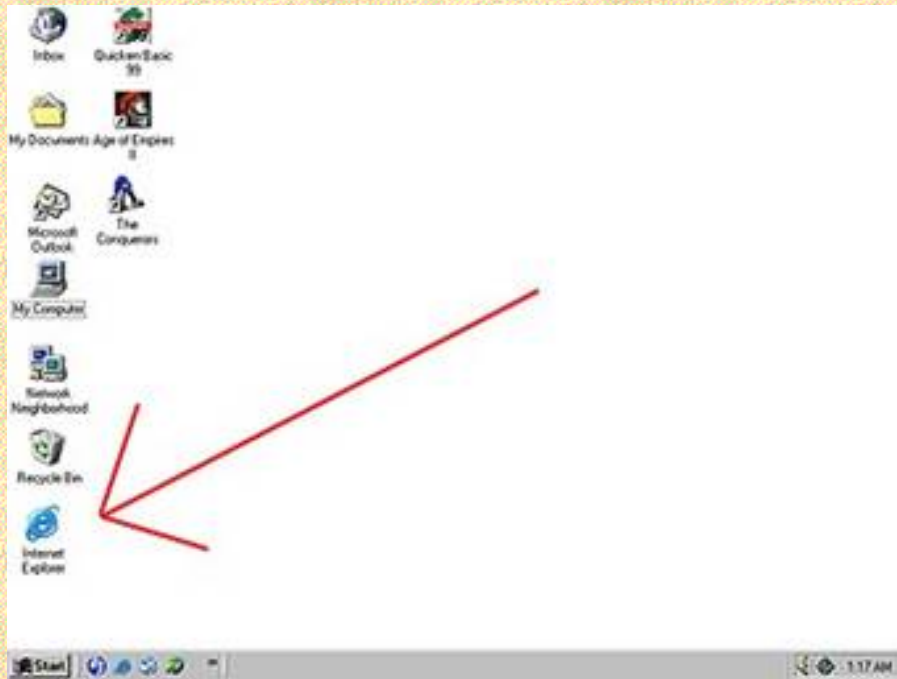


How to access your e-mail using UCPS web mail.

1) Open Internet Explorer



2) Go to <http://ucps.org/exchange/username> Retype **username** using your username, (last name and first initial)



3) Enter your username and password in the respective boxes and click ok



Enter Network Password

Please type your user name and password.

Site: ucps.org

User Name

Password

Domain

Save this password in your password list

OK Cancel

That's it! Your e-mail should open. You can now send and receive e-mail. You can check your mail from home, work, or anywhere you are connected to the internet.

If you have any problems logging into or using your e-mail please have another staff member email the technology department or fill out a technology form in the school office. Due to the priority information sent by e-mail, it is extremely important for all teachers and staff to be competent in the use of this skill.

Send mail to [Administrator](#) with questions or comments about this web site.

Union County Public Schools

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[Policy of Nondiscrimination](#)