Signing onto E-mail
- Summer 2007 -

1. Launch the Rhode Island College website at www.ric.edu

2. Click the WEB MAIL link at the top, right-hand corner of the home page

3. Review the instructions on the page

4. Click the link to https://webmail.ric.edu

5. In the login box username field, type your domain, ric-acad, followed by a backslash “/“ followed by your username:

   **For example:** dmendez_1234
   (press the ENTER key)

   
   * Your username is constructed by taking your first initial followed by your last name, followed by an underscore “_“ plus the last four digits of your student ID.

6. In the password field, type in your password and click OK.
   **For Example:** (mar071234)

   
   * Your default password is the three letters of your birth month in lowercase followed by the day of your birth, followed by the last four digits of your social security number.