

## **CUNY Retiree Email on Office 365**

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Lehman College, CUNY

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## **CUNY Retiree Office 365 Email**

1. To login with your new username and password, go to <u>https://retireemail.cuny.edu</u>. Enter your user name and password provided by Human Resources, and click on **Sign in**.

Note: The format of the username is *yourfirstname.yourlastname* followed by the last two digits of your CUNYfirst EMPLID. (e.g. safiul.roni10@ret.lehman.cuny.edu)







2. You must change your password upon first use. Type in your **old password** and **new password** and click on **save**:

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3. The first time you use your account you will be prompted to select your preferred language and time zone from a drop-down menu as shown in the example below. Click **save** after making your selections.

Choose your preferred display language and home time zone below. Language: English (United States) Time zone: (UTC-06:00) Central Time (US & Canada)	Outlo	ok W	eb App	С
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4. You will now be directed to your mailbox as shown below.







5. To customize Office 365 email, change your password and set up options such as automatic replies, click on the gear symbol in the upper right next to your name.

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Junk Email					
Notes					

You will see a drop-down menu similar to the one below.







6. Selecting **Set Automatic Replies** from the drop-down will take you to a page like the one below. Type your note, set the schedule, and click on **save**.

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account	Create automatic reply (Out of Office) messages here. You can set your reply to start at a specific time, or set it to continue until you turn it off.
organize email	Pon't send automatic renlies
groups	Send automatic repres
site mailboxes	Send replies only during this time period:
settings	Start time: Mon 6/9/2014 ▼ 2:00 PM ▼ Find time: Time 6/10/2014 ▼ 2:00 PM ▼
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block or allow	Send a reply once to each sender inside my organization with the following message: $\begin{bmatrix} -1 & 1 & -1 & -1 & -1 & -1 & -1 & -1 &$
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	Send replies only to senders in my Contacts list
	Send replies to all external senders
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To change your password, select Office 365 Settings from the Options drop-down menu.

7. For additional information and help, select the question mark (?) in the upper right corner.







The Outlook Web App Help dialog box will be displayed.

To learn more about Office 365 email, enter a keyword in the search box or click on one of the topics.

You can obtain information on setting up your email on your mobile device such as a smartphone or tablet, managing contacts, and much more.



8. Always sign out from your account when you are finished. To exit from your email account, click on your name in the upper right and then on **Sign out**.







9. In the event that you forget your password, click on the **Can't access your account?** link found on the login page (<u>https://Retireemail.cuny.edu</u>).\*



Enter your entire email account in the User ID field and the CAPCHA characters below it. Click Next.

Reset your password
User verification
To reset your password, begin by entering your user ID and the characters in the picture or audio below.
* User ID:
john.smith42@ret.olive.cuny.edu
Example: user@contoso.onmicrosoft.com or user@contoso.com
Refresh if you can not read the text.
8km8gfy4
Enter the characters in the picture or the words in the audio.
Next Cancel

\* Some of the material on password reset requests obtained from the CUNY Retiree Email on Office 365 – Administrator Guide prepared by CUNY/CIS.





Click on "**contact an administrator**" to trigger an email to the Lehman Retiree Email Administrator alerting him/her that you are requesting a password change.

Micros	oft
Rese	t your password
Your ad	ccount is not enabled for password reset
We're sorry,	, but your administrator has not set up your account for use with this service.
If you'd like	, we can contact an administrator in your organization to reset your password for you.

You will see the following message:

Microsoft
Reset your password
Your admin has been notified
<b>Only your admin can reset your password.</b> To assist you, we've sent an email to your admin requesting a password reset. Note that this request could take some time to complete, depending on your organization's support policies. Contact your admin or helpdesk for any further assistance.

Note: Your request to have your password changed will only be sent to your campus System Administrator after you click on "contact an administrator".

Contact the IT Help Desk at 718-960-1111 to retrieve your new password.





For additional information on the use of retiree email and all other IT services at Lehman visit the IT website at:

http://www.lehman.edu/itr

or contact the IT Help Desk:

IT Help Desk Academic Technology Center Carman Hall, Plaza Level, Room 108 (718) 960-1111 <u>help.desk@lehman.cuny.edu</u>

Questions about retiree email eligibility and related policies should be directed to the Department of Human Resources at (718) 970-8181.

Document URL: http://lehman.edu/itr/documents/Retiree-Account-Guide-20140706.pdf



