

Email and Calendar Accounts

What you need to know

The university uses MS Outlook as our email communications and calendar application. Creation of your university email is “triggered” by Human Resources at the same time we create your employee ID number and send out your faculty contract.

Our Office of Information Technology establishes the email address that will be affiliated with you in your role as a faculty member, and then provides your temporary password and access instructions. To find out how to access your email account, contact the Help Desk:

- EWUHelpDesk@ewu.edu, 509-359-2247
- Walk-up assistance is available on the lower level of the JFK Library, Cheney campus.

Help Desk pro's will need your faculty ID number, which you can find on the first page of your contract, to activate your email account and provide you with your temporary password.

Change your single-sign on password for email and other university systems here (you can also lookup your account information at this site): <https://sites.ewu.edu/it/services/access-passwords-storage/ewu-account-management>

If you're at home or travelling and not able to access your email through MS Outlook, you can access your accounts through Outlook Web Access (OWA). OWA is a webmail service, which is used to access e-mail, calendars, contacts, tasks, and other mailbox content when access to the MS Outlook desktop application is unavailable. OWA can be used from Internet cafes and any other location that provides connectivity to the Web. Login through OWA here: <http://exchange.ewu.edu>

See next page for information pertaining to privacy related to email.

Your university email, calendar and other accounts are university property.

As a result, there should be no expectation of privacy regarding any individual faculty or staff member's use of our university's communication technologies.



Electronic records (emails, photos, texts, voicemail messages, etc.) are covered under state law and may be subject to disclosure under the Public Records Act, audits, state operational or management purposes, even if used for personal purposes.

Caution: if you use your personal email account or personal phone to conduct university business, your emails within that personal account may also be subject to disclosure!