

*Instructions for Activating Your Williams E-mail Account*

Class of 2012

Welcome to the Williams College network community!

The Office for Information Technology has created accounts for you on our mail server. You are now able to send and receive email through this system. Official communications from the College will come to this account. Your use of this and other Williams accounts requires compliance with our Computing Ethics & Responsibilities policy (online at <http://wiki.williams.edu/x/Pws> *Note: url is case sensitive*).

To start using your email account you must first change your temporary password to one of your own choosing. Visit the account password changer page:

[www.williams.edu/go/myaccount](http://www.williams.edu/go/myaccount)

log in and click the Password icon. Your username and temporary password were supplied in the cover letter of this packet. While choosing a new password please follow these restrictions:

- Do not use the same password for Williams email as you do for non-Williams systems (like AIM, Yahoo, eBay, or your bank).
- Mix numbers and capitalization into your password, e.g. Lawn7Chair
- The password needs to be 8 characters or more and have a number

Once you have selected a new password, wait a few minutes then go to our web based mail system:

[webmail.williams.edu](http://webmail.williams.edu) (*Please note that **www.** should not be used in this address*)

Enter your username and new password. The webmail system can be accessed from any computer that has an internet connection. Check this email account periodically throughout the rest of the summer for important updates from the College.

The Office for Information Technology will be performing computer and network upgrades during the summer. If you find that any of our services are unavailable you can check the main Williams page at [www.williams.edu](http://www.williams.edu) for notices, or try accessing the service again in 24 hours.

Regards,

Williams College Office for Information Technology

copies = 550