Directions for:
Accessing your Chestnut Hill College Email via Webmail and CHANGING YOUR PASSWORD
(THIS WILL CHANGE YOUR PASSWORD FOR LOGGING ON TO A COMPUTER ON CAMPUS ALSO)

*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 dialogue box slightly different from the one you may be used to. It is yellow, 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.

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 instructions above to access your webmail.
- 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. In Domain, type chc. In Account, type your username (without the @chc.edu). 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.

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', Redirect to your personal email account and click on OK
- The last line is 'Rule Line'. You can name the rule whatever you wish, and then click SAVE

Setting Up an iPhone to Access Your CHC E-Mail

Follow these steps to setup your Exchange ActiveSync account your iOS device:

1. Using the iPhone, navigate to "Settings."
2. Select "Mail, Contact, Calendars."
3. Select "Add Account..."
4. Choose "Microsoft Exchange".
5. 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)
6. 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.
7. After entering your login information you will be prompted to accept the Certificate. Simply choose "Accept".

8. 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.
9. 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.
10. 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

<u>Setting Up your Android device to access Your CHC E-Mail.</u>

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

1. Access e-mail options.
2. Select **Email** from the main menu.
3. 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.**
4. 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.
   - Enter your **CHC password** in the Password field.
   - Enter **es01.chc.edu** in the Exchange Server field.
   - Select **Use secure connection (SSL).**
   - Click **Next.**
5. 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.**
6. 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.

If you have any additional questions or concerns please contact the helpdesk:
Phone: 215-248-7195
Email: helpdesk@chc.edu