**NMCAA Email Instructions**

1. Go to the agency’s website: [www.nmcaa.net](http://www.nmcaa.net/)
2. At the bottom of the page, click NMCAA Mail
3. Enter your agency email address. By default, this will the first initial of your first name, followed by your last name, then @nmcaa.net. For example, John Smith’s email address would be jsmith@nmcaa.net.
4. When prompted for a password, enter your agency password. By default, this will be the first initial of your first name, followed by the first initial of your last name, followed by 1234$$. For example, John Smith would have the default password: js1234$$

 ***ACCESSING YOUR EMAIL ACCOUNT***

1. GO TO [**WWW.NMCAA.NET**](http://www.nmcaa.net/)
2. CLICK ON ***NMCAA MAIL*** *at the bottom of the Home Page.*

*The Outlook Web App will Appear.*

1. IN THE **SIGN IN** FIELD, YOU

WILL TYPE **(first initial last** **name)@nmcaa.net**

1. DEFAULT PASSWORD IS:

**first initial last initial 1234$$**

* 1. For example John Smith would enter:
1. EMAIL ADDRESS

***jsmith@nmcaa.net***

* 1. Password ***js1234$$***

**(UNLESS YOU HAVE PREVIOUSLY CHANGED THE PASSWORD)**

5. In rare instances, there will be some exceptions to the User Name rules.

If you have any problems please contact **Mike Gordon or Paul Carpenter** in the Traverse City office at 1-800-632-7334.

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