Welcome to your new Notre Dame College E-mail system. E-mail is the primary system that we use for communication here at NDC and once you have logged into your E-mail you have access to many other features that we hope you will find useful. Let's get started.

Start by pointing your browser to the following URL (address).

www.exchangelabs.com

You will arrive at this page where you can sign in using your new email address and the password of welcome. The beginning of the new address is identical to your old address. If you were jstudent08@ndc.edu you are now jstudent08@students.ndc.edu.

The first time you log into your account it will require you to fill out some information. It will only take a minute to do.
Start by filling in that little hard to read code that the screen provides followed by reentering your current default password (welcome).

Follow this with your “secret question”. This is used if you ever need to reset your password in the event that it has been forgotten.
If you have one, put in an alternate email address. This is where the new password would be sent if you need to have it automatically reset.

Finally, enter the region in which you live along with your year of birth.

Now click the accept button at the bottom of the page to continue.
You will be redirected to the account page.

I would suggest that you change your password at this time. You can now change your email password from within this screen. This works for all students. If you are an On-Campus student, a student who takes classes on campus vs. Online classes, there is another way to change the password which can keep it in sync with your local computer account. That is covered later.

For now, click on the word ‘Change’ under the title “Password reset information” as indicated by the arrow in the picture above.
You will get the password change screen. You MUST have at least 6 characters in your passwords. Also, if you use special characters (!, #, $, %, @, ^, &) you will get a ‘strong’ password which is best. Once you have entered a new password, click Save.

You can stop at this point if you like as your e-mail is now fully functional. However, there are lots of other items that you can complete to add to the experience of your new e-mail system.
Currently, and by a common request, only your email account will show in the Global Address Book in the Student E-Mail system. If you wish to make it easier for other students to send you email you can fill in your first and last name so that information will be used instead. You can do that by clicking on ‘Edit your account profile’.

Fill in as much or as little of this information as you wish. You should always be careful about what information you load into a web page profile. While this profile is considered private, you should still evaluate whether you want anyone to have this information. For the Address Book, you only need First name and Last name.
I bet you just want to check your email now though. Click “Home” at the top of the page to get to the main screen.
Click on Inbox to get to your mail.
The first time in you will have to set system preferences.

From this point things should look very familiar.
In the future, when you log into the system from www.exchangelabs.com you will be taken directly to your email screen. If you use the Student Email button on the Notre Dame web page, it will direct you to this page.
If you prefer, you may go to http://home.live.com. Once you log in you will be taken to the general account screen as show below.

Thank you for working with us to get your new E-Mail system running.

I hope that you will have a pleasant experience and enjoy all the new features of this system.

**On-Campus Password Changes**

If you are an On-Campus student and wish to have e-mail and computer account passwords synchronized you can easily do that.

Visit any computer lab. Press Control-Alt-Delete to log onto a computer. Once you arrive at the desktop press Control-Alt-Delete again. This will present you with a menu screen. Click the Change Password button.

Fill in your current password followed by a new password. Click OK.

Your password is now changed for the computers here on campus as well as for your email.
If you change the password in E-Mail and NOT using the method above, your passwords will NOT be synchronized. This means you could have one password for logging into a computer on campus, and a different password for your email.