ACCESSING YOUR MICROSOFT EXCHANGE 2010 ACCOUNT THROUGH THE INTERNET

COLLEGE OF STATEN ISLAND EXCHANGE WEB URL
https://xch.csi.cuny.edu
Enter your FLAS user name (Firstname.Lastname) and password

THINGS TO KNOW ABOUT EXCHANGE
- Your e-mail address is in the format Firstname.Lastname@csi.cuny.edu
- Your mailbox size is 500 MB. Once you reach this quota, you will not be able to send e-mail.
- Maximum attachment size is 20 MB for sending and receiving.
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- When accessing your Exchange account via Outlook Web App you will be able to access other users shared Exchange calendars. If you need to access shared contacts you must use Microsoft Outlook (PC or Mac) (note: Microsoft Outlook Express cannot be used to access shared calendars or shared contacts.)
- To see what a users e-mail address is in the Exchange system, you can click on the “Find Someone” icon. This list is fully populated with current College of Staten Island employees.
- When sending e-mail messages to multiple recipients, e-mail addresses must be separated by a semi-colon (;)
- Please be aware that e-mail messages that have been stored in the Deleted Items folder will automatically be deleted by the system after 30 days have elapsed. If you need mail that is in this folder, you should move it to another folder before 30 days have elapsed from first placing it into this folder.
- Users that have the authority to send e-mails to system lists (i.e. FacultyStaffBroadcast, StudentBroadcast, Faculty, etc.) can simply type the name of the list in the To: field. If you are not sure of a listname, you can search the Global Address List. (see above instructions)

To use the complete set of features available in OWA 2010, you can use the following browsers on a computer running Windows XP / Windows Vista / Windows 7:

- Internet Explorer 7 and later versions.
- Firefox 3.0.1 and later versions.
- Chrome 3.0.195.27 and later versions.

On a computer running Max OS X, you can use:

- Safari 3.1 and later versions.
- Firefox 3.0.1 and later versions.

On a computer running Linux, you can use:

- Firefox 3.0.1 and later versions.

If you use a Web browser that doesn’t support the full feature set, Outlook Web App will open in the light version.