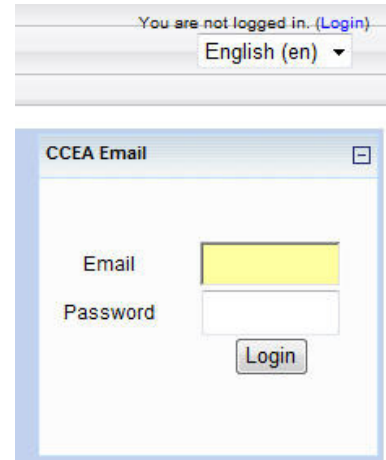


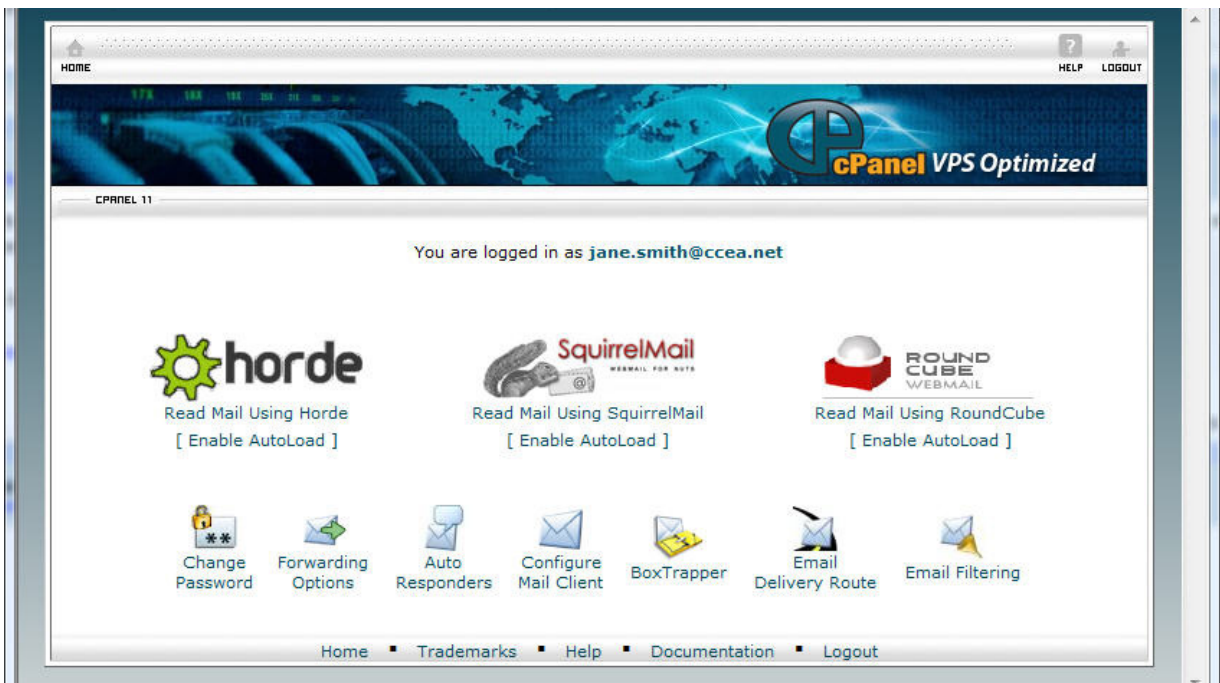
New CCEA Email Accounts

To access your new CCEA.NET email account please follow these easy instructions.

1. Navigate to the CCEA homepage – <http://www.ccea.net>
2. On the homepage look to the right and find the CCEA Email block
3. Type in your email address in lower case letters: (e.g. jane.smith@ccea.net)
4. Enter your password: last four of your social and the first letter of your last name (e.g. 1234s)
5. Click Login
6. A new window will launch and you can chose which webmail client you would prefer to use.



The screenshot shows a web browser window with a login form titled "CCEA Email". At the top, it says "You are not logged in. (Login)" and "English (en)". The form has two input fields: "Email" and "Password". Below the "Password" field is a "Login" button.



7. Whether you choose Horde, SquirrelMail, or RoundCube it doesn't matter. However, once you decide which one you would prefer to use on a regular basis, you can click [Enable AutoLoad] and that client will load each time.