



First-time login for Glendale College Exchange E-mail

1. Go to the Glendale college web site : <http://www.glendale.edu>
2. Hover the pointer above “About GCC”, “Faculty and Staff”, then click on “Private Internal Links”



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3. You will see a pop-up box similar to this one:



You need to enter your email name (e.g. jsmith, not jsmith@glendale.edu) and your CURRENT email password. You will be routed to the GCC Private Internal Links web page.



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- Scroll to the bottom of the page. Click on the link named "Exchange Account Information"

WEBMAIL EXCHANGE PROJECT	ABSENCE REPORTING: (818) 246-5094	
SLO • Student Learning Outcomes and Assessment Cycles		
CMS Login	Exchange Account Information	STUDENT SERVICES • DSPS Board Presentation Convocation (ppt) • EOPS Student Services Convocation, Fall 2009 (ppt) • Matriculation Presentation 11-19-09 (pdf) • Student Services Convocation CalWORKs (ppt)

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- You will see a web page which will display your Exchange username and initial password.

Hello John Smith,
Your Exchange username is: jsmith
Your Exchange initial password is: \$TNPxkc639

- Make a note of your username and initial password. Be aware that passwords are case-sensitive.
- Go to the OWA log in page at mail.glendale.edu . You will be presented with the Exchange OWA log in. Enter your email name and initial password and then press ENTER or click on the "Sign in" button. **Please type in your password and do not copy and paste.**

Microsoft®
Outlook Web App

Security ([show explanation](#))

This is a public or shared computer

This is a private computer
Warning: By selecting this option, you confirm that this computer complies with your organization's security policy.

Use the light version of Outlook Web App

User name:

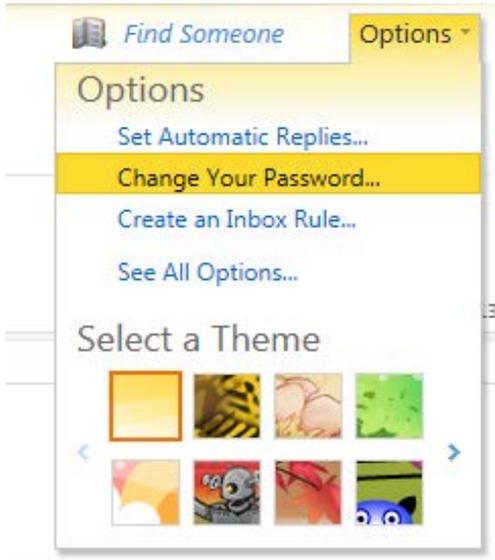
Password:

Connected to Microsoft Exchange
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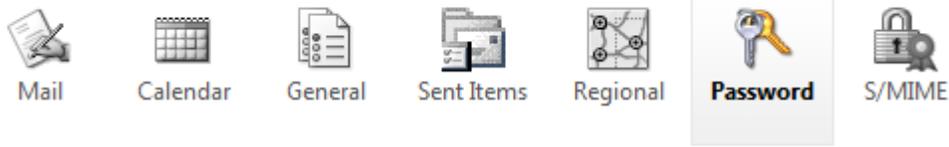


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- To change your password, click on the "Options" (near the upper right corner) and select "Change Your Password".



- In the first box, named "Current password:", enter your initial exchange password (obtained in step 5). In the next two boxes, enter what you want to be your new email password.



Change Password

Enter your current password, type a new password, and then type it again to confirm it.

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.

Domain\user name: GCCD\jsmith

Current password:

New password:

Confirm new password:

Save

- Click on the "Save" button.