

# Using your NHIA.EDU E-Mail

Welcome! Use the following instructions to log into and use your NHIA.EDU e-mail address:

Please note, unless specifically told otherwise, your NHIA.EDU email address is [firstname.lastname@nhia.edu](mailto:firstname.lastname@nhia.edu). For example, John Smith is [johnsmith@nhia.edu](mailto:johnsmith@nhia.edu)

To log in:

1. In your web browser of choice (Internet Explorer, Firefox, Safari etc) type in <https://artmail.nhia.edu>

2. You will be presented with the following login screen:

Your User name and Password are:

User Name: *firstname.lastname* (For example John Smith is johnsmith)

Password: Your student ID Number. You will be made to change it.

**NOTE: YOUR STUDENT ID IS THE LAST 9 DIGITS OF THE NUMBER ON YOUR STUDENT ID CARD**

3. If it is your first time logging in you will be prompted to change your password. Please note that screen has you type in your USERNAME, OLD PASSWORD, then NEW PASSWORD TWICE to verify. You then need to login again with the NEW PASSWORD

## Important Techie Note:

NHIA uses Microsoft Exchange as its email system. The web based portion is called Outlook Web Access. Outlook Web Access is designed by Microsoft to work best in Internet Explorer on the PC. It will still work perfectly in other web browsers and on the Mac but some features may be missing.