



CUNY Retiree Email on Office 365

Prepared by

Information Technology Division

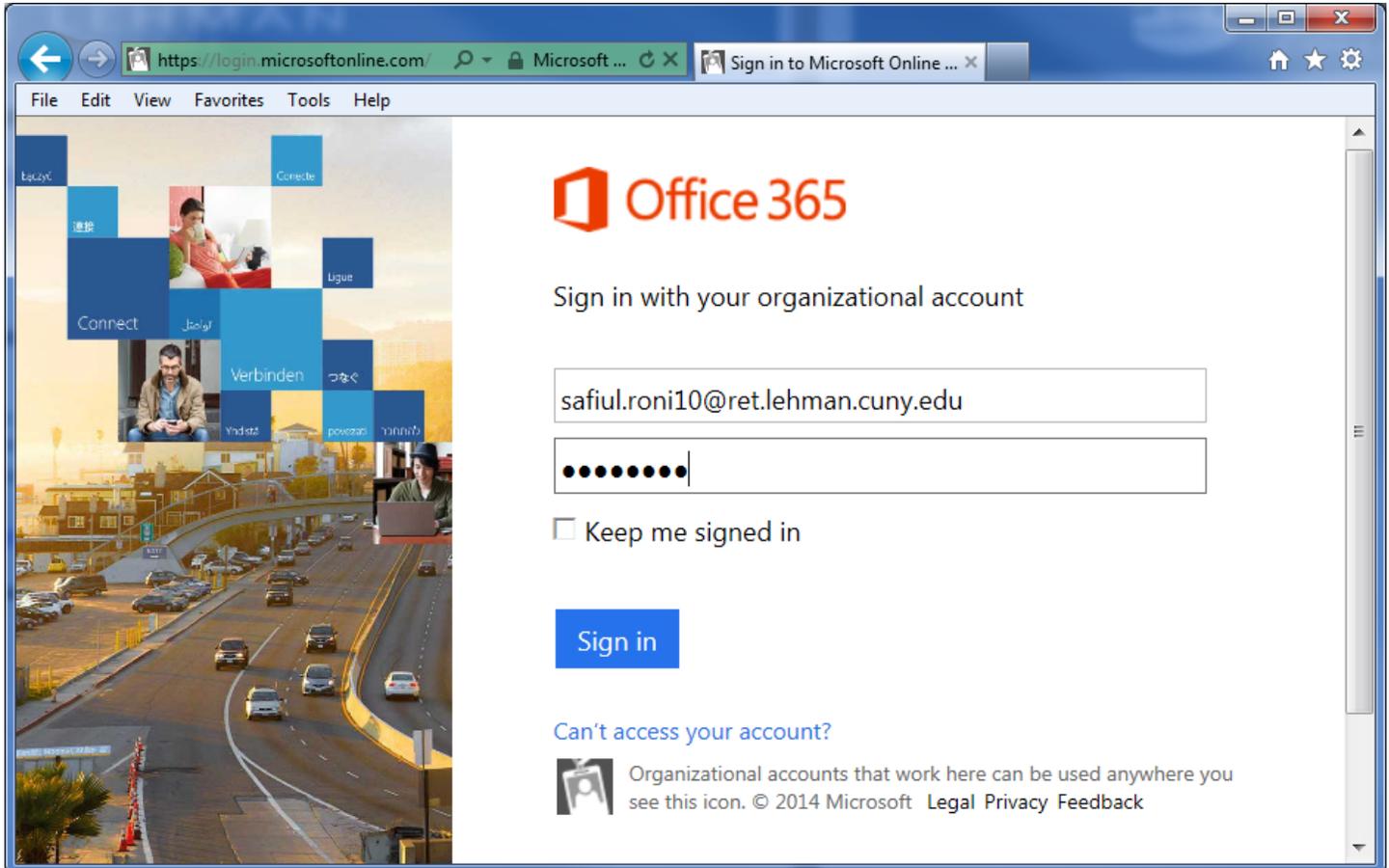
Lehman College, CUNY

July 6, 2014

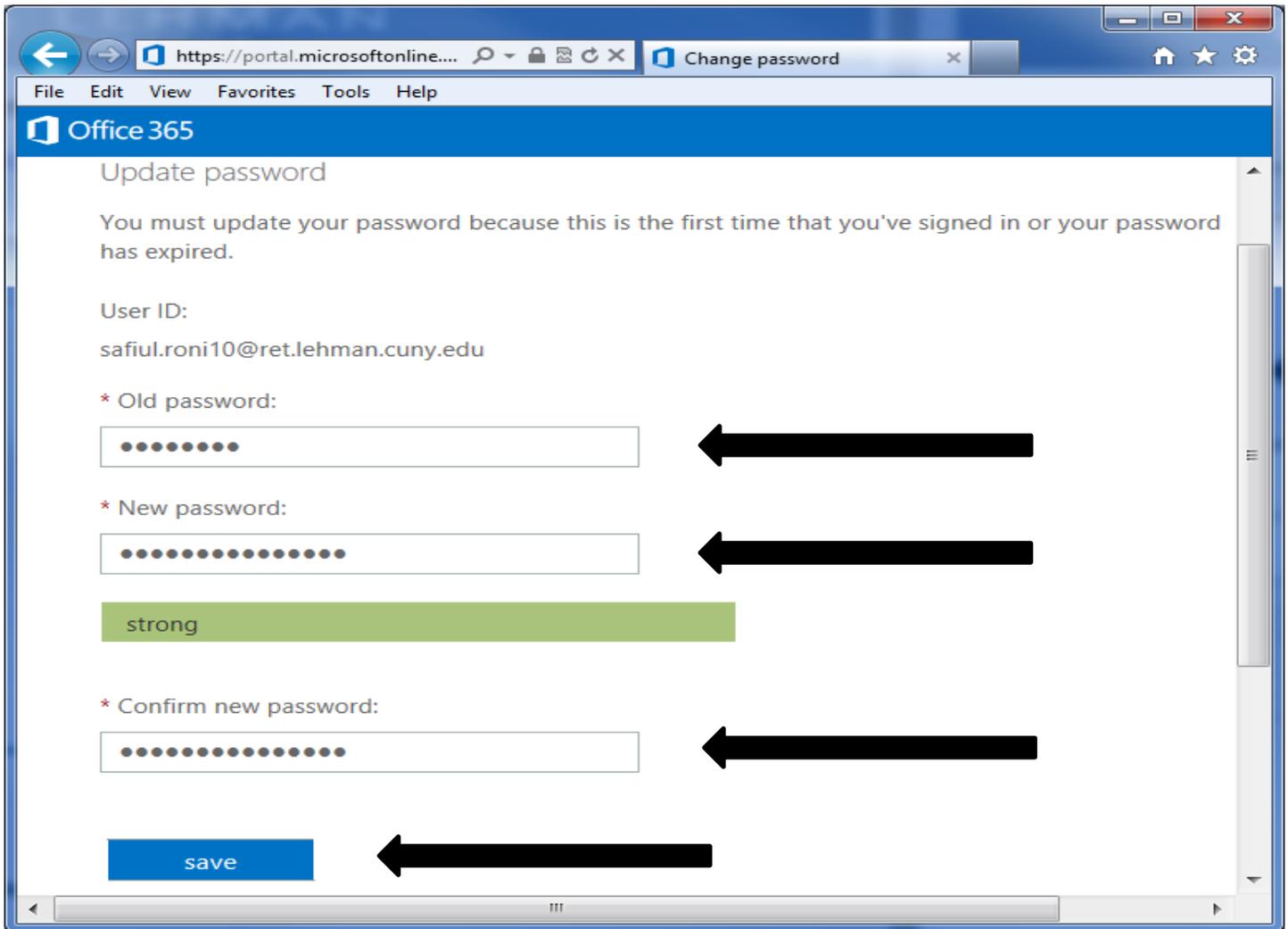
CUNY Retiree Office 365 Email

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

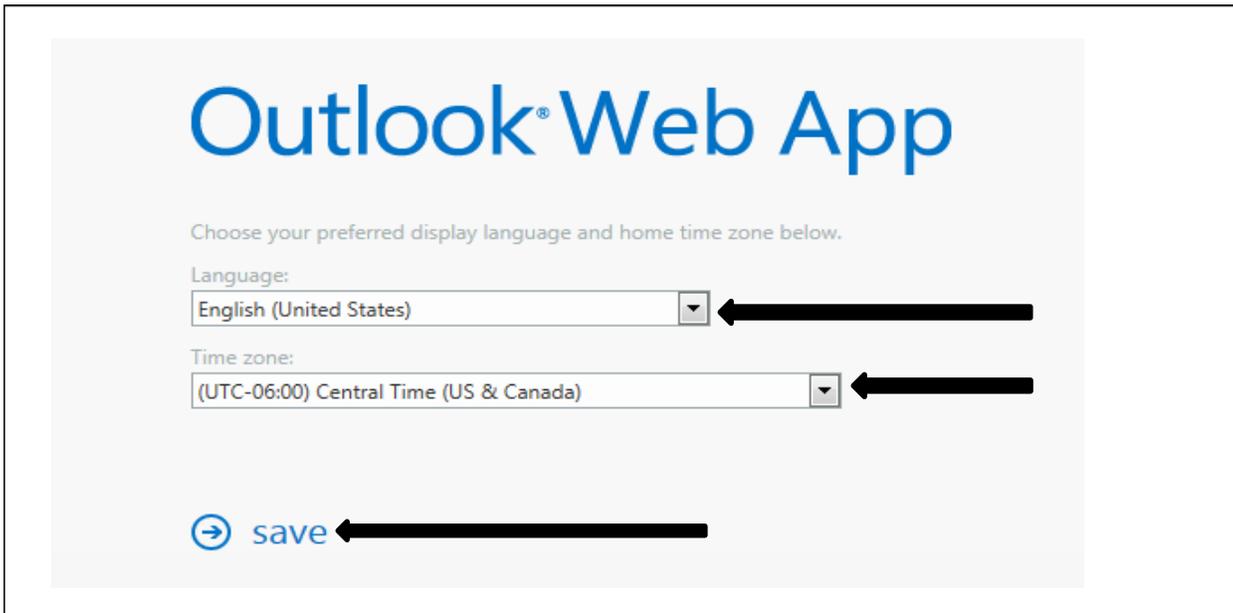
Note: The format of the username is *yourfirstname.yourlastname* followed by the last two digits of your CUNYfirst EMPLID. (e.g. safiul.roni10@ret.lehman.cuny.edu)



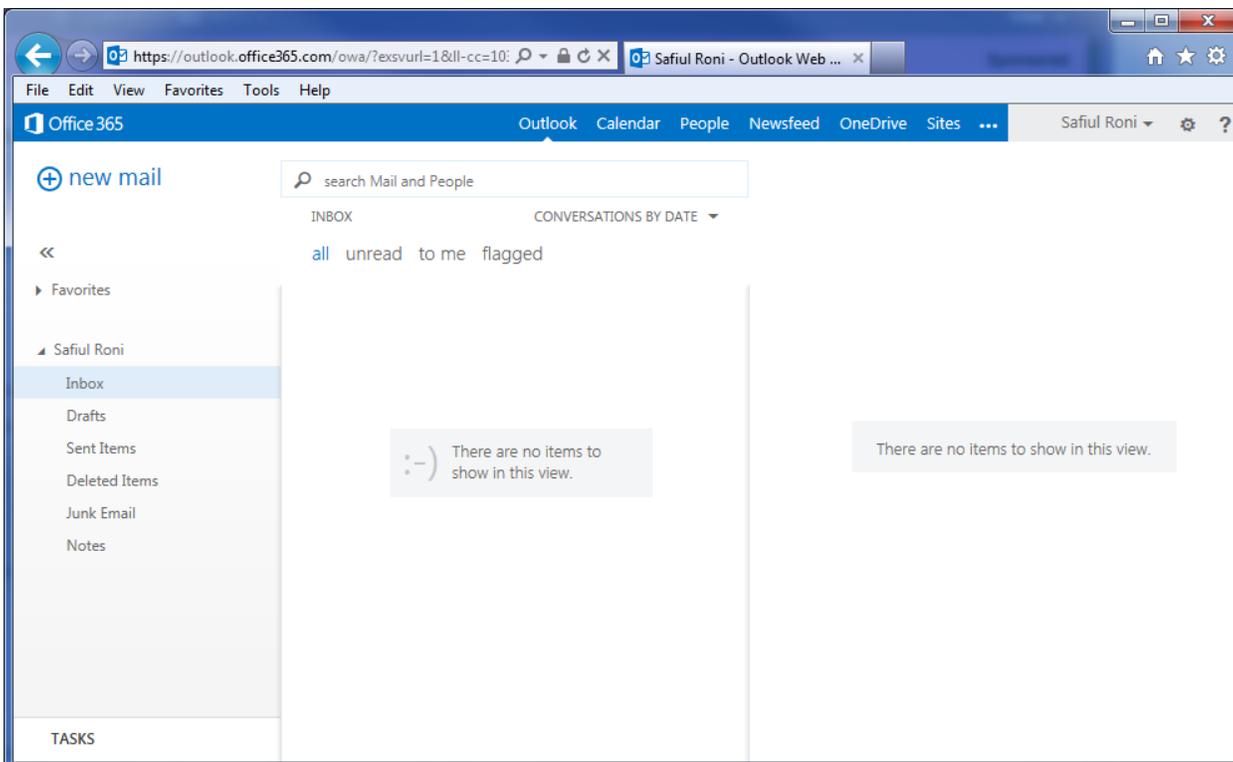
2. You must change your password upon first use. Type in your **old password** and **new password** and click on **save**:



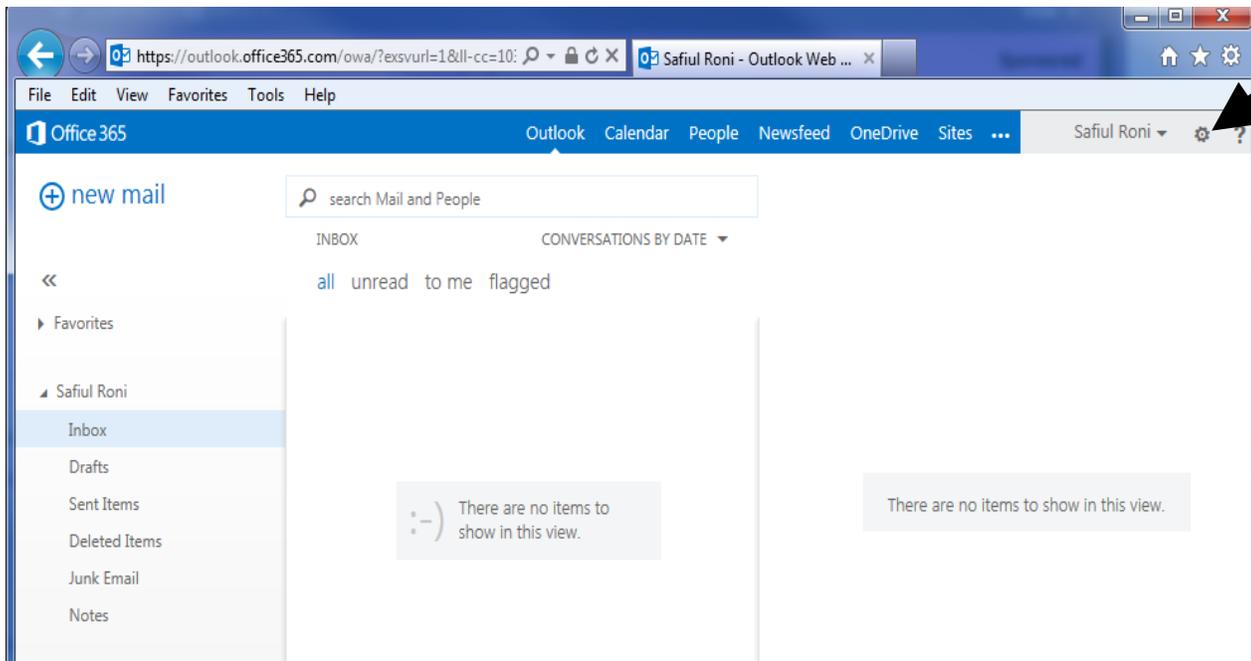
3. The first time you use your account you will be prompted to select your preferred language and time zone from a drop-down menu as shown in the example below. Click **save** after making your selections.



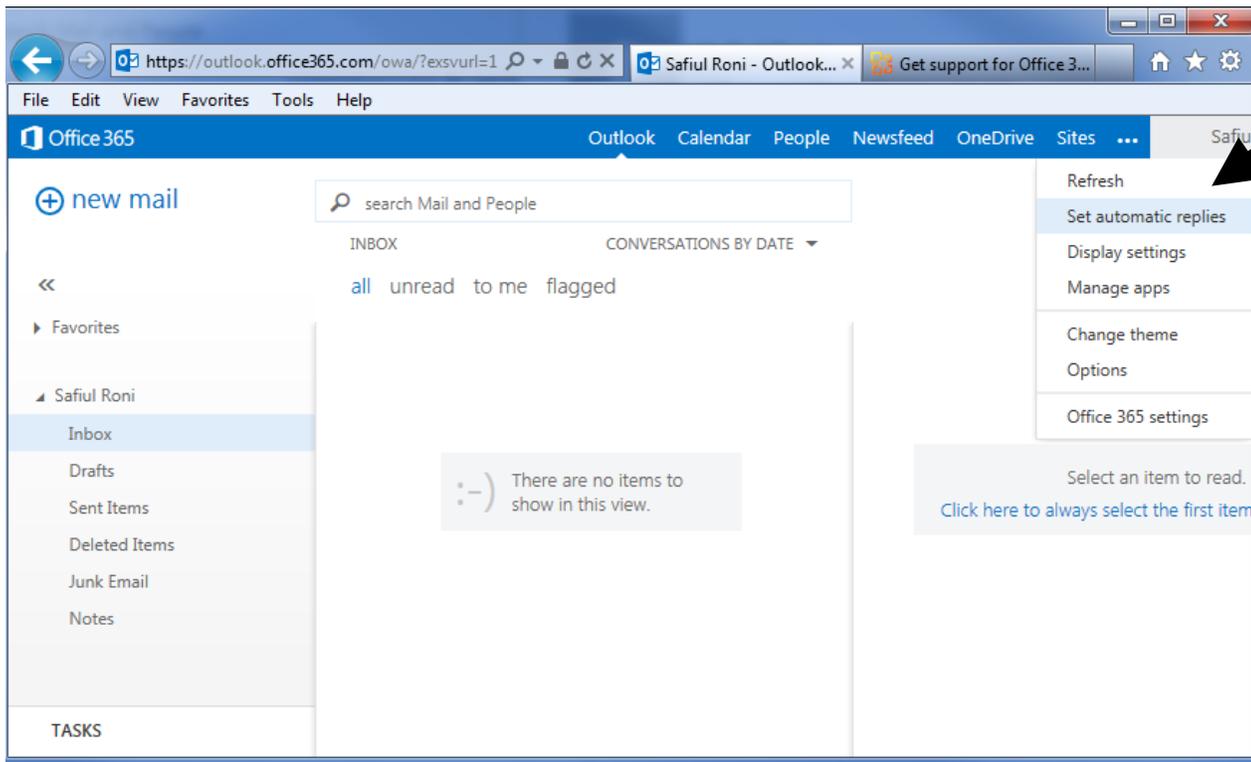
4. You will now be directed to your mailbox as shown below.



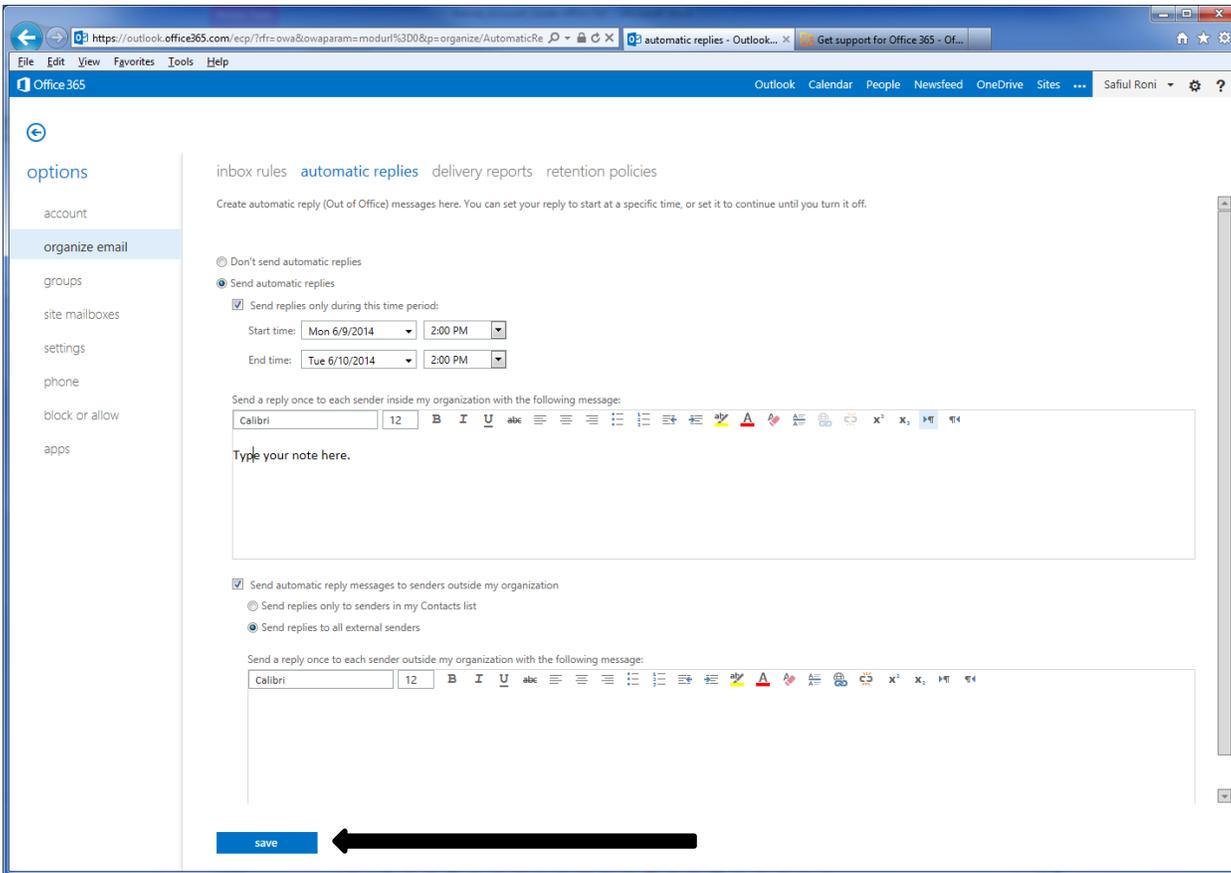
5. To customize Office 365 email, change your password and set up options such as automatic replies, click on the gear symbol in the upper right next to your name.



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

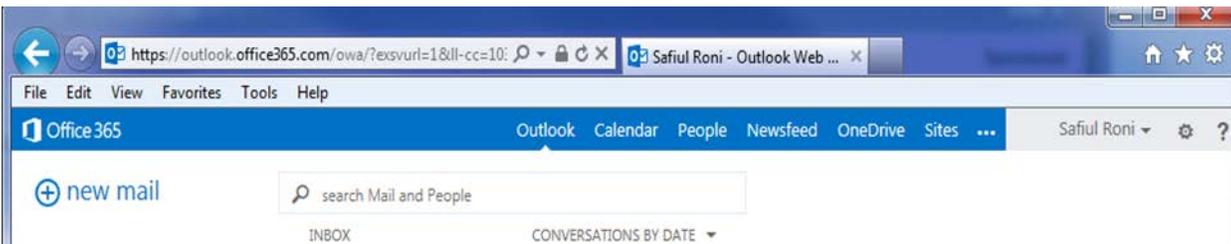


6. Selecting **Set Automatic Replies** from the drop-down will take you to a page like the one below. Type your note, set the schedule, and click on **save**.



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.



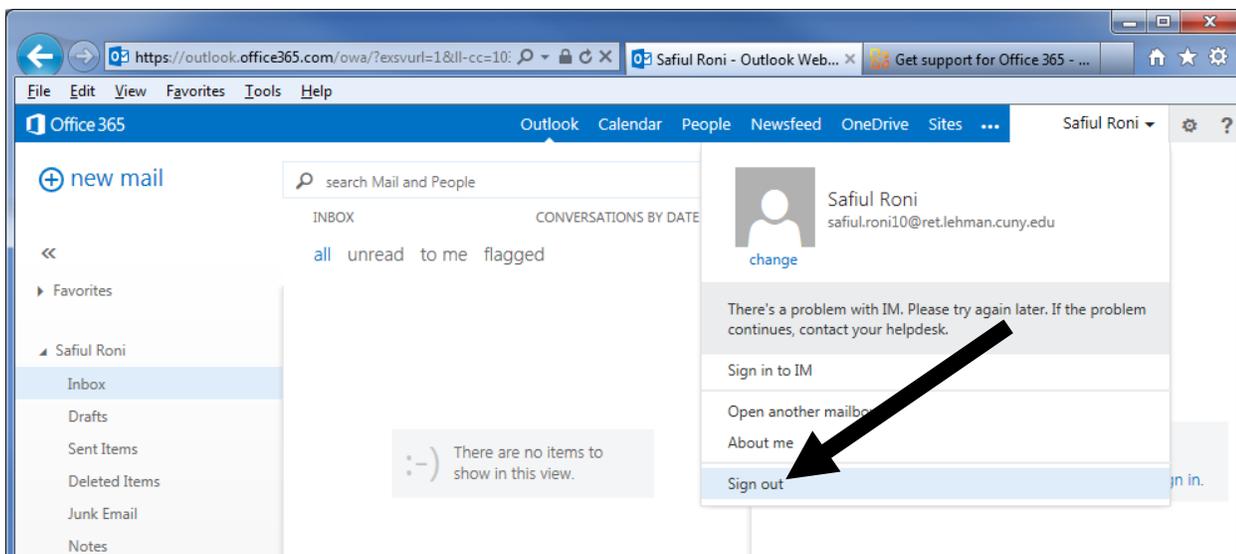
The Outlook Web App Help dialog box will be displayed.

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

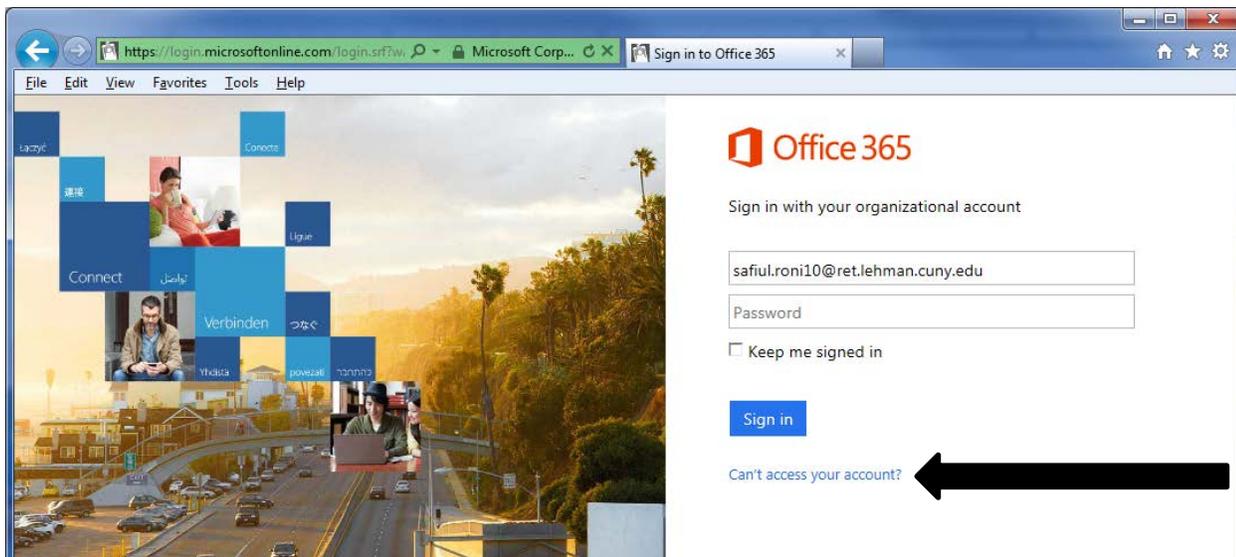
You can obtain information on setting up your email on your mobile device such as a smartphone or tablet, managing contacts, and much more.



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 (<https://Retireemail.cuny.edu>).*

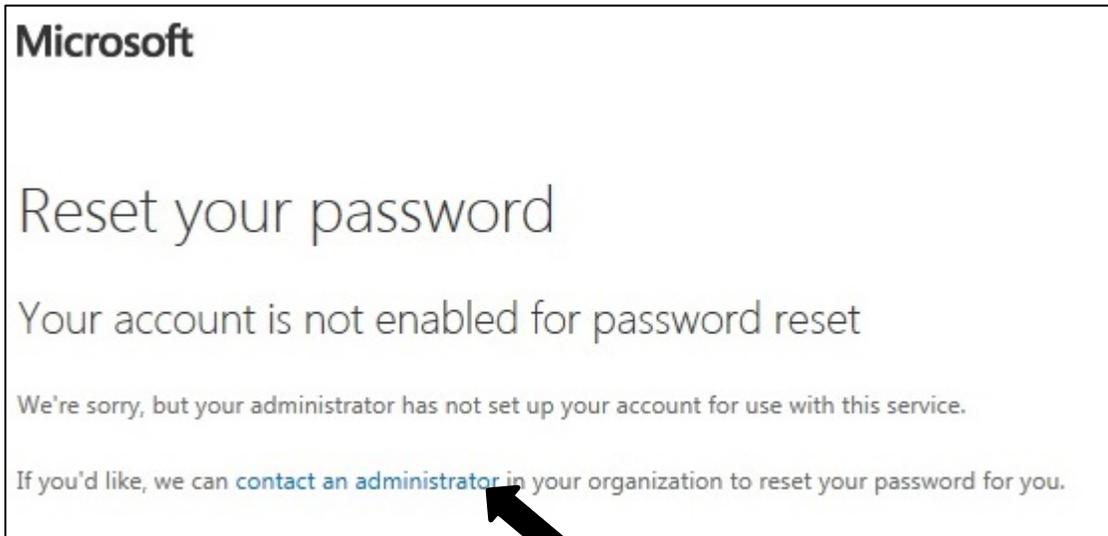


Enter your entire email account in the **User ID** field and the CAPCHA characters below it. Click **Next**.

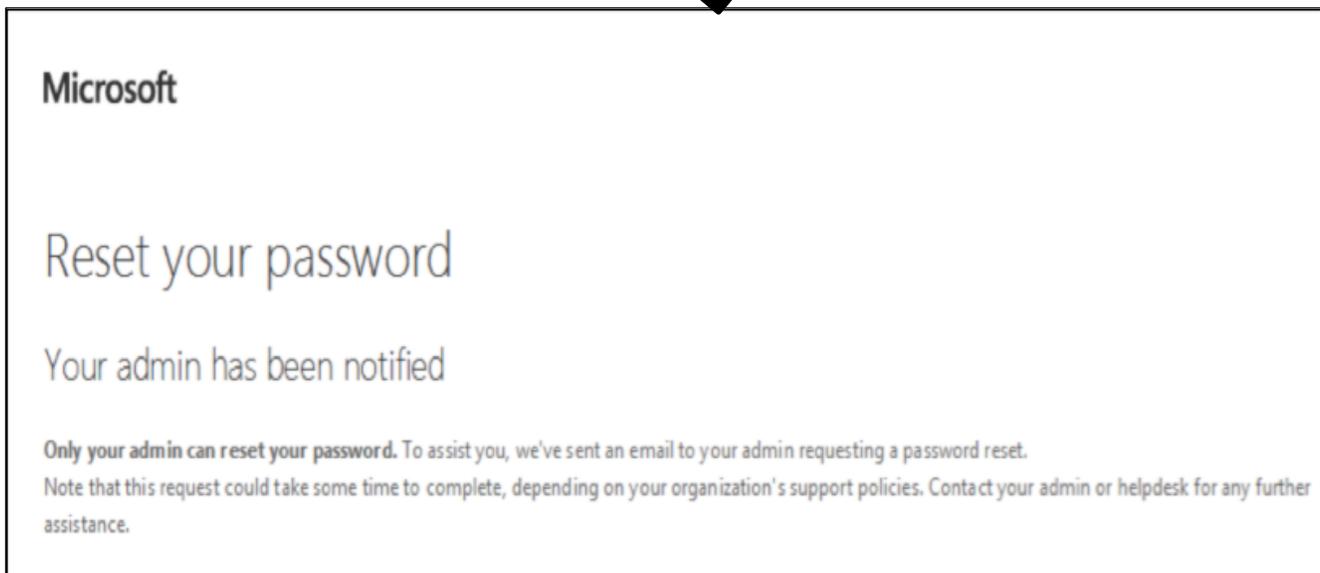


* Some of the material on password reset requests obtained from the **CUNY Retiree Email on Office 365 – Administrator Guide** prepared by CUNY/CIS.

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.



You will see the following message:



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
help.desk@lehman.cuny.edu

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>



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