

Log on to (and off of) the CAC Student E-mail

Logging On

The Central Arizona College Student E-Mail Server is located at <http://cactus.centralaz.edu>. You can access your e-mail directly by entering the address in your web browser.

Or, you can access your CAC Student E-mail from the menu bar any CAC web page.



You can use almost any web browser to access the CAC Student E-mail. (The browser installed with America Online is not recommended.) However, as "Outlook Web Access" is a Microsoft program, Internet Explorer is the best browser to use.

Depending on the speed of your internet connection it might take a minute for the login window to open.

If the login window does not open after several minutes, click on "**Click Here**".



If your browser does not refresh, [Click Here](#)

Sometimes you will see a "Security Alert" window. Don't worry about this window. The CAC Student E-mail is a secure web site. Your browser is just letting you know. Click on "**Yes**".





Your Domain/User name is your e-mail address. Usually firstname_lastname@stu.centralaz.edu. If there is another student with the same firstname and lastname, a number will be added to one of the accounts.

Your initial password is based on your birthdate in MMDDYYYY format - 8 numbers are required.

For example: A person born March 15, 1985 would have an initial e-mail password of 03151985.

Do not change the client option or the security option.

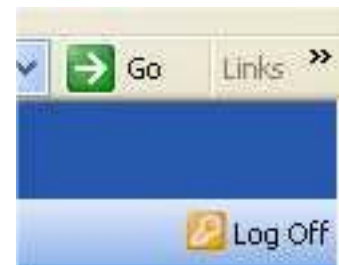
Click on “**Log On**”.

You will now be in CAC Outlook Web Access.

Logging Off

It is very important that you remember to “log out” of your CAC Student E-mail account. Logging out/off ensures that other individuals using the same computer later in the day will not be able to access your e-mail account.

The “**Log Off**” button is located in the upper right-hand corner of the Outlook Web Access window. When you have finished reading or sending messages, click on “**Log Off**”.



The Outlook Web Access “Close” window will appear. To make sure that you have completely logged out of your e-mail account, click on “**Close**”. You can safely ignore the Internet Explorer “Close Window” warning. Click “**Yes**”

