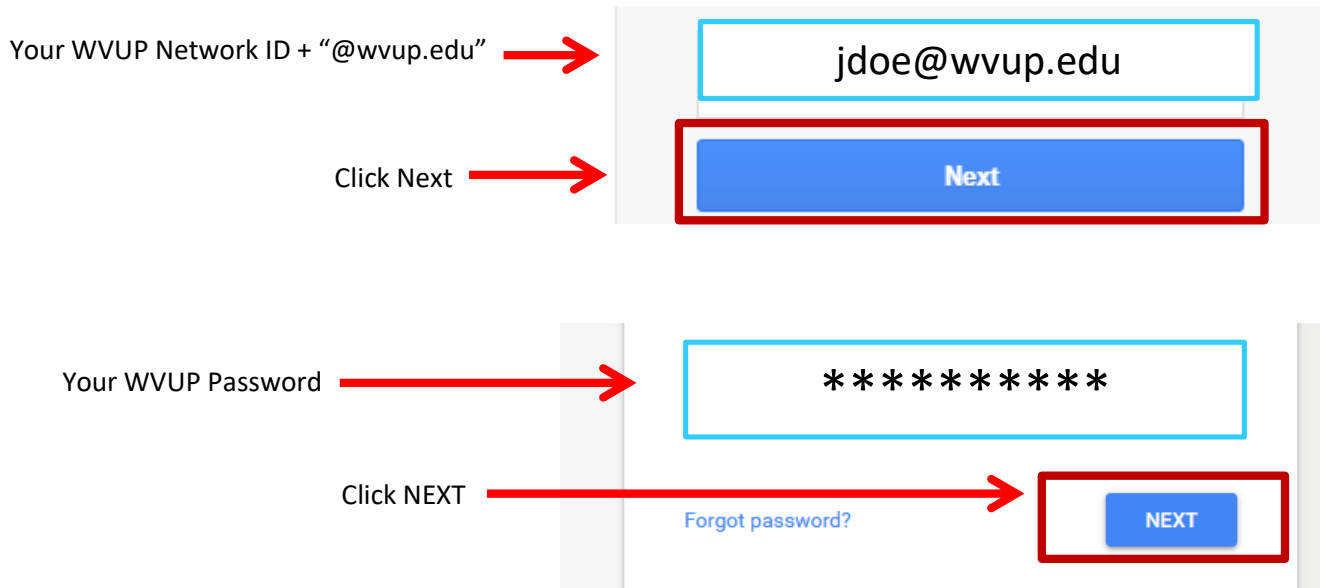# How to Access WVUP Email through the Web Client:

1. Go to: webmail.wvup.edu

2. In the textboxes, enter your **WVUP Email Address** and click **Next.** In the next window, enter your **password** and then click **Sign In**

Your WVUP Network ID + "@wvup.edu" ➜ | jdoe@wvup.edu

Click Next ➜ | **Next**

Your WVUP Password ➜ | **************

Click NEXT ➜ | Forgot password? | **NEXT**

If you do not know your WVUP Username:

- Go to https://findmyid.wvup.edu

If you do not know your WVUP Password:

Your Default Password is your date of birth – MMDDYY.

- If you need to reset your password and you are **FACULTY/STAFF:**
  Call the IT Help Desk at 304-424-8215

- If you need to reset your password and you are a **STUDENT:**
  1. Go to http://pw.wvup.edu
  2. Click on **Forget Password**
  3. Type in your **WVUP Student ID** in the textbox
  4. Answer your security question correctly and the password will be automatically reset.

OR Call the IT Help Desk at 304-424-8215