

Use the following instructions to check your KCTCS email via the web.

Wherever you see **john.smith** in this document put in your name. Your password should be your last name with the first letter capitalized.

1) Go to <http://mail.kctcs.edu/exchange>

2) In the "Log On" box type john.smith@kctcs.edu (**Your KCTCS email address**) and press enter.

3) In the "Enter Network Password" box type the following

User Name: **kctcs\john.smith**

Password: **Smith** (this is the same password you use at work)

Click on "**OK**"

4) You should see a web version of Outlook.