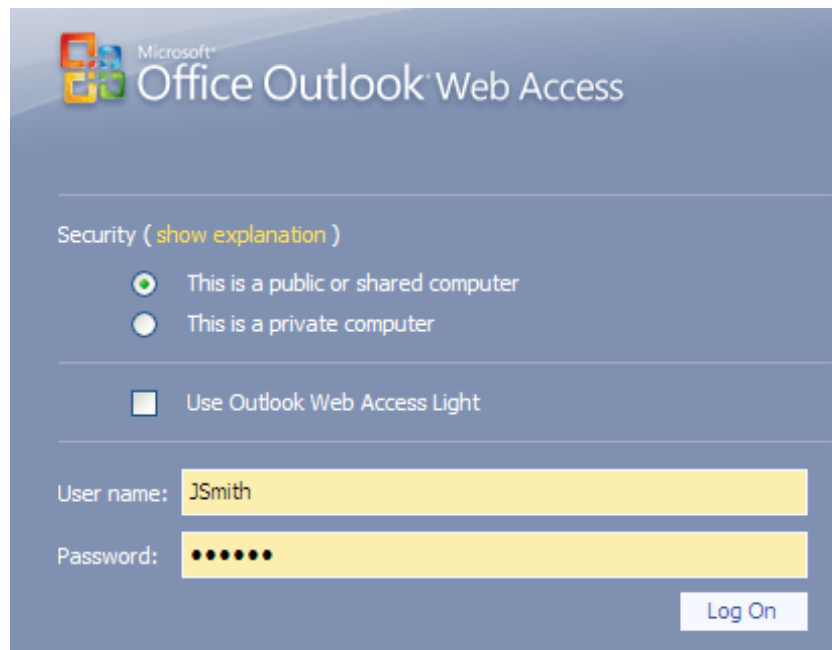


Email Access:

Unity requires that all faculty, staff and students utilize the campus email system to ensure the reliability of email between each other. While it is commonly believed that all email systems are reliable our IT department can not guarantee reliable communication with other email providers due to the many connectivity issues. All official college communications will be sent through the Unity College email system.

To access your Unity College email account:

- Go to the Unity College website at www.unity.edu
- Click on **Campus Mail** at the top right of the screen
- Your username for email will be the first letter of your first name followed by your last name (no spaces when entering this information please)
- Your password will be the first letter of your first name (capitalized), the first letter of your last name (lowercase) followed by the last four digits of your social security number.



The image shows the Microsoft Office Outlook Web Access login interface. At the top left is the Microsoft logo. The main heading is "Office Outlook Web Access". Below this is a "Security" section with a link for "show explanation". There are two radio buttons: "This is a public or shared computer" (which is selected) and "This is a private computer". Below that is a checkbox for "Use Outlook Web Access Light". At the bottom, there are two input fields: "User name:" containing "JSmith" and "Password:" containing six black dots. A "Log On" button is located at the bottom right of the form.