

***ACCESSING YOUR EMAIL ACCOUNT***

1. Go to [**WWW.NMCAA.NET**](http://www.nmcaa.net/)
2. Click on ***NMCAA* MAIL** at the bottom of the home page.

The *Outlook Web App* will appear.

1. IN THE **SIGN IN** FIELD, YOU

 WILL TYPE **(first initial last** **name)@nmcaa.net**

1. DEFAULT PASSWORD IS:

 **first initial last initial 1234$$**

 For example, John Smith would enter:

 *EMAIL ADDRESS*

***jsmith@nmcaa.net***

 *Password*

 ***js1234$$***

**(UNLESS YOU HAVE PREVIOUSLY CHANGED THE PASSWORD)**

5. In rare instances, there will be some exceptions to the Username rules.

If you have any problems, please contact the IT department: **IT@nmcaa.net**  or

1-800-632-7334.

***Email Profile Picture Instructions***

To apply a profile picture to your work email account, please refer to the following instructions:

1. At the top of the page, click on your initials or profile picture.

If this is the first time accessing your email, you will see a colored circle with your initials at the top, right corner of the page.

1. A new box will populate with your name, email, and links with other options. Click on the circle with your initials (or your existing profile picture).
2. In the **Change your photo** dialog, select **Upload a new photo**.

Please be sure that this is an individual picture of yourself and professionally appropriate.

1. Choose a photo to upload and select **Apply**.

***Note:*** Your new photo will appear the next time you sign into Microsoft 365.

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