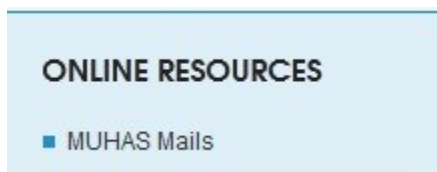


CHANGE PASSWORD AND RE DIRECT YOUR MUHAS EMAILS TO OTHER EMAIL ACCOUNTS

- Open browsers (Internet Explorer, Mozilla, Google Chrome, Safari etc.)
- Type www.muhas.ac.tz on address bar of the browser



- Click MUHAS Mails on the Online Resources menu.



You will see the MUHAS Mail dialog Box



Muhimbili University of Health & Allied Sciences

MUHAS Mail Login

Name:

Password:

- Enter your email address and Password



Muhimbili University of Health & Allied Sciences

MUHAS Mail Login

Name:

Password:

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- Click Login
- Once you are log in, Click Options

Current Folder: **INBOX**

[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#) [Calendar](#) [Notes](#)

Warning: Your quota usage is currently 88.3%. You may want to make sure you empty out your Trash and clean your Sent folder.

Also will see the box showing the status of your account.

- Click Account Administration

[Account Administration](#)

This option provides access to account management interface.

[NewMail Options](#)

This configures settings for playing sounds and/or showing popup windows when new mail arrives.

- Enter your Password and Click Login

[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#) [Calendar](#) [Notes](#)

Account Administration

WARNING: You will have to relogin into SquirrelMail, if you change your password.

Please confirm your password in order to access account management pages.

Your password:

When you enter the old Password from the main menu you will be presented with the following page:

Modify User: akatemi@muchs.ac.tz

Real name:

New Password:

Password (again):

Quota (MB): 176.58 / 200.00

Routing: Standard (No Forwarding)

All mail deleted

Forward To:

Save a Copy

Send Vacation Auto-Response

Vacation Subject:

Vacation Message:

[\[Log Out \]](#)

To change your password

- Enter your new password into the two New Password and select Modify User
- Log out and Log in again with your new password.

FORWARDING YOUR EMAIL

If you wish to have your email forward from this account to another account.

- Selecting “**forward to**” and ticking “**Save a Copy**”.

When you do this you will be presented with the following page:

Modify User: akatemi@muchs.ac.tz

Real name: Andrew Katemi

New Password:

Password (again):

Quota (MB): 176.58 / 200.00

Routing: Standard (No Forwarding)

All mail deleted

Forward To:

Save a Copy

Send Vacation Auto-Response

Vacation Subject:

Vacation Message:

[\[Log Out \]](#)

To enable email forwarding

- Enter an email address into Forward To field and hit/Click Modify User

You will be presented with something similar to this:

Modify User: akatemi@muchs.ac.tz

Real name:

New Password:

Password (again):

Quota (MB): 176.58 / 200.00

Routing: Standard (No Forwarding)

All mail deleted

Forward To:

Save a Copy

Send Vacation Auto-Response

Vacation Subject:

Vacation Message:

[\[Log Out \]](#)

If you wish to remove the forward

- Click Standard (Non forwarding). Once you are done Click Modify User.
- Then Log out