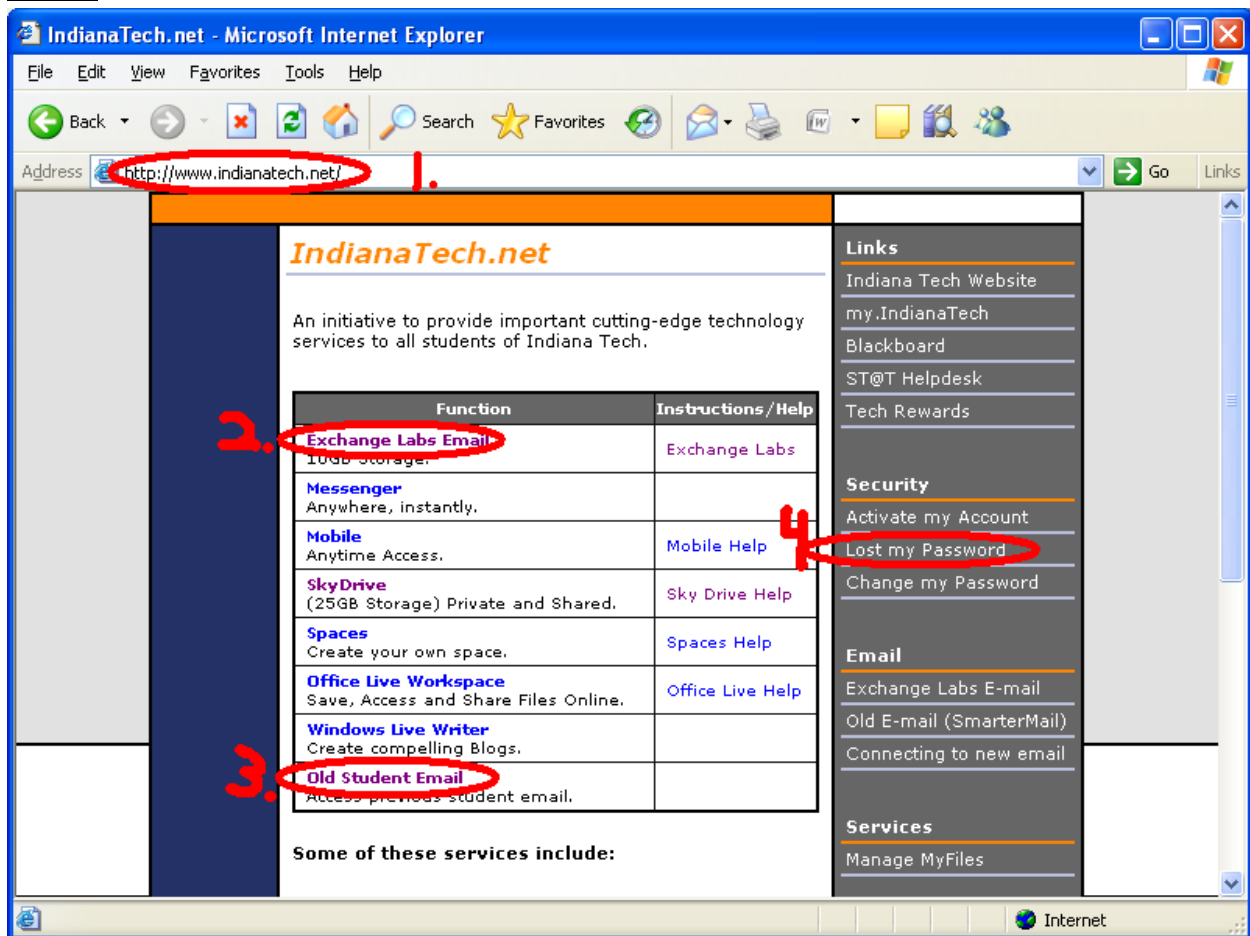


# HOW TO LOG INTO INDIANA TECH EMAIL (5 PAGES)

1. Go to [www.indianatech.net](http://www.indianatech.net) (see Figure 1)
2. To get to the new email click [Exchange Labs Email](#) (see Figure 1)
3. **NOTE:** If you want to access your old email click on [Old Student Email](#) (see Figure 1)
  - a. **NOTE:** No new emails will be sent to your old student email; however you can still access the old emails that are still in the old system.
4. If you have forgot your password or username you can click on Lost my Password (see Figure 1)

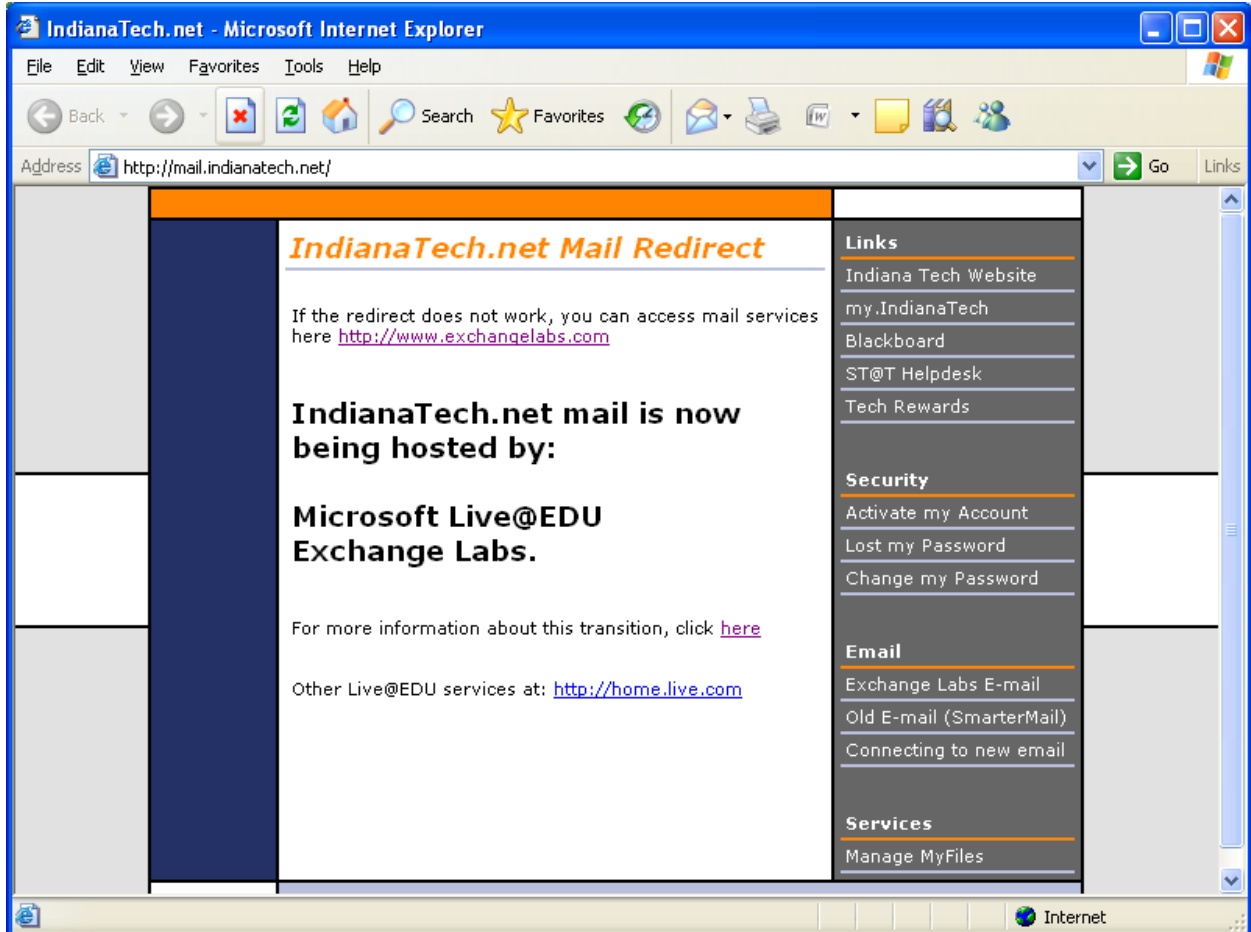
**HANDY HINT:** The [www.indianatech.net](http://www.indianatech.net) page also has convenient links to [my.IndianaTech](#), Blackboard, ST@T Helpdesk, and to the [www.indianatech.edu](http://www.indianatech.edu) home page.

Figure1



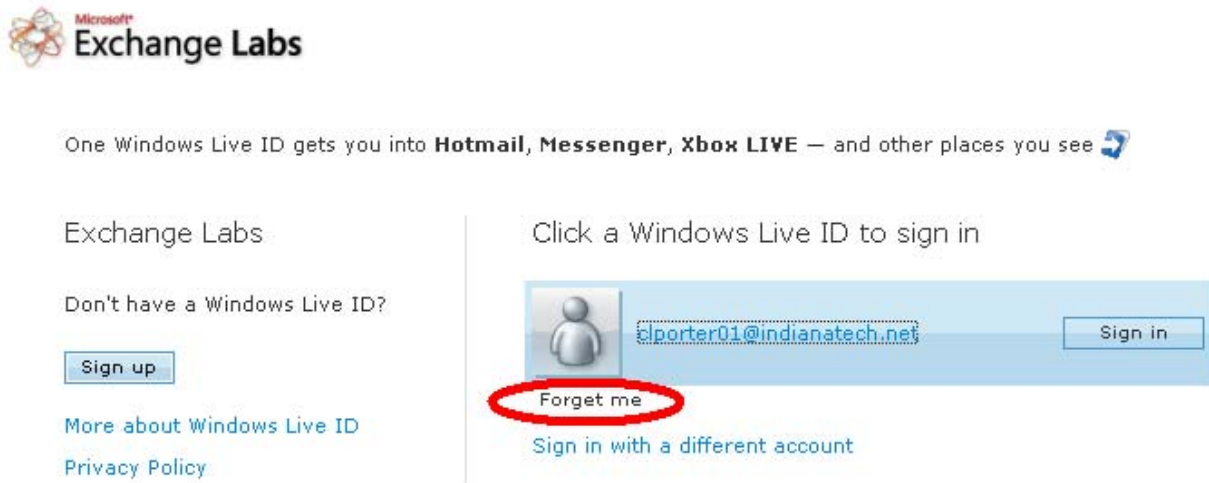
5. After you have clicked on Exchange Labs Email this will take you to the IndianaTech.net Mail Redirect page. This page will redirect you to the [www.exchangelabs.com](http://www.exchangelabs.com) website so that you can log in. (See Figure 2)

**Figure2**

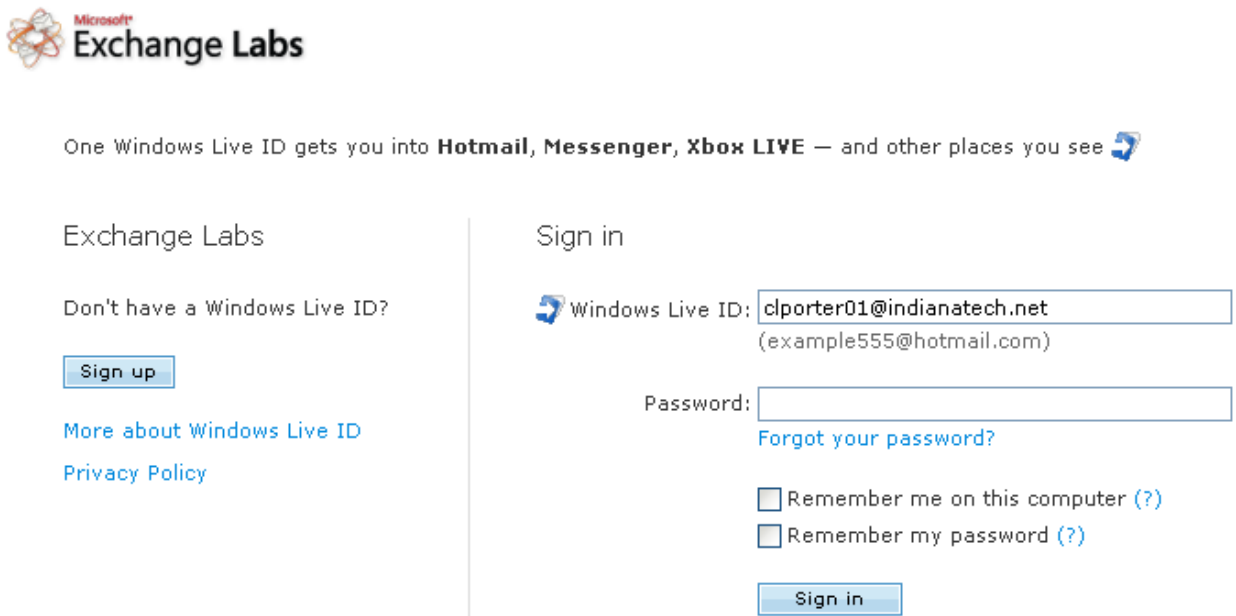


6. The Exchange Labs webpage may look like the example in Figure 3 or Figure 4.
  - a. If the page looks like Figure 3, click on the Forget me link. This will take you to the page that looks like figure 4.
7. Under Sign in, your Windows Live ID is your full Indiana Tech Email address.
  - a. Example: [Username@indianatech.net](mailto:Username@indianatech.net) ; where Username is the name you log into My.IndianaTech with. (See Figure 4)
8. Your password is the same as you would log into My.IndianaTech and Blackboard.
9. Click Sign in

**Figure3**



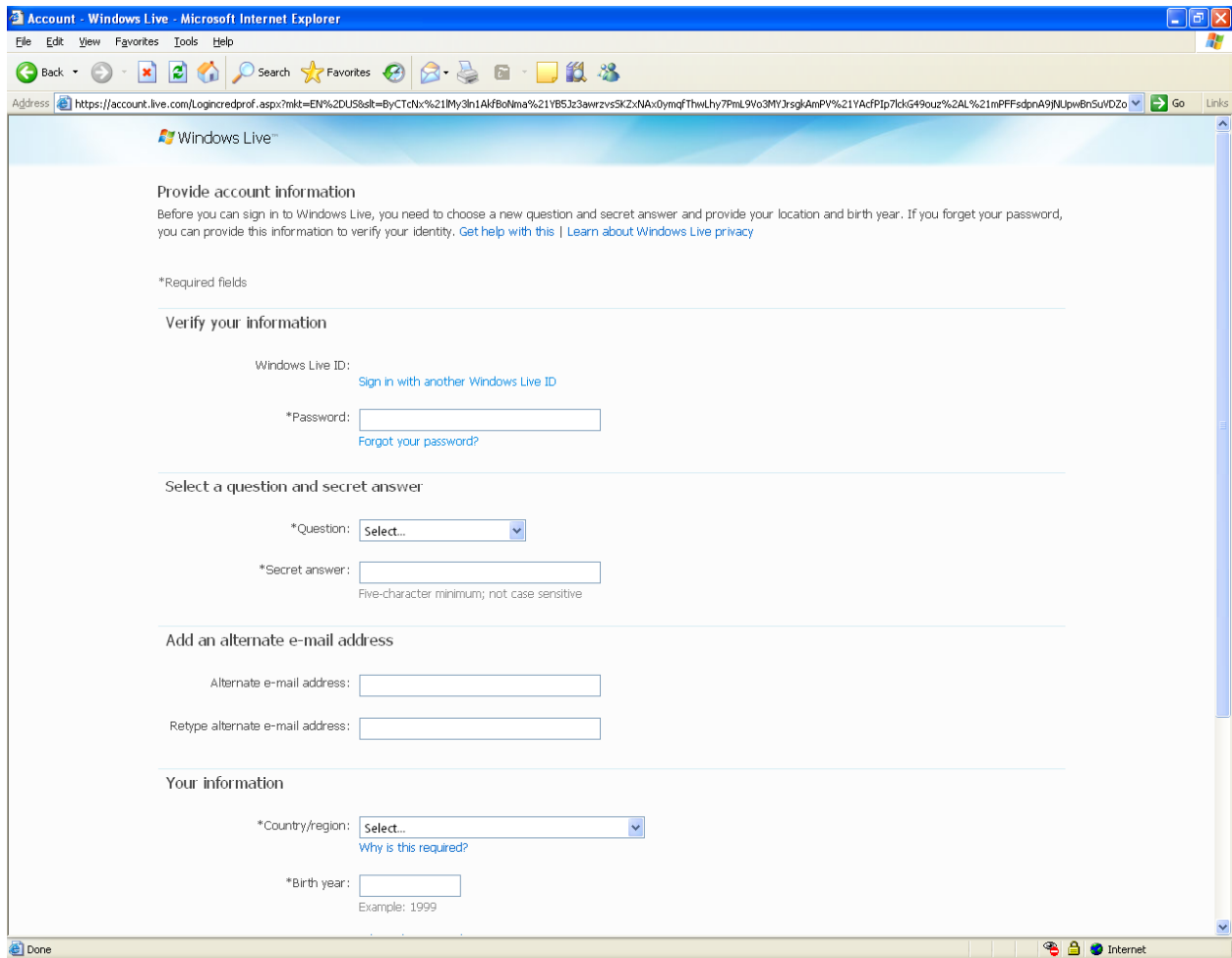
**Figure4**



10. If this is the first time you have logged into your Indiana Tech email through Exchange labs you will see a page similar to that of Figure 5. **NOTE: You only have to provide your account information once.**

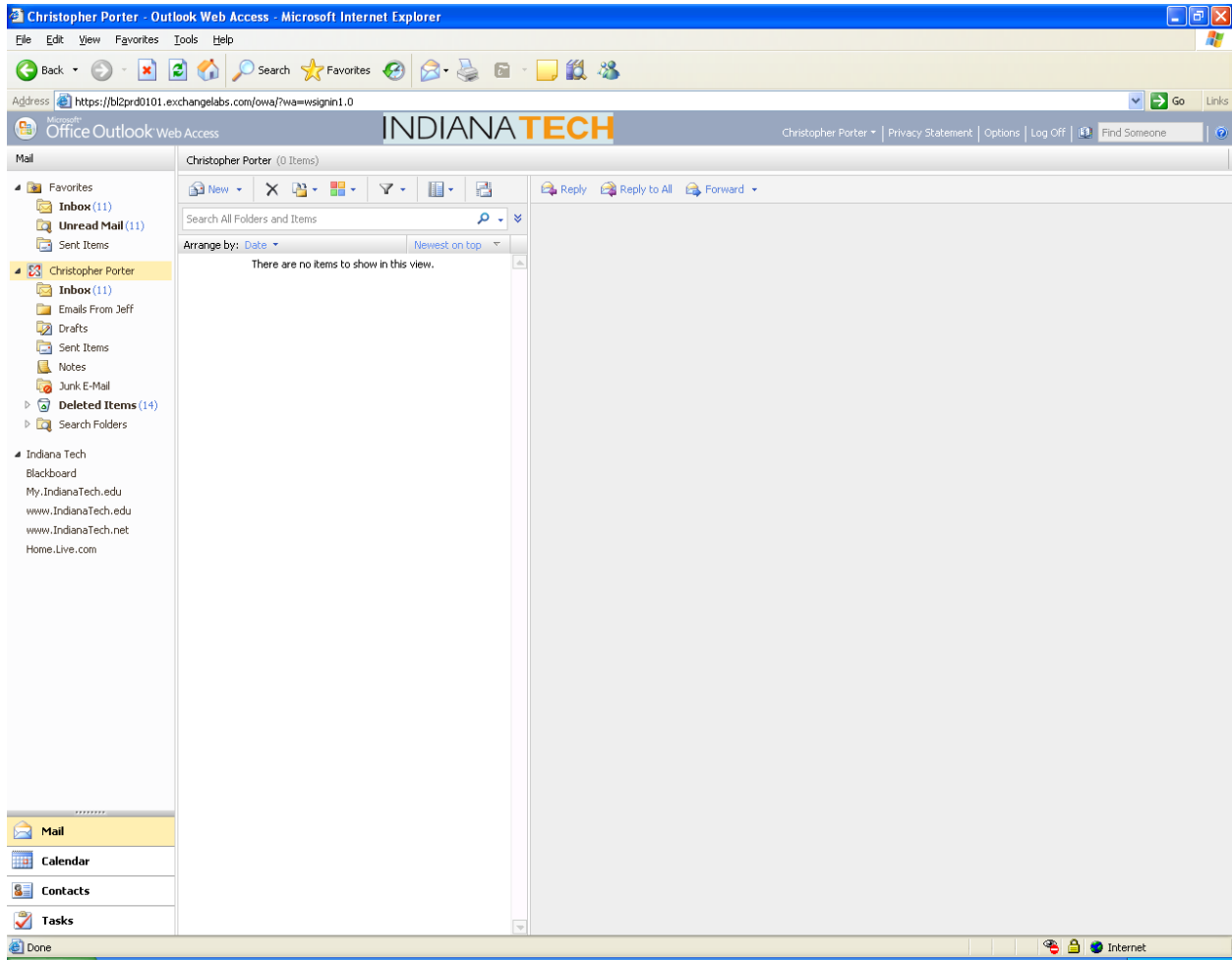
- a. Type in your same password again
- b. Choose a security question and answer
- c. You may choose an alternate e-mail but you don't have to.
- d. Fill in your country, birth year, etc.
- e. Click on Accept button at the bottom of the page.

**Figure5**



11. The next page will then ask you for the time zone that you live in.
  - a. After you choose the correct information click continue
12. You are now logged into your Indiana tech email and you should see your inbox. (See Figure 6)

**Figure6**



13. If you have any difficulties or receive an error you can
  - a. Call ST@T Helpdesk: 1-800-937-2448 x2369
  - b. Or submit a help ticket.