

New e-mail Outlook first login instructions

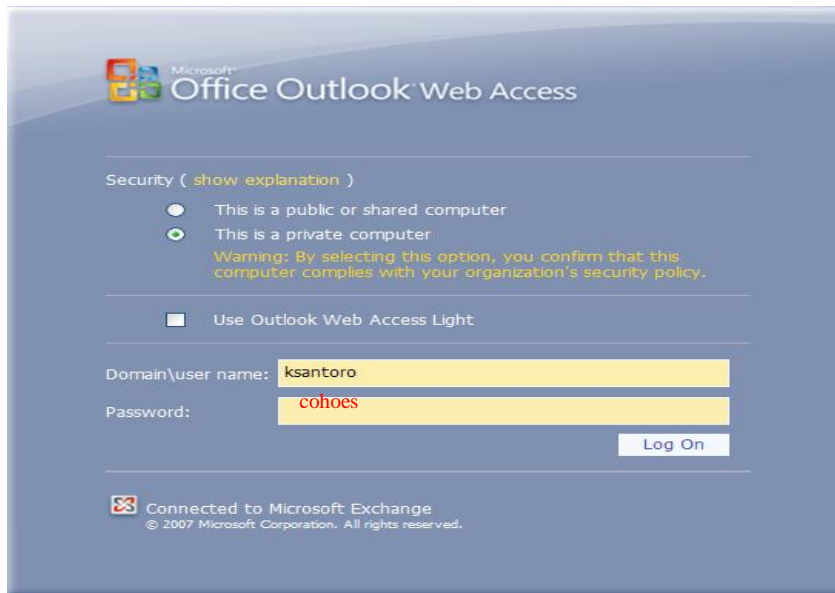
Go to www.cohoes.org

Click on Staff Web Access it will bring you to this screen

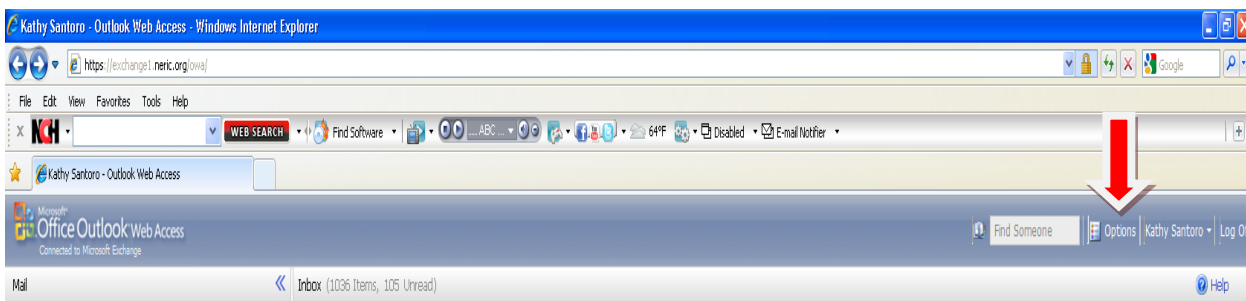
Click on This is a private computer

Type in your user name same as school and the password is **cohoes** click login

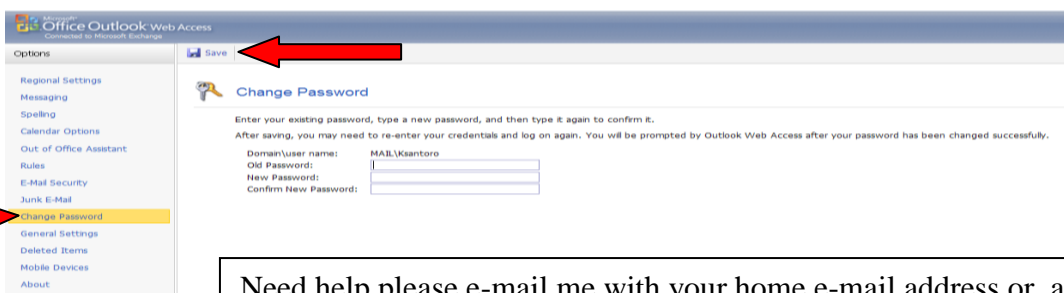
Click ok on the second screen with language and time zone



On this screen you will change your password: first click Options on the right hand side



On the left hand side scroll down until you see change password and click the old password is cohoes and enter your in your new password has to be 6 charters or more when **completed click save.** You will have to login again with your username and your new password.



Need help please e-mail me with your home e-mail address or a phone number I can reach you at ☺ Thanks Kathy ksantoro@cohoes.org