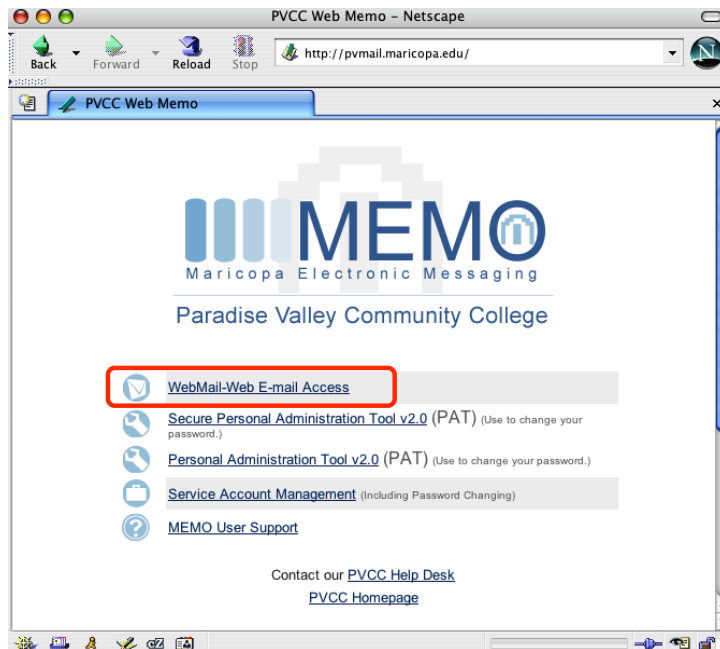


To access your PV Email

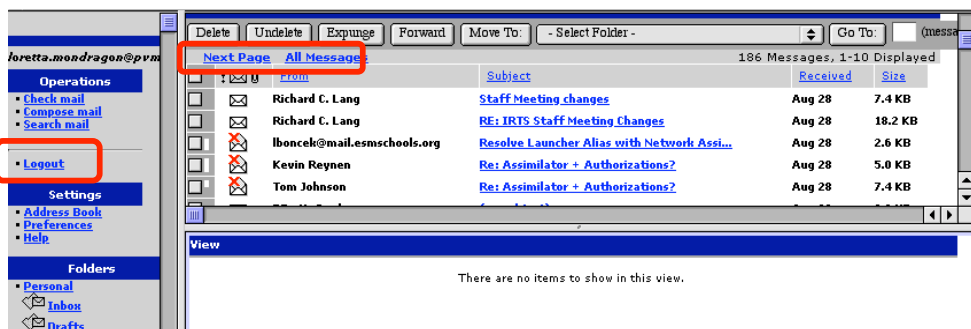
1. Open Netscape (NOTE: Web Mail will not work in Internet Explorer on a Mac)
2. Type <http://pvmail.maricopa.edu> in the location bar
3. Click on WebMail – Web E-mail Access



4. Type your user name (**firstname.lastname**) in front of @pvmail.maricopa.edu
5. Click on Login



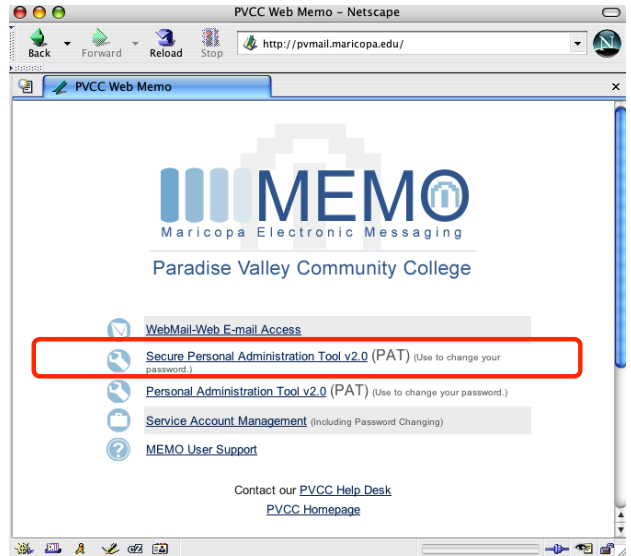
6. Your Screen will look Similar to the one below.



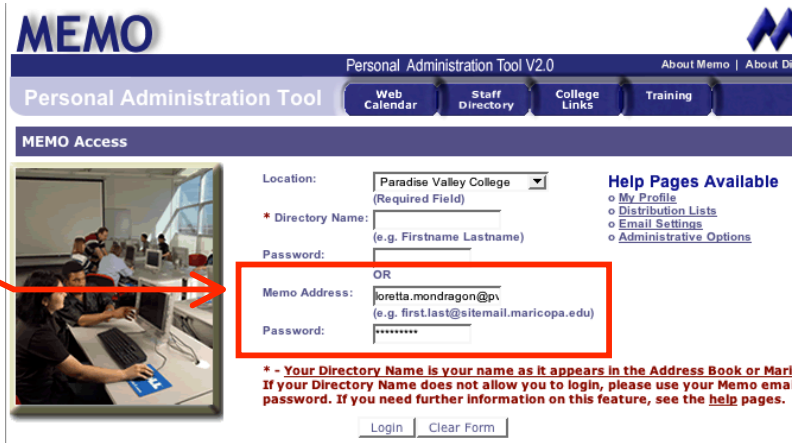
7. Remember to Logout when you are done.

Changing your Password

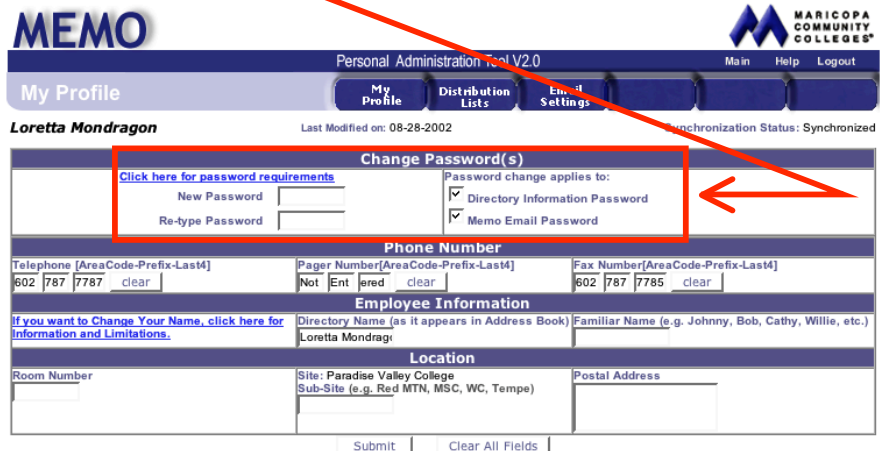
1. Open Netscape (NOTE: Web Mail will not work in Internet Explorer on a Mac)
2. Type <http://pvmail.maricopa.edu> in the location bar
3. Click on Personal Administration Tool (PAT)



4. Select the Location: Paradise Valley College
5. Type in your entire Email address and your Password
6. Click on Login



7. Select **My Profile** from the top tab.
8. Type in a new Password in both password boxes.
9. NOTE: The “Password Change Applies To” boxes should be check marked for both the Directory and Email Passwords
10. Click on the Submit button and your password will be saved.



11. Logout of the PAT system.