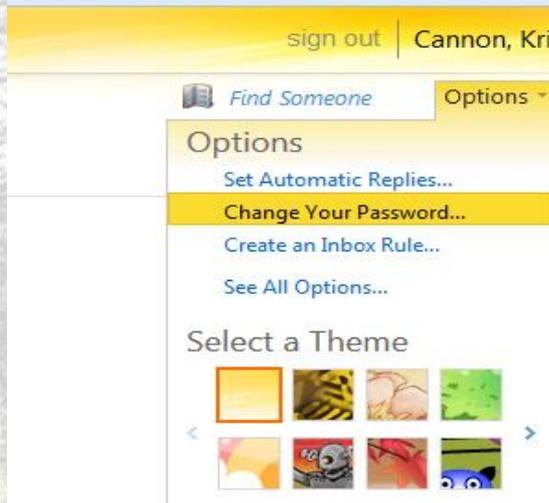
[Sign in](#)

Connected to Microsoft Exchange
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How to change your password via webmail:

(This will change your password for Webmail/My CHC Portal/Logging in on Campus. THIS WILL NOT CHANGE YOUR PASSWORD FOR BLACKBOARD)

- ❖ Follow the previous instructions to access your CHC email.
- ❖ You should see a drop down that says 'Options' on the right hand side. Click on this drop down and select 'Change your password'.



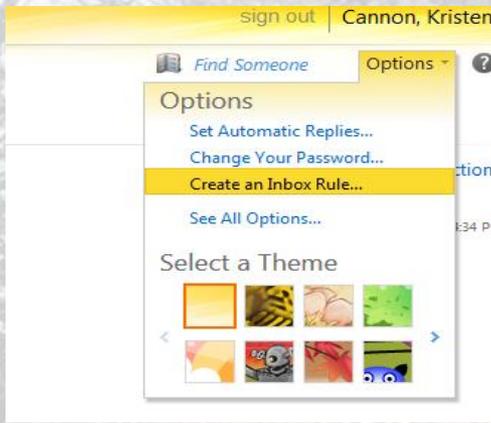
- ❖ Another dialogue box will appear.
- ❖ Type your old password, then choose a new password and confirm your new password. Remember that your new password must be at least 8 characters long and it cannot repeat anything it has been in the past.

A screenshot of the 'Change Password' dialog box. At the top, there is a navigation bar with icons for 'Mail', 'Calendar', 'General', 'Regional', and 'Password'. The 'Change Password' section contains the following text: 'Enter your current password, type a new password, and then type it again to confirm it.' Below this is a note: 'After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully.' The form fields are: 'Domain\user name:' with the value 'CHC\DittrichK', 'Current password:' with a masked input field, 'New password:' with a masked input field, and 'Confirm new password:' with a masked input field. A yellow 'Save' button with a green checkmark is at the bottom right.

Instructions on How to Forward Your CHC Email to Your Personal Email Account

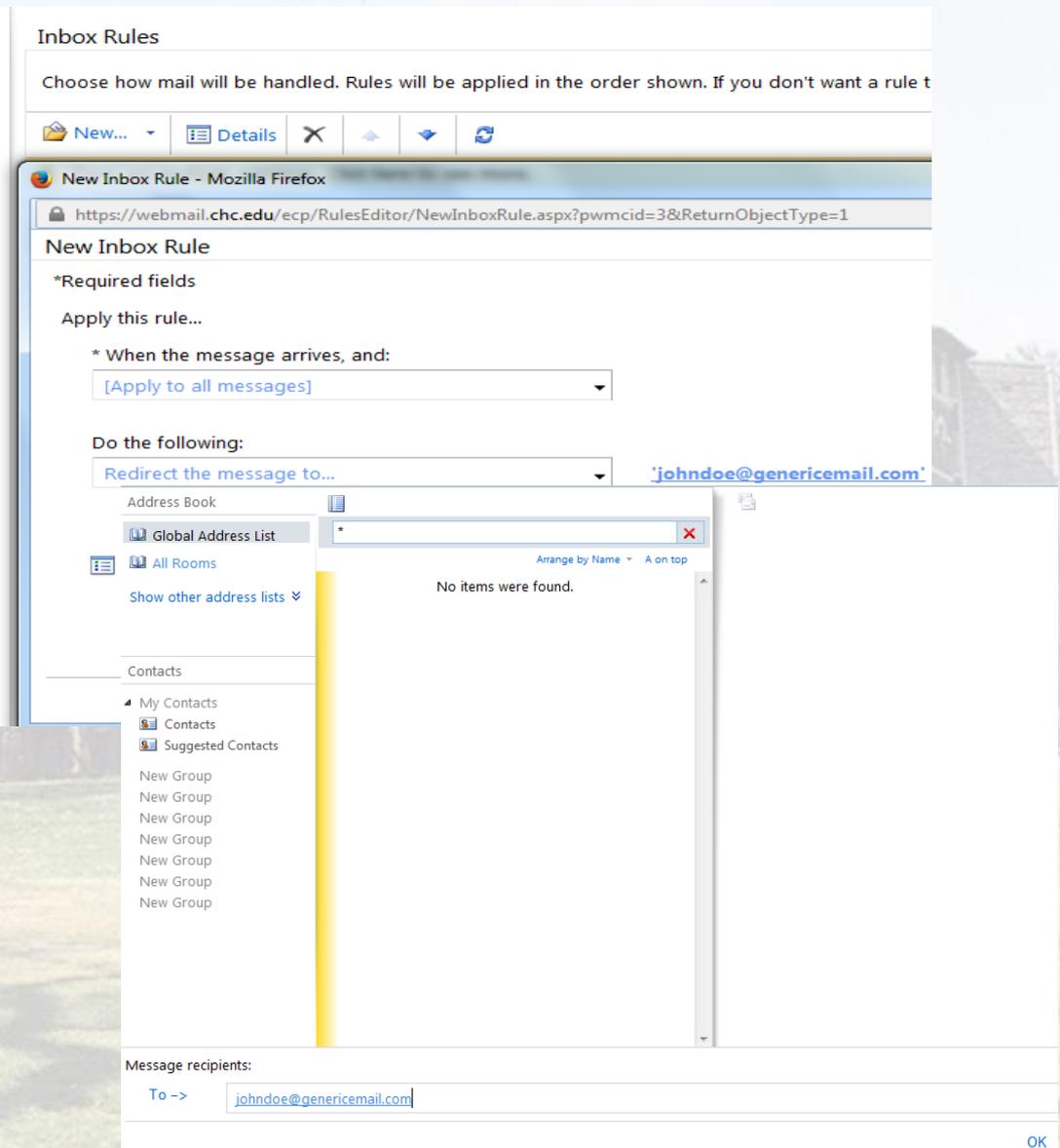
Log onto CHC Webmail.

You should see a drop down that says “Options” on the right hand side. Click on this drop down and select “Create an inbox rule”



Click on New. A dialogue box will appear, “New Inbox Rule”.

Choose “Apply to all messages”, and then “Redirect to your personal email account” under “Do the following”. A new dialogue box will pop up. Type your forwarding address in the Message Recipient text box at the bottom, and click on OK. Then you can save your New Inbox Rule.



Accessing Blackboard and Changing your Password

❁ Please go to www.chc.edu and click on the link for Blackboard in the top left corner.

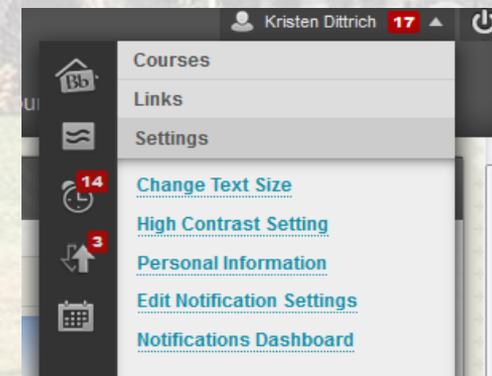


❁ You may use the same credentials you use for your CHC Email/My. CHC Portal to log into Blackboard, however you should be aware that Blackboard is not connected to these other accounts. If you change your password for My. CHC Portal/Email it will not affect Blackboard, and vice versa. You may change your Blackboard password by logging into Blackboard and clicking on your name in the upper right hand corner next to the log out button.



❁ From here you can choose 'Settings' and 'Personal Information' and follow the prompts to change your password.

❁ Please remember that if you need help navigating Blackboard the best place to contact is helpdesk@chc.edu.



Setting Up an iPhone to Access your CHC E-Mail

(Follow these steps to setup your Exchange ActiveSync account your iOS device)

- ✿ Using the iPhone, navigate to "Settings."
- ✿ Select "Mail, Contact, Calendars."
- ✿ Select "Add Account..."
- ✿ Choose "Microsoft Exchange".
- ✿ Next, fill in the requested information.
 - ✿ Step 1, Email: Your full CHC e-mail address (i.e. johnny1@chc.edu).
 - ✿ Step 2, Domain: Enter "CHC" (without quotes)
 - ✿ Step 3, Username: Enter your CHC username (i.e. johnny1)
- ✿ Next, fill in the requested information as shown below:
 - ✿ Step 1, Password: Enter your CHC Password.
 - ✿ Step 2, Description: Enter a Description for your account (i.e. CHC e-mail)
 - ✿ Step 3, Click "Next" to continue.
- ✿ After entering your login information you will be prompted to accept the Certificate. Simply choose "Accept".
- ✿ Next, you will be prompted to provide the server name. Fill in the information:
 - ✿ Step 1, Server: es01.chc.edu
 - ✿ Step 2, Click "Next" to continue.
- ✿ Verify the Exchange information that you would like to synchronize on your iPhone. Once you have made your selections, simply click on "Save" to begin the synchronization.
- ✿ If you are prompted to re-enter your username or Password, please attempt to retype it. If the iPhone continues to prompt you for your credentials, please go back through the steps to double check each setting

Setting Up your Android device to access Your CHC E-Mail.

(Follow these steps to setup your Android device to access your CHC E-Mail account)

- ✿ Access e-mail options.
- ✿ Select “Email” from the main menu.
- ✿ Select the account type.
- ✿ On the Set up email screen, enter your CHC e-mail address in the first field.
- ✿ Enter your CHC password in the second field.
- ✿ Click “Next”.
- ✿ Enter your account information.
- ✿ On the Exchange server settings screen, select “Exchange account” for type of account.
- ✿ Enter “chc\” and your CHC username in the Domain\Username field (ex. chc/jonesm).
- ✿ Enter your CHC password in the Password field.
- ✿ Enter es01.chc.edu in the Exchange Server field.
- ✿ Select “Use secure connection (SSL)”.
- ✿ Click “Next”.
- ✿ Configure account options.
- ✿ On the Account options screen, select “Automatic (Push)” in the Email checking frequency field.
- ✿ Select “One week” in the Amount to synchronize field.
- ✿ Check “Send email from this account by default”, “Notify me when email arrives”, and “Sync contacts from this account”.
- ✿ Click “Next”.
- ✿ Complete your setup.
- ✿ On the “Set up email screen”, enter a name for the account (example: CHC) in the Give this account a name (optional) field.
- ✿ Enter your name in the next field.
- ✿ Click “Done”.
- ✿ Note: It may take a few minutes to fully sync all your messages to your inbox.

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Contact

✿ If you have any additional questions or concerns please contact the helpdesk:

✿ Phone: 215-248-7195

✿ Email: helpdesk@chc.edu