THE CENTER FOR EDUCATIONAL TECHNOLOGIES

Gordon College’s Microsoft Exchange Email System

All Gordon College Students, Faculty, Staff and Alumni (graduation of 1999 or later) are entitled to a Gordon College e-mail account. Basic information is shown below.

1. **I am a new incoming student. How do I get an email account?**
   All incoming students can setup an email account. To access this new account, go to http://www.gordon.edu/newstudents

2. **I am an alumnus/alumna. How do I setup an email account?**
   If you graduated on or after May 1999, you are entitled to an email account for life. To sign up for your new account, go to https://www.gordon.edu/profileupdate. Only alumni who graduated in 1999 or later will be presented with an option to sign up for a new email account on this page. Alumni accounts come with 130mb of storage.

3. **How do I check my Gordon College email account online?**
   - Open your web browser and navigate to http://exchange.gordon.edu
   - Login using your full email address (firstname.lastname@gordon.edu) and your current password
   - Select the “Log On” button

If you have Microsoft Outlook or Microsoft Entourage, you can set it up to check your email. If you are a current student, faculty or staff member of Gordon College, this is the best way to connect. Alumni may only use Microsoft Outlook Web Access.
To setup Outlook or Entourage, follow the instructions for your email program provided at http://www.gordon.edu/email.

4. **How do I change my password?**

   Step 1: Open your web browser and log into OWA (http://exchange.gordon.edu)
   Step 2: On the left side, click on “Options”
   Step 3: Scroll all the way to the bottom and click “Change Password”

5. **What do I do if I forgot my password?**

   Current faculty/staff and students:
   - Call the CET at 978-867-4500 to have your password reset.
   - Enroll in the Self-Service Password reset tool by navigating to https://www.gordon.edu/passwordreset.
   - With this, you can reset your password on your own in the future by answering a challenge question instead of calling the CET.

   Alumni: Always call the CET to have your passwords reset.

6. **How do I know how much storage space I am using on my email account?**

   Step 1: Open your web browser and log into the following page using your email address and password: https://exchange.gordon.edu/quota
   Step 2: Enter your full Gordon email address and password to see how much space your email is taking up and how it is distributed among your folders.