

# Faculty E-mail System

These instructions are to help new and returning faculty access the USC E-mail system.

***First – DO NOT create your own E-mail account!!***

## **Accessing USC's Faculty E-mail system.**

- Open your Web browser and navigate to **<http://online.uscny.edu>**
- You will be redirected to the USC Information Portal.
- On the right side under the **Main Menu** you can access the campus mail by clicking on the "Campus E-mail" link provided.
- Your USC e-mail address is your user name. Your email address is formatted as "firstinitiallastname@uscny.edu" your temporary password is "**uscny22**" (all lower case.)
- When you log in you will be prompted for your temporary password again and then for a new password of your choice.
- You will be prompted for additional information to complete the E-mail setup.
- When done you will be asked to login using your new password.
- Set the time zone to "Eastern Time (US and Canada)".
- Your new E-mail is now ready to use.