

Post University Office365 Email Access



Associate faculty all receive email accounts when they start at Post University. These accounts are web-based and can be accessed at <http://mail.office365.com>. Below are instructions on how to log in and set up your account for the first time.

If you have trouble accessing your account, contact the Blackboard Support Center at 866.604.5625.

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How do I access email?

1. Go to mail.office365.com on any web browser.
2. Enter your Post University email address as your username.
Faculty: your email will include your name followed by @instructor.post.edu.
3. Enter your temporary password
If you do not know your temporary password, please contact the Blackboard Support Center at 866.604.5625.

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How do I change or retrieve my password?

1. **Option #1:** If you have not registered your account with the self-service password portal, please contact the Blackboard Support Center at 866.604.5625 for help with your Post University email password.
2. **Option #2:** If you have registered your account with the self-service password portal, do the following steps:
 - a. Go to password.post.edu on any web browser.
 - b. Enter your Account Name, which is the same as your email name.
 - c. Answer the security questions using the answers you provided when you registered.
 - d. Contact the Blackboard Support Center at 866.604.5625 if you encounter any problems.

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How do I register my account on the self-service password portal?

You can use the self-service password portal to register your password and then change or retrieve your password at any time using the security questions you set up. To take advantage of this service, do the following steps:

1. Go to password.post.edu on any web browser.

2. Choose Enroll.
3. Enter your Account Name, which is your email up to the @ sign.
4. Enter your password. The first time you enter this site, you will enter your temporary password.
5. Follow the instructions on the site to complete the enrollment process, which will include answering three personal security questions.
6. Once enrolled, you can use this site to reset or change your password by following the instructions provided on the site.
7. Contact the Blackboard Support Center at 866.604.5625 if you encounter any problems.

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What else can I do with my Post email?

Your Post University email username and password can be used to:

- ✓ Access your Post University email account
- ✓ Access Campus computers and printers
- ✓ Access the self-service password site, which enables you to change or retrieve your password at any time using security questions you have set up in advance.
- ✓ Authenticate on the Campus Wireless Networks
- ✓ Validate on the OnTheHub Microsoft software site

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Why can't I use my personal email address instead?

All faculty will have their Post email in their Blackboard profile. However, you have the option to forward your Post email to any personal address.

If you need additional help with forwarding your email, please contact the Blackboard Support Center at 866.604.5625.

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