



# How to log in to your student email account for the Texas A&M School of Law Legal Clinics

These instructions will help you determine what email address you will need to use for all your communications while enrolled in the Legal Clinics. You should never use your NetID@tamu.edu address to communicate with clients on any legal matter.

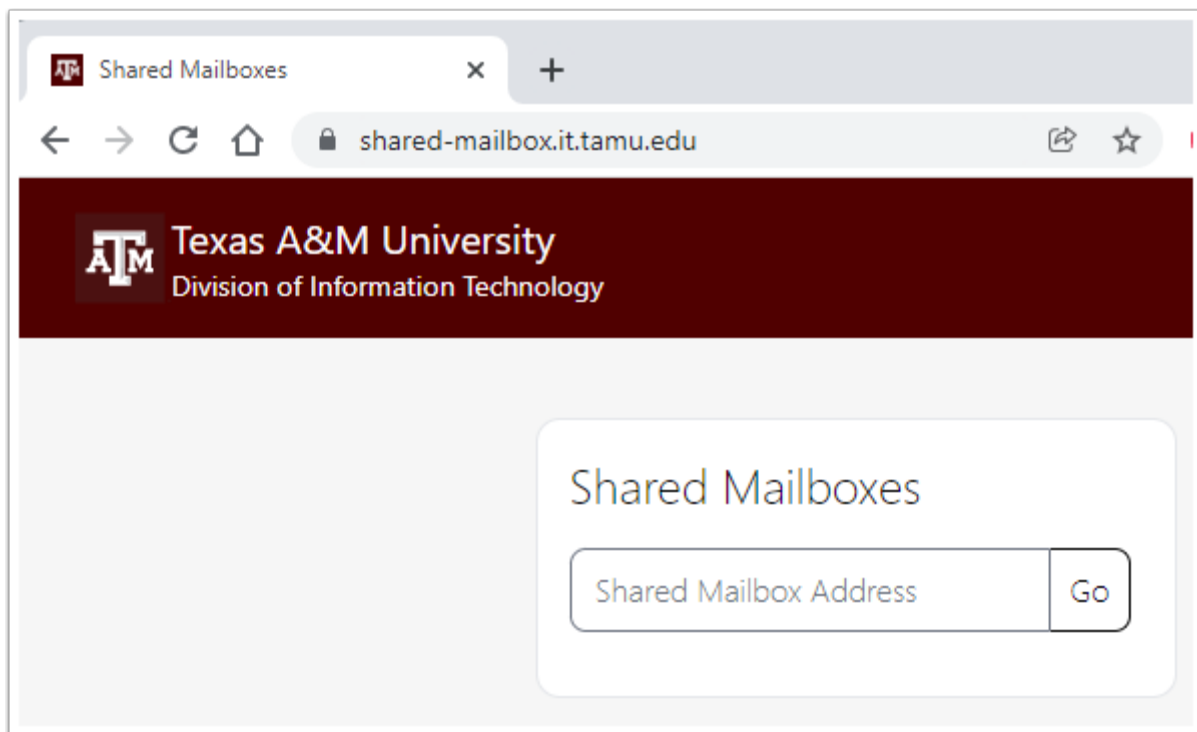
## Before we start, let's use the chart below to help you determine what your Clinical Email address (CE) is.

Once you know what your clinical email address (CE) is, that will be the only email address you should be giving out for anything related to your duties while enrolled in the Legal Clinics. For this chart we will use my information as an example. Your clinic email address will start with your NetID-ClinicAcronym, my NetID is wcole and I am in the Family and Veterans Advocacy Clinic so the first part of my clinic email will be wcole-fvac.\*If you are an innocence project student you will not need an CE please discuss this with your clinic director. The email addresses below will NOT be what you use, these are listed just as examples of what My CEs would be.

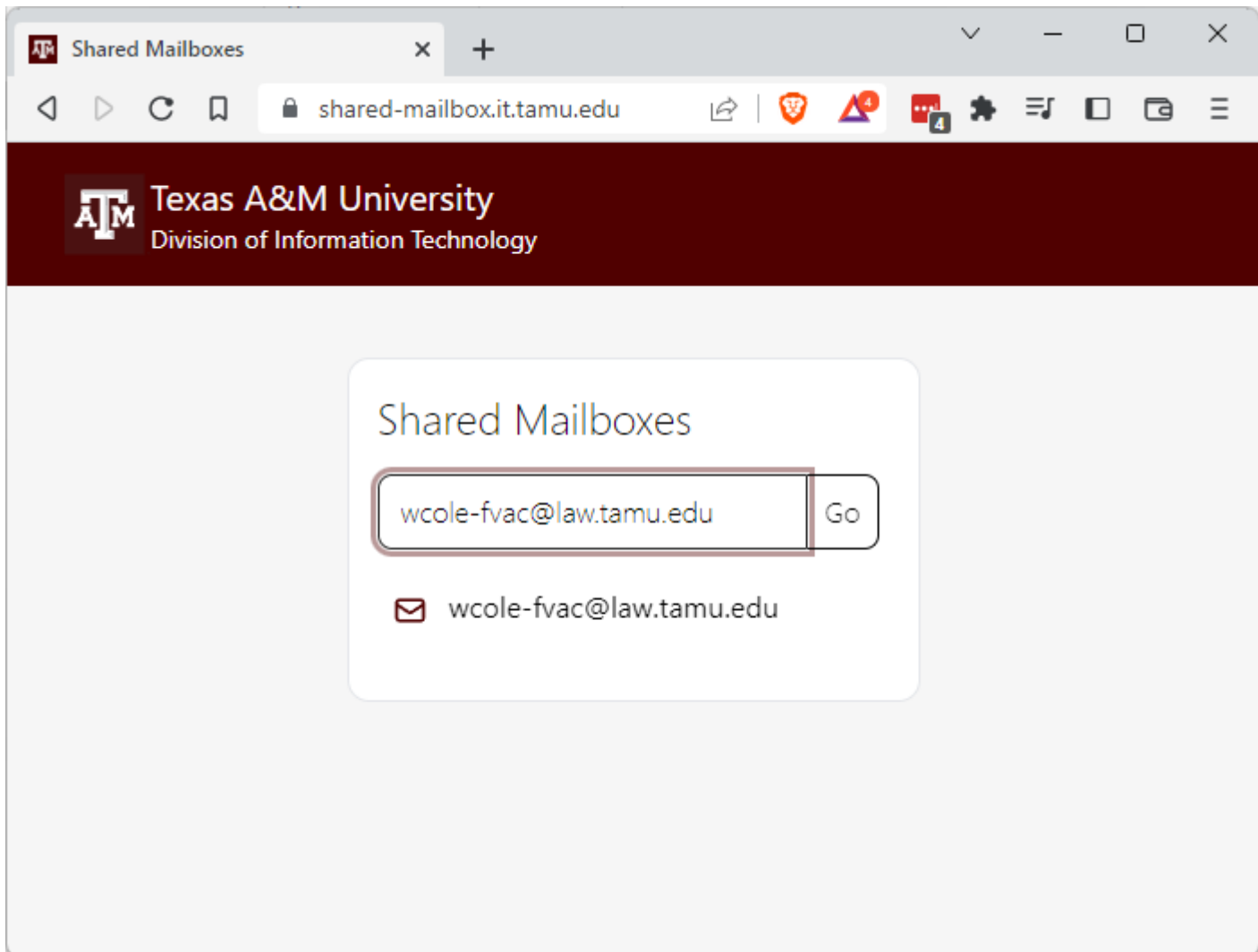
Community Development Clinic	-commdev	wcole-commdev@law.tamu.edu
Entrepreneurship Law Clinic	-elc	wcole-elc@law.tamu.edu
Environmental & Natural Resources Systems Clinic	-enrsc	wcole-enrsc@law.tamu.edu
Family and Veterans Advocacy Clinic	-fvac	wcole-fvac@law.tamu.edu
Immigrant Rights Clinic	-irc	wcole-irc@law.tamu.edu
Medical Legal Partnership	-mlp	wcole-mlp@law.tamu.edu
Patent Clinic	-patc	wcole-patc@law.tamu.edu
Probate & Estate Planning Clinic	-pec	wcole-pec@law.tamu.edu
Tax Dispute Resolution Clinic	-tdrc	wcole-tdrc@law.tamu.edu
Trademark & Copyright Clinic	-tmc	wcole-tmc@law.tamu.edu
Civil Rights Clinic	-crc	wcole-crc@law.tamu.edu

## Now that you know what your email address let's get you logged in.

Open the web browser of your choice (please note that you will need to possibly sign out of CAS in all open browser windows or open a new incognito window to properly sign into your CE) and navigate to <https://shared-mailbox.it.tamu.edu>.

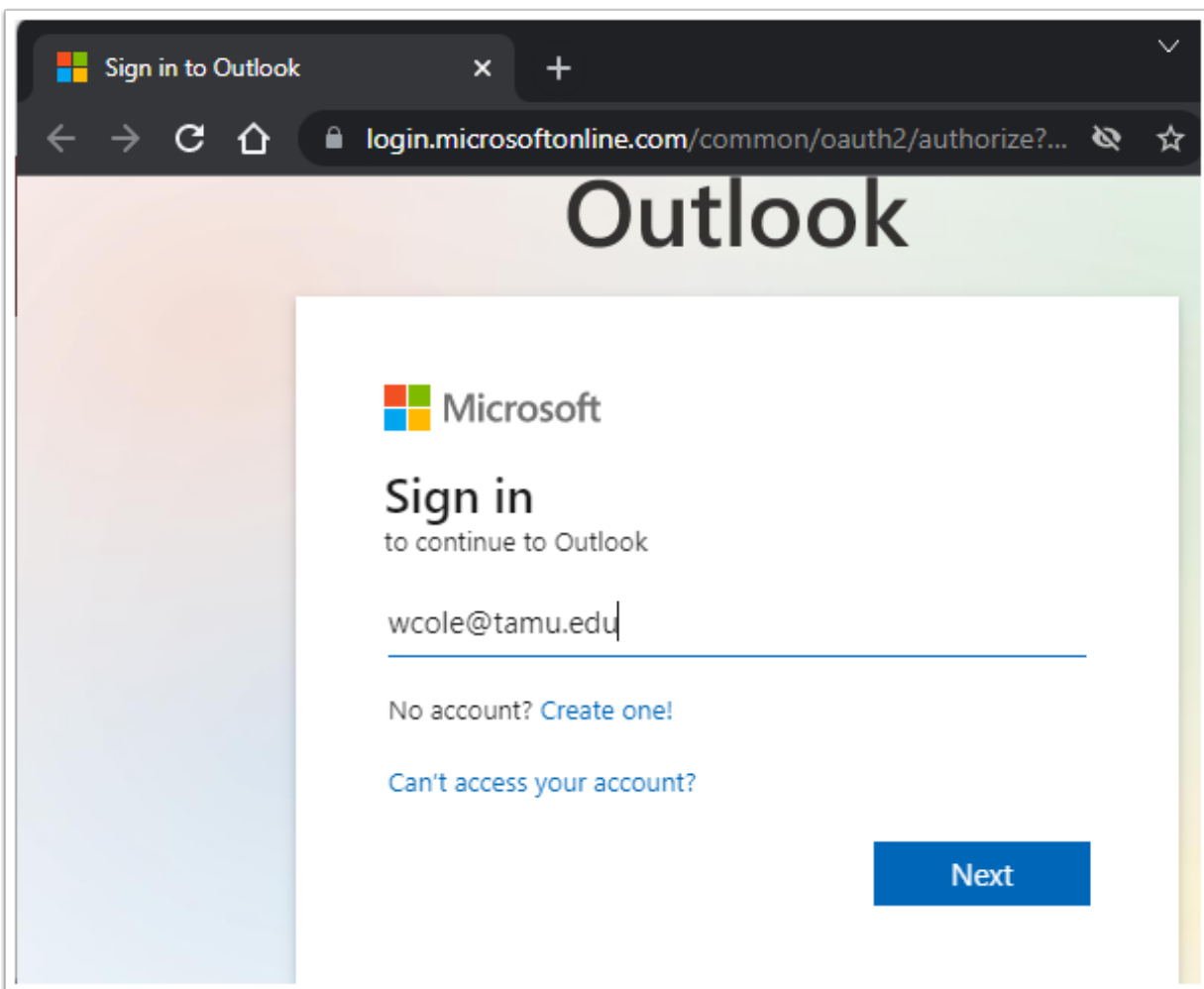


**Type your CE in the Shared Mailbox Address box and click Go.**

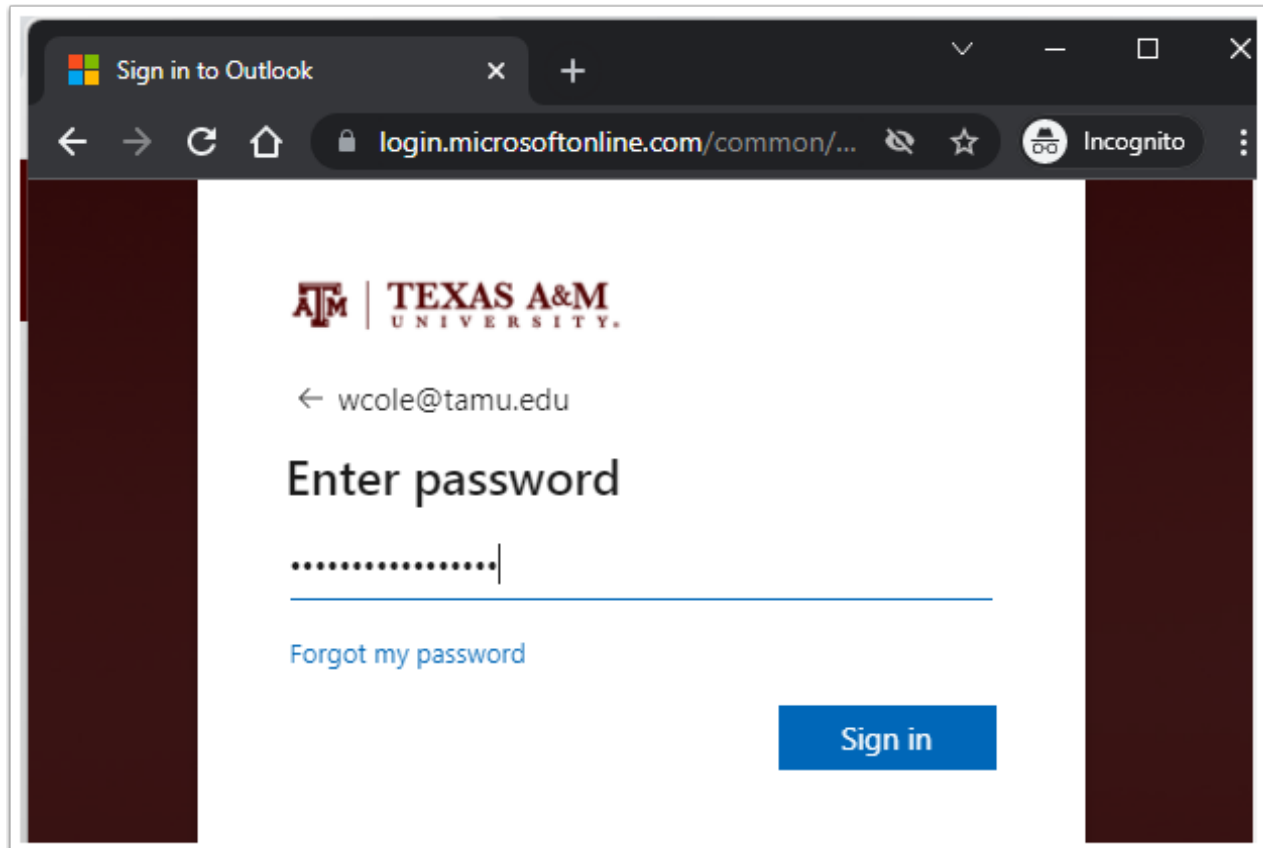


The screenshot shows a web browser window with the title "Shared Mailboxes". The address bar displays "shared-mailbox.it.tamu.edu". The page header features the Texas A&M University logo and the text "Texas A&M University Division of Information Technology". The main content area is titled "Shared Mailboxes" and contains a login form. The form has a text input field with the email address "wcole-fvac@law.tamu.edu" and a "Go" button. Below the input field, there is a link with an envelope icon and the text "wcole-fvac@law.tamu.edu".

**On the next screen you will need to login with your NetID@tamu.edu email address (you should not enter your CE on this screen it has to be your NetID email address.) and click Next.**

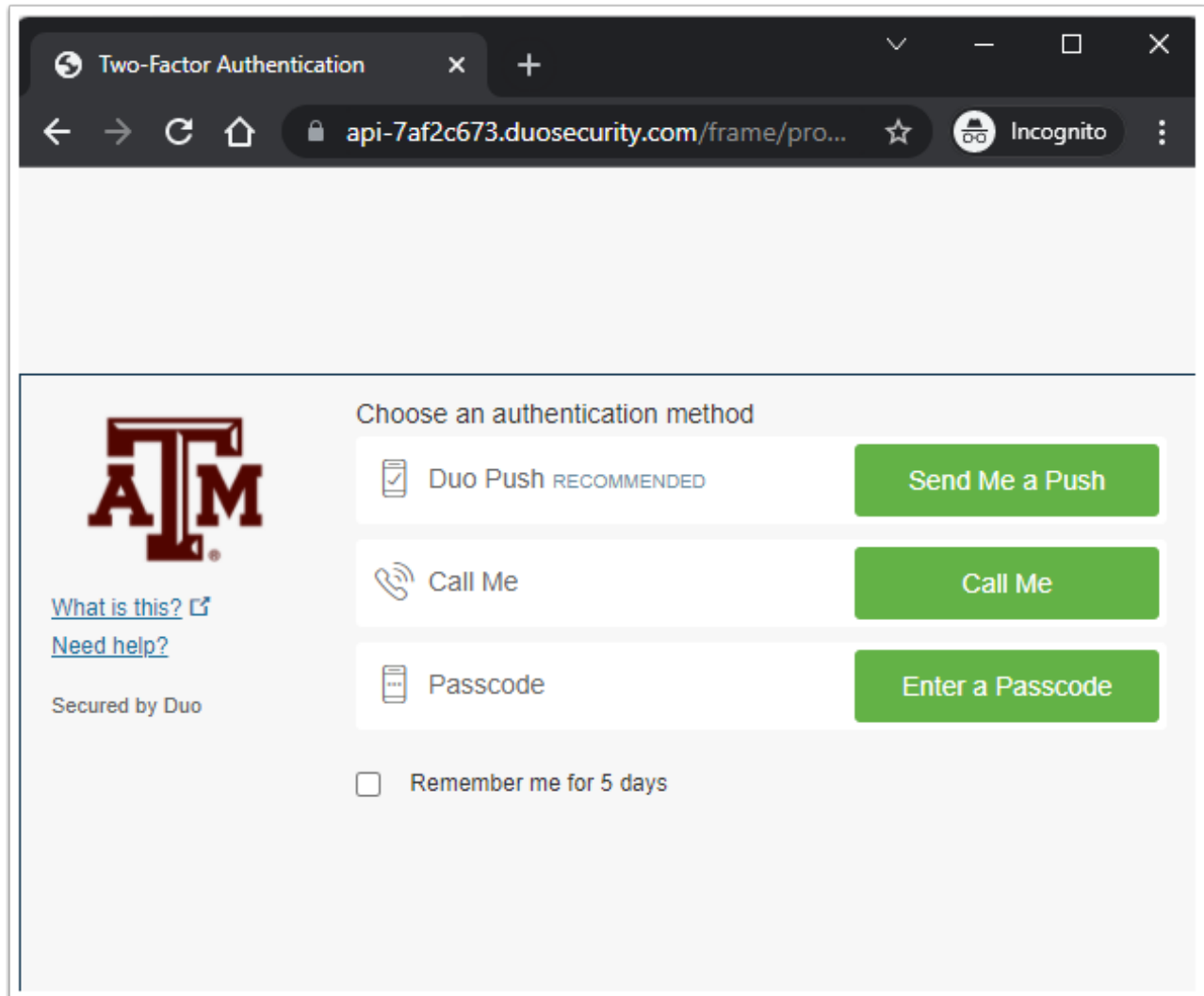


**Enter the same password that you use to log in to <https://howdy.tamu.edu> and click Sign in.**



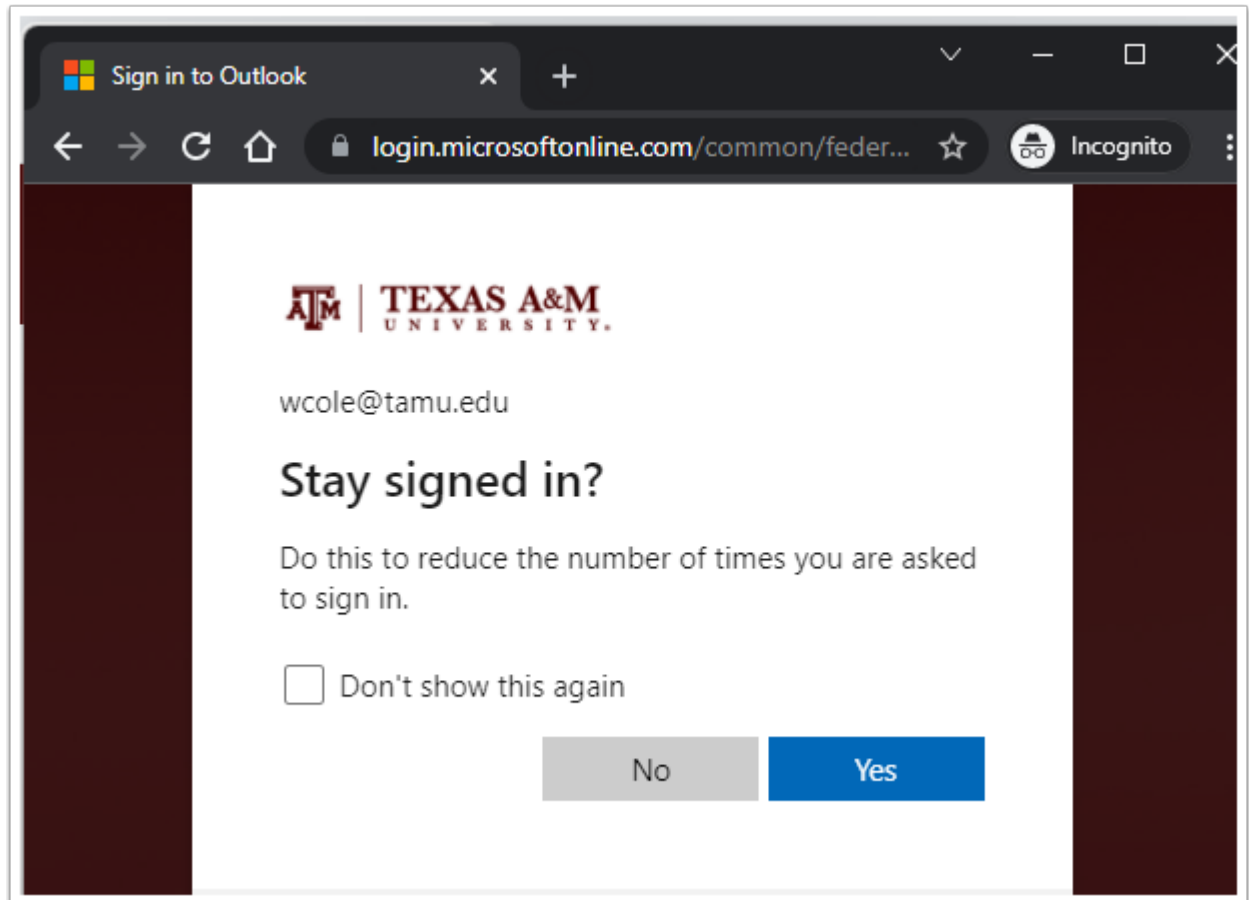
The screenshot shows a web browser window with the title "Sign in to Outlook". The address bar displays "login.microsoftonline.com/common/...". The page content includes the Texas A&M University logo, the email address "wcole@tamu.edu" with a back arrow, the heading "Enter password", a password input field with a masked password ".....", a "Forgot my password" link, and a blue "Sign in" button.

**Click your Duo authentication method of choice.**

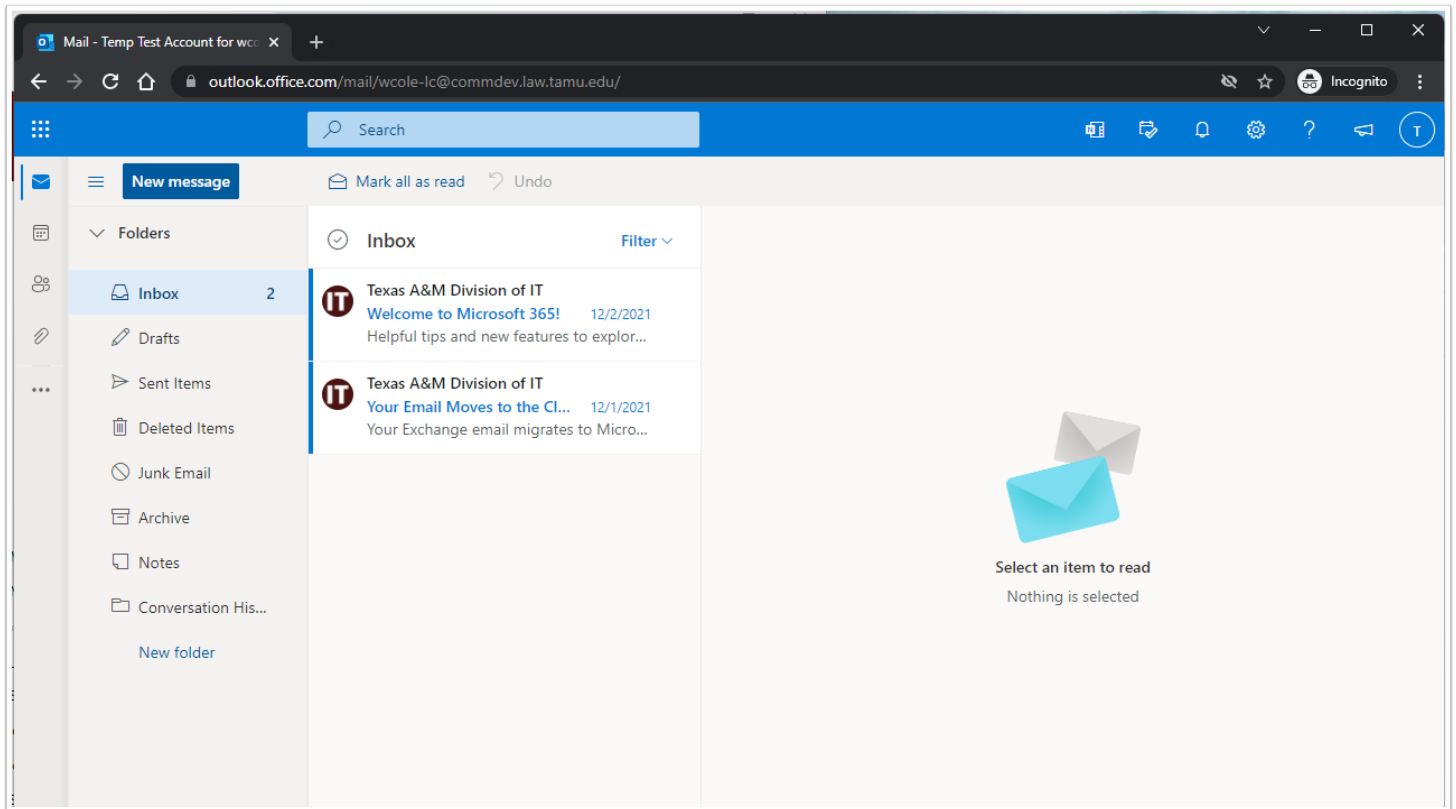


The screenshot shows a web browser window with the title "Two-Factor Authentication". The address bar displays the URL "api-7af2c673.duosecurity.com/frame/pro...". The browser is in Incognito mode. The main content area features the Texas A&M logo on the left, with links for "What is this?" and "Need help?", and the text "Secured by Duo". To the right, under the heading "Choose an authentication method", there are three options: "Duo Push RECOMMENDED" with a "Send Me a Push" button, "Call Me" with a "Call Me" button, and "Passcode" with an "Enter a Passcode" button. At the bottom, there is a checkbox labeled "Remember me for 5 days".

**On this screen click No.**



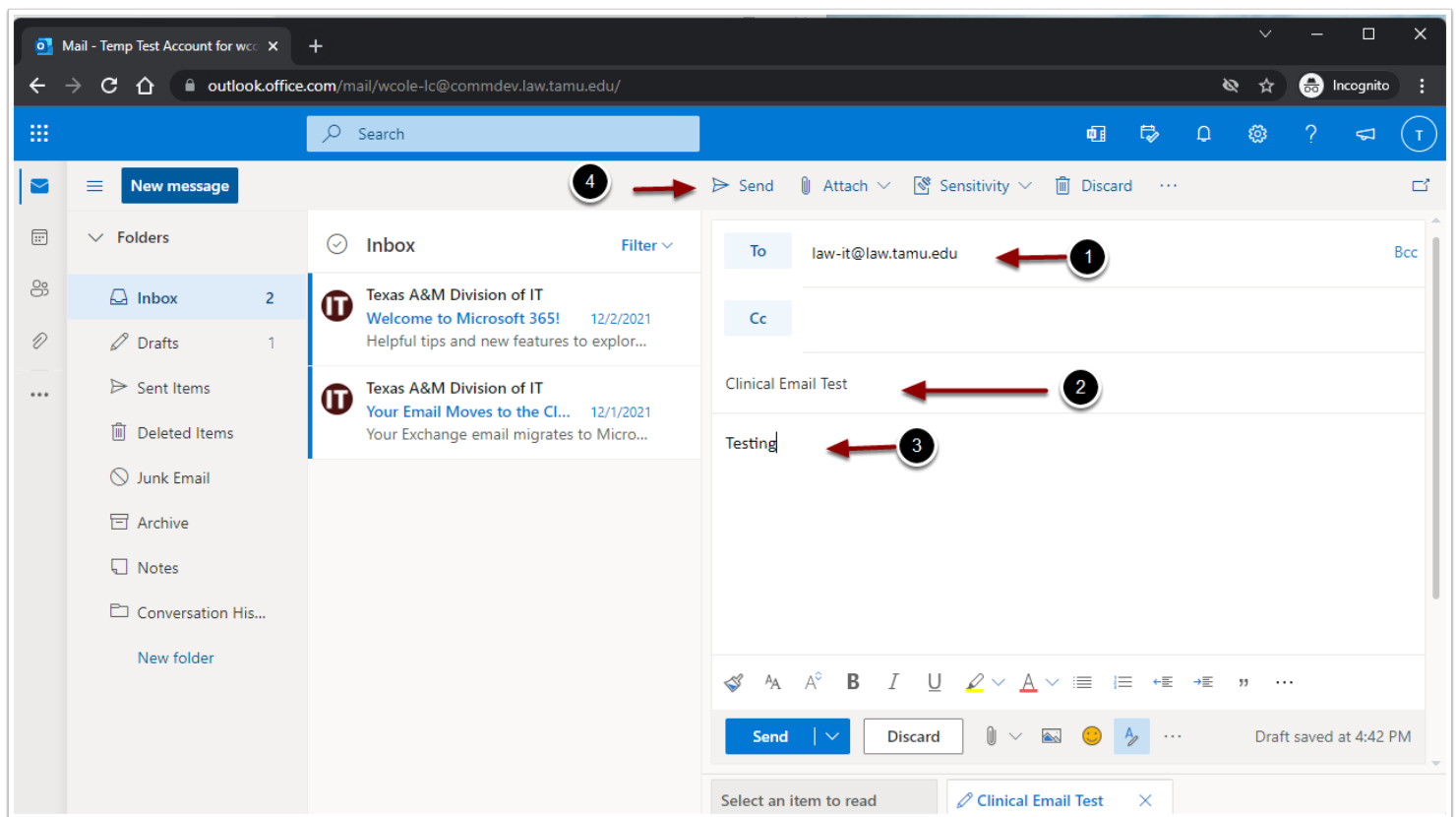
**You should now be in your CE mailbox.**





## Now let's send a test message to verify your CE is fully functional.

Click the New message button and address the message to law-it@law.tamu.edu (1). Type Clinical Email Test in the subject line (2) and Testing in the body of the email (3). Click Send (4).



If you have any issues with following this documentation please call us at 817-212-3845 or email us at law-it@law.tamu.edu.