

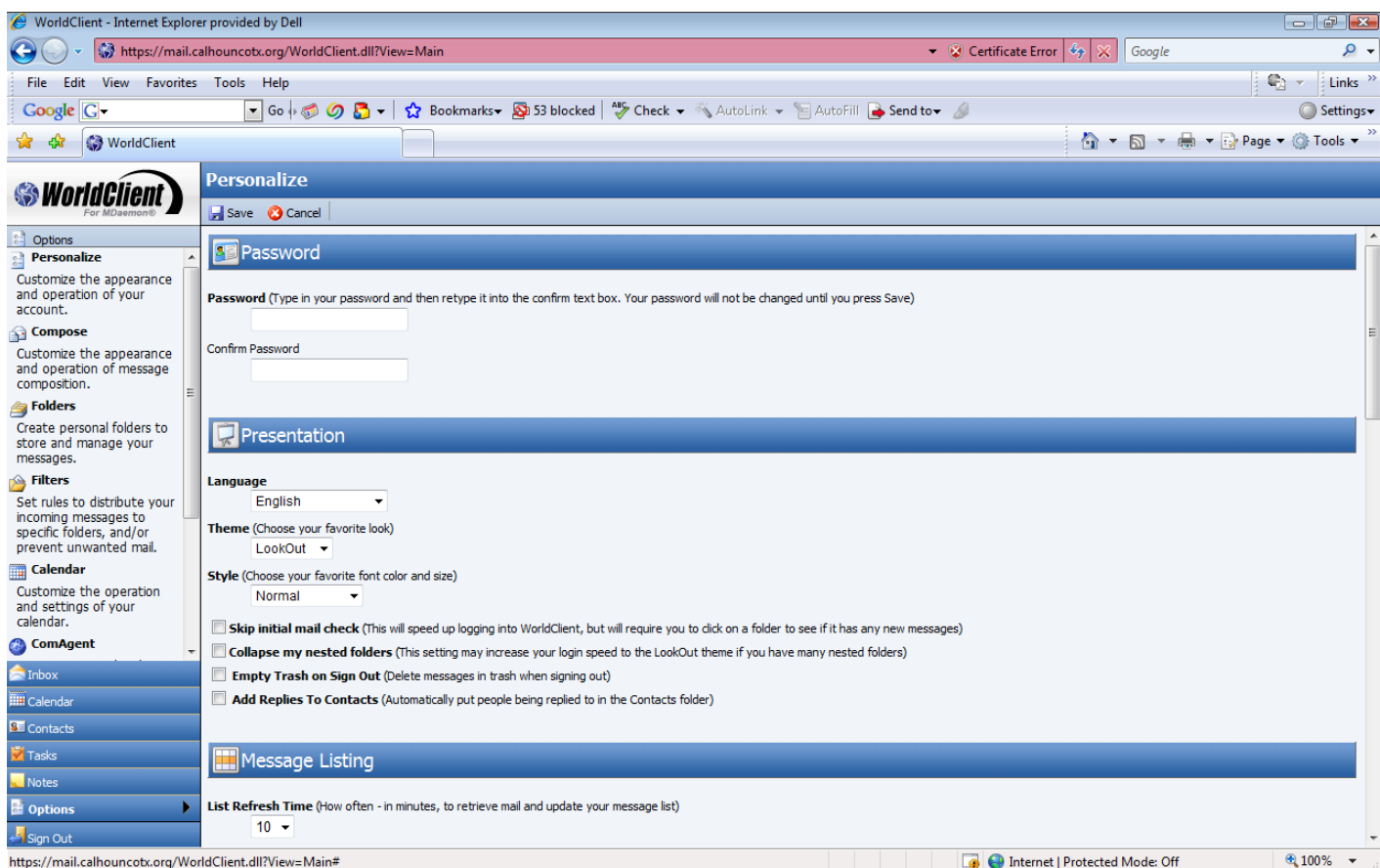
# Webmail Instructions

Step 1: Open up Internet Explorer and type <https://mail.calhouncotx.org> in the address field.

Step 2: You will get a warning about the Security Certificate but it is ok to accept and connect to the site.

Step 3: enter your login ID and password

Step 4: After you log in, go to **OPTIONS** on the left-hand side and towards the top of the main screen change your password. Click **SAVE** in the upper left corner. Remember your password.



Step 5: After changing your password, on the left hand side of the Main Screen scroll down to the link that says **Comagent** and double-click. Install this on your PC and Login ID. Accept all of the defaults and at the screen where it asks to **“Start Comagent on Windows Startup”**, check the box. It will automatically configure itself. Follow the onscreen prompts for email ID and password.

Step 6: Ensure that a Blue Globe installed in the Taskbar near the Time text. As you get new messages it will Flash. Double left-click the globe to login to Webmail.