

Using IHA's Web-Based E-mail Program for Students (*SquirrelMail*)

All IHA students have been assigned an IHA e-mail address to be used when communicating for school-related purposes such as with teachers, club members, other students, sports, etc. The web-based e-mail program is called *SquirrelMail*. Students can access their IHA e-mail from any computer with Internet access since it is web-based.

E-MAIL ADDRESSES

Each student's e-mail address is made up of your last name, the first initial of your first name, the last 2 digits of your year of graduation (14), followed by @IHAHS.COM. For example, the e-mail address for VICTORIA RIVERA of the class of 2014 would be: **riverav14@ihahs.com** (no spaces and no capital letters are used). See the blue letter you received in the mail for your e-mail account information; on the label is your E-mail address, Password, and Account ID #.

EXCEPTIONS:

- Ignore all punctuation and spaces in your last name such as in-
O'Neill → use "oneill" *De Marco* → use "demarco"

PASSWORDS*

Everybody's password* is a total of 8 characters which is made up of the FIRST 3 letters of your last name, the FIRST initial of your first name, followed by the LAST 4 digits of your social security number (SS#).

For example, the password for VICTORIA RIVERA whose SS# ends in 1234 would be: **r i v v 1 2 3 4** (use lowercase letters and no spaces).

EXCEPTIONS:

- 1) If your last name only has 2 letters such as "Wu," then contact Mrs. Nudelman at IHA (anudelman@ihahs.com).
- 2) If you do not know your SS#, please ask your parent/guardian for assistance.
NOTE: If you did not provide a SS# to IHA, we used "1234" as the default numbers. Please check the label on the letter you received to verify your password.

IF YOU HAVE ANY QUESTIONS, CONTACT MRS. NUDELMAN FOR HELP.

To access your new web-based IHA e-mail account using SquirrelMail:

- 1) Go to **<http://webmail.ihahs.com>** OR click the link on IHA's homepage (the mailbox along the top right).
- 2) Enter your complete IHA E-mail address in the **NAME** box which is:
last name first initial last 2 digits of graduation year @ihahs.com
Example: **riverav14@ihahs.com**
- 3) Enter your 8-character **PASSWORD** (_ _ _ _ _) then click **LOGIN**.

And you're off... You can now do the typical things in other e-mail programs such as **Read** new mail (Inbox), **Compose**, **Delete**, and more.

There are some additional features you might want to explore such as:

- a. **Addresses** (add names and e-mail addresses to your Address book)
 - b. **Folders** (create new folders to organize your mail)
 - c. **Options** (control things such as Personal Information, Display Preferences, SpellChecker Options, and more)
 - d. **Search** (search through your e-mails for something specific)
 - e. **Help** (use the online Help manual)
 - f. **Calendar** (use an online personal Calendar to keep track of your events)
 - g. **Fetch** (use to get/fetch outside mail such as Gmail - - not recommended though since Gmail is a more feature-rich e-mail program)
- 4) When you are all done e-mailing, click **SIGN OUT** at the top right.

**REMEMBER TO CHECK YOUR SCHOOL E-MAIL REGULARLY
(ONCE A DAY THAT IS)
FOR MESSAGES FROM IHA ADMINISTRATORS, TEACHERS, FRIENDS, ETC.**

***IF YOU HAVE ANY QUESTIONS,
CONTACT MRS. NUDELMAN FOR ASSISTANCE
(anudelman@ihahs.com).***

* **PASSWORDS** - *Since each student was assigned a password to get you started, we encourage you to change your password right off the bat, making your e-mail account more secure. See the blue sheet you received in the mail for directions about how to change your password.*