

You can initiate your PhilaU account and e-mail service from home or while on campus. If you plan to log on the first time using a machine on campus, please use one of the lab machines in Search Hall. Whether you initiate your account from home or school, once your account is active, you will be able to log in using any computer in a Philadelphia University lab or a console in a Tuttleman Center or Down's Hall classrooms.

- 1) *On campus*: press "ctrl" + "alt" + "del" keys and enter your userid and password; go to <http://www.philau.edu/oit/OWA.htm>; select the web address associated with Faculty and Staff. Once on the secure site, enter you userid; you will be prompted to enter your userid and password. Once the Web Outlook software is open, click on "Options" in the left frame and follow instructions for changing your password.

**OR**

- 1) *Off Campus*: go to <http://www.philau.edu/oit/OWA.htm>; select the web address associated with Faculty and Staff. Once on the secure site, enter you userid; you will be prompted to enter your userid and password. Once the Web Outlook software is open, click on "Options" in the left frame and follow instructions for changing your password.
- 2) If you are asked for a "Domain", enter "Philacol" without the quotation marks.
- 3) If you are asked for your social security number, enter it *without dashes* or spaces between the numbers.
- 4) Instructions for changing passwords, developing secure passwords and the Philadelphia University policies, please visit the OIT site: <http://www.philau.edu/oit/helpdesk/passwordfaq.htm>