



# 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.

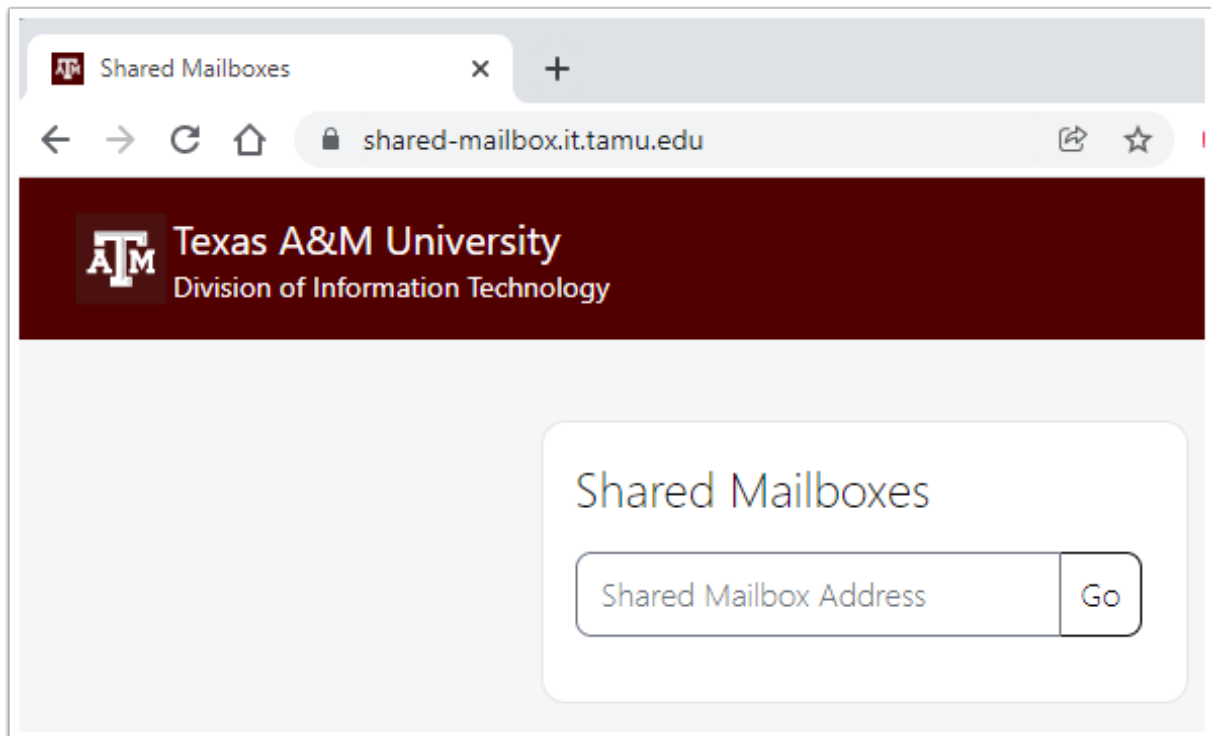
## Before we start, let's use the chart below to help you determine what your Clinical Email address (CE) is.

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 FirstinitialLastname-lc, my name is William Cole so the first part of my clinic email will be wcole-lc.\*If you are an innocence project student you will not need an CE please discuss this with your clinic director.

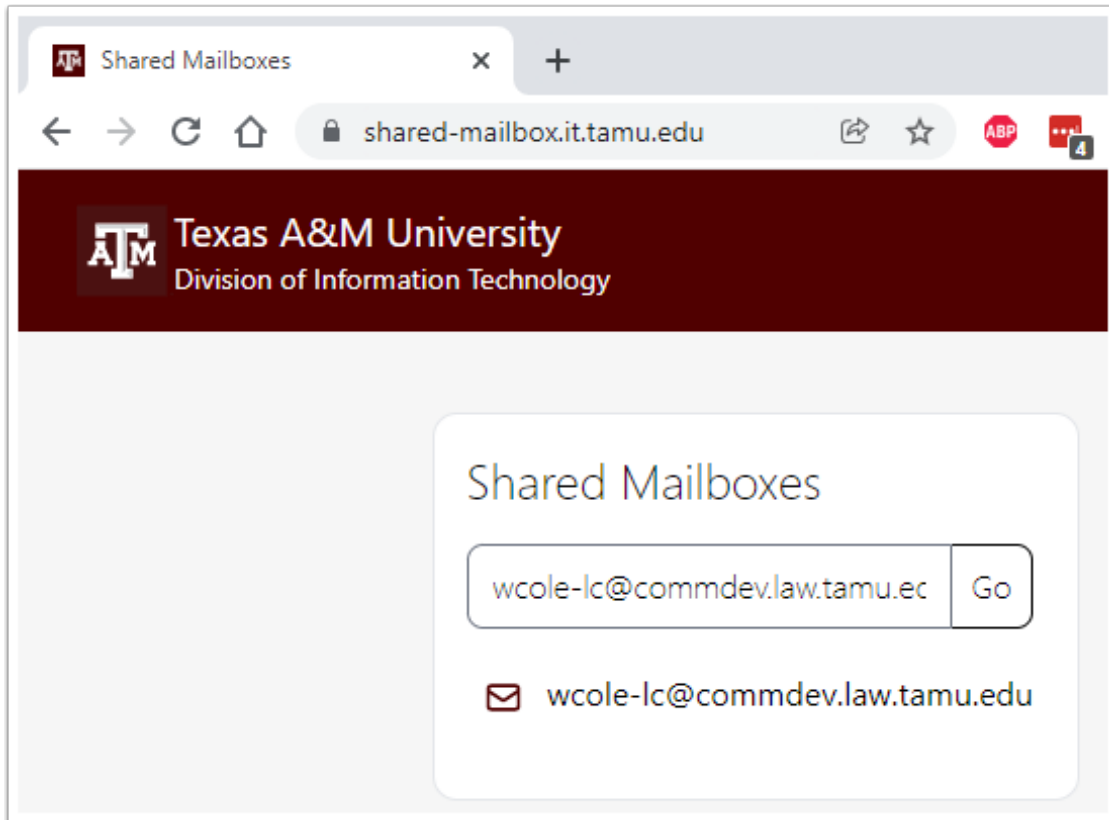
Community Development Clinic	commdev.law.tamu.edu	wcole-lc@commdev.law.tamu.edu	
Entrepreneurship Law Clinic	elc.law.tamu.edu	wcole-lc@elc.law.tamu.edu	
Environmental & Natural Resources Systems Clinic	enrsc.law.tamu.edu	wcole-lc@enrsc.law.tamu.edu	
Family and Veterans Advocacy Clinic	fvac.law.tamu.edu	wcole-lc@fvac.law.tamu.edu	
Immigrant Rights Clinic	irc.law.tamu.edu	wcole-lc@irc.law.tamu.edu	
Medical Legal Partnership	mlp.law.tamu.edu	wcole-lc@mlp.law.tamu.edu	
Patent Clinic	patc.law.tamu.edu	wcole-lc@patc.law.tamu.edu	
Probate & Estate Planning Clinic	pec.law.tamu.edu	wcole-lc@pec.law.tamu.edu	
Tax Dispute Resolution Clinic	tdrc.law.tamu.edu	wcole-lc@tdrc.law.tamu.edu	
Trademark & Copyright Clinic	tmc.law.tamu.edu	wcole-lc@tmc.law.tamu.edu	
Innocence Project - Innocence Project Students please contact your clinic director to discuss Email Access			

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

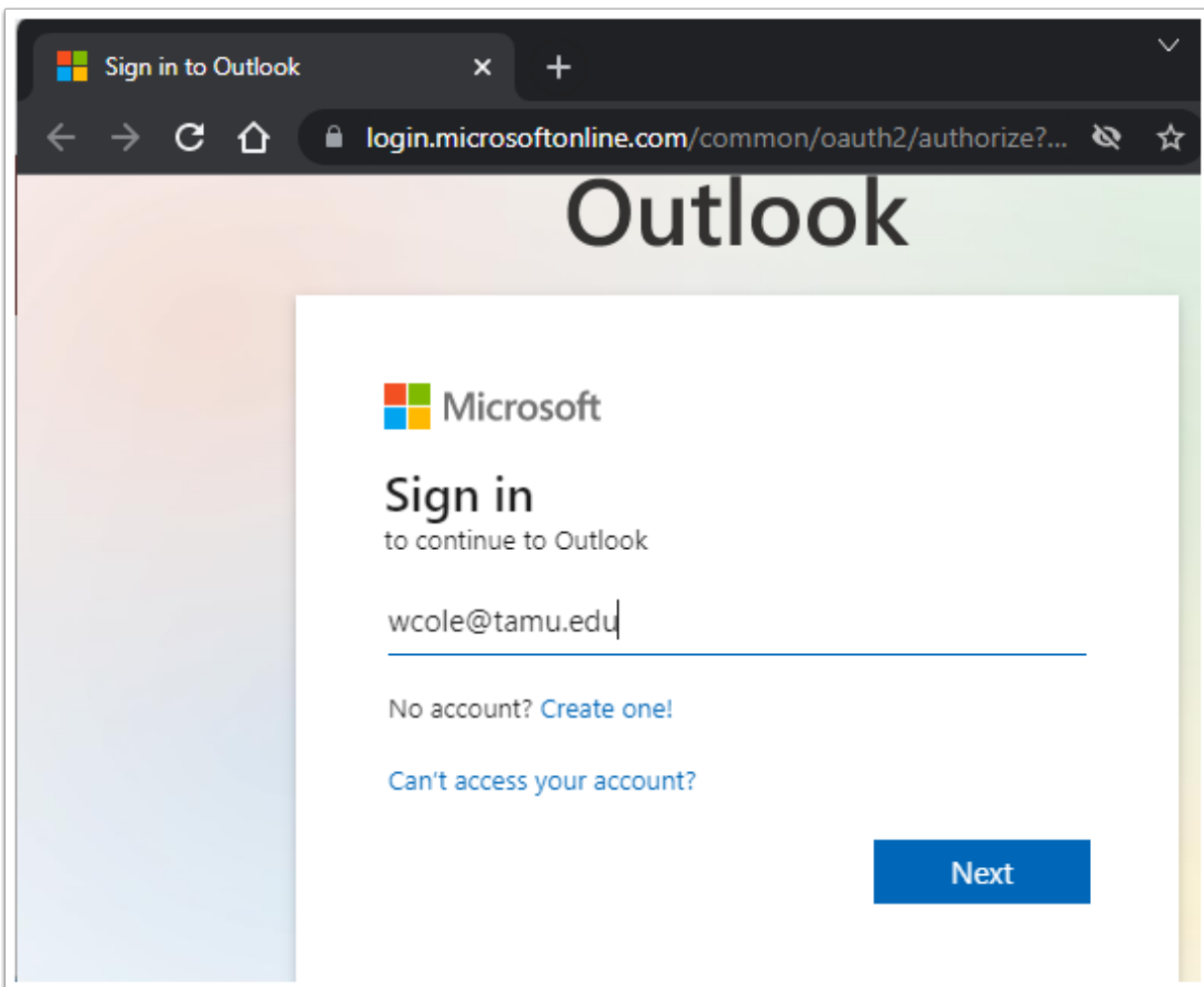
Open the web browser of your choice (please note that you will need to possibly sign out of CAS in all open browser windows or open a new incognito window to properly sign into your CE) and navigate to <https://shared-mailbox.it.tamu.edu>.



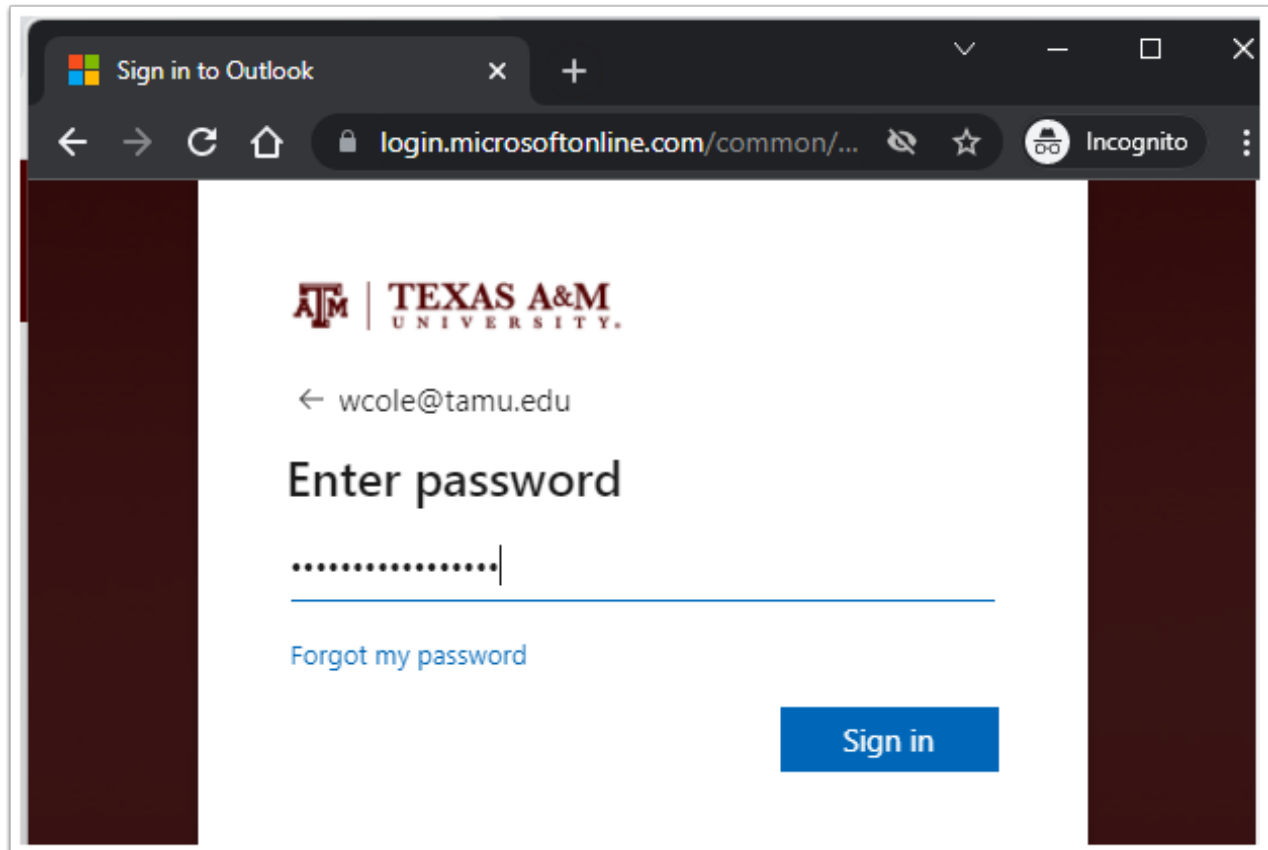
**Type your CE in the Shared Mailbox Address box and click Go.**



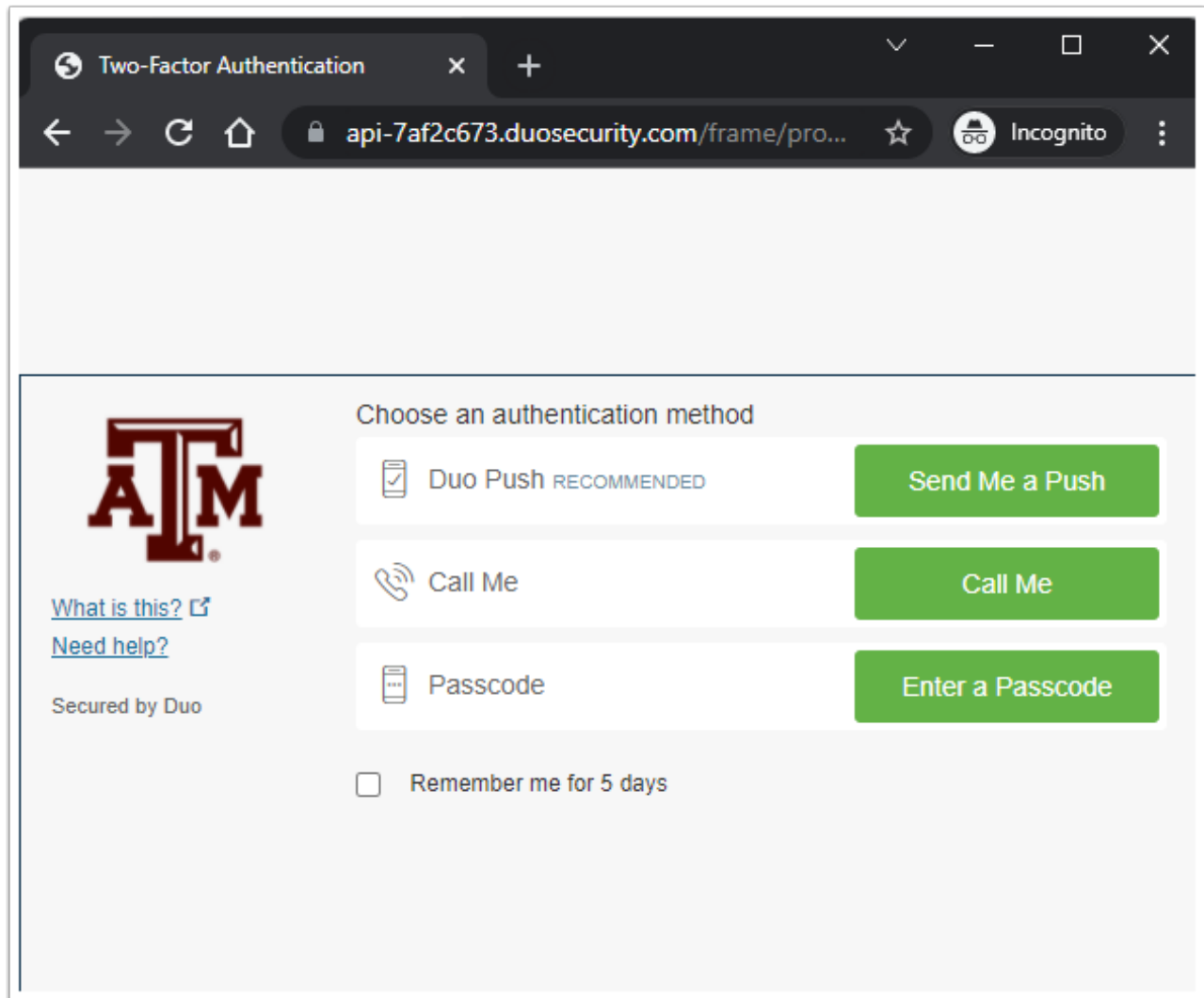
**On the next screen you will need to login with your NetID@tamu.edu email address (you should not enter your CE on this screen it has to be your NetID email address.) and click Next.**



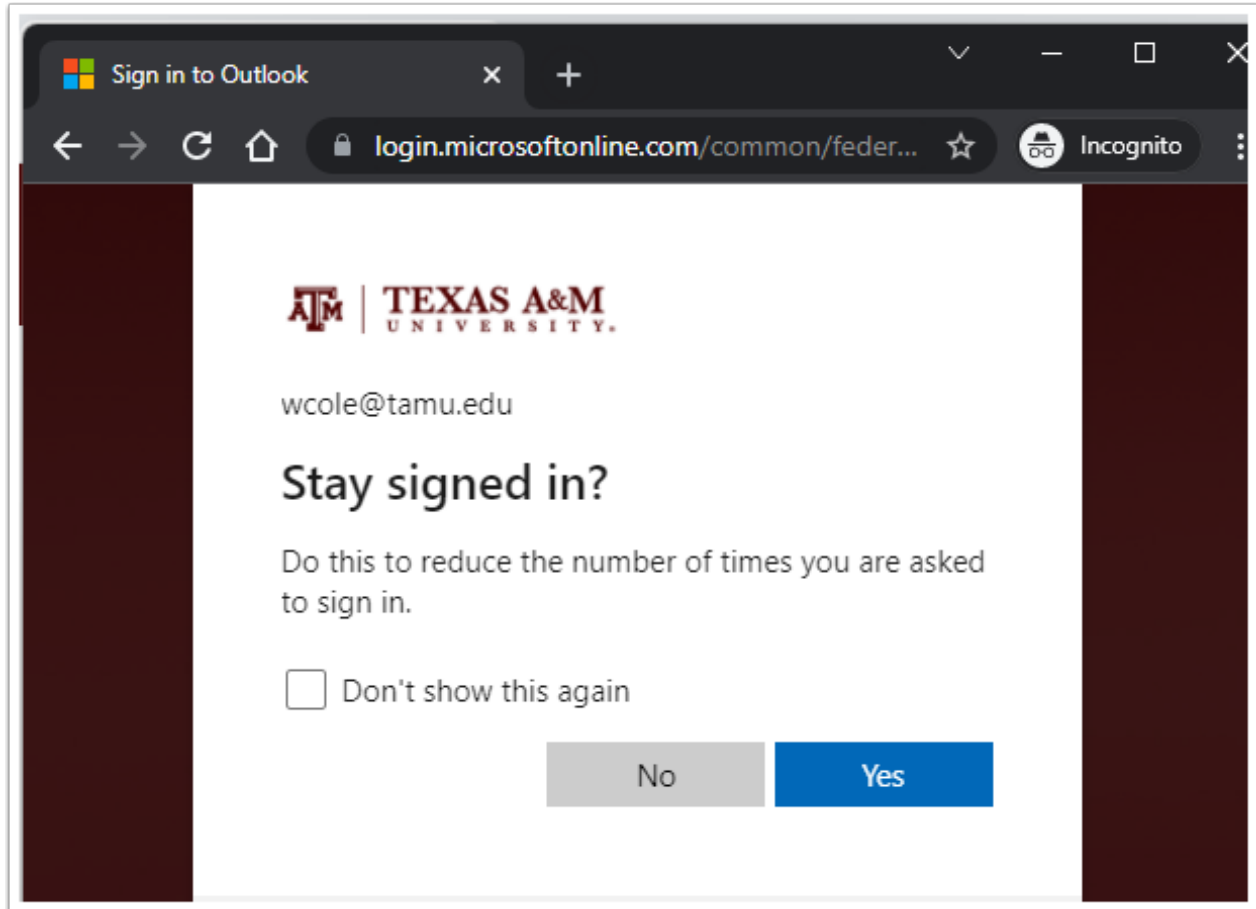
**Enter the same password that you use to log in to <https://howdy.tamu.edu> and click Sign in.**



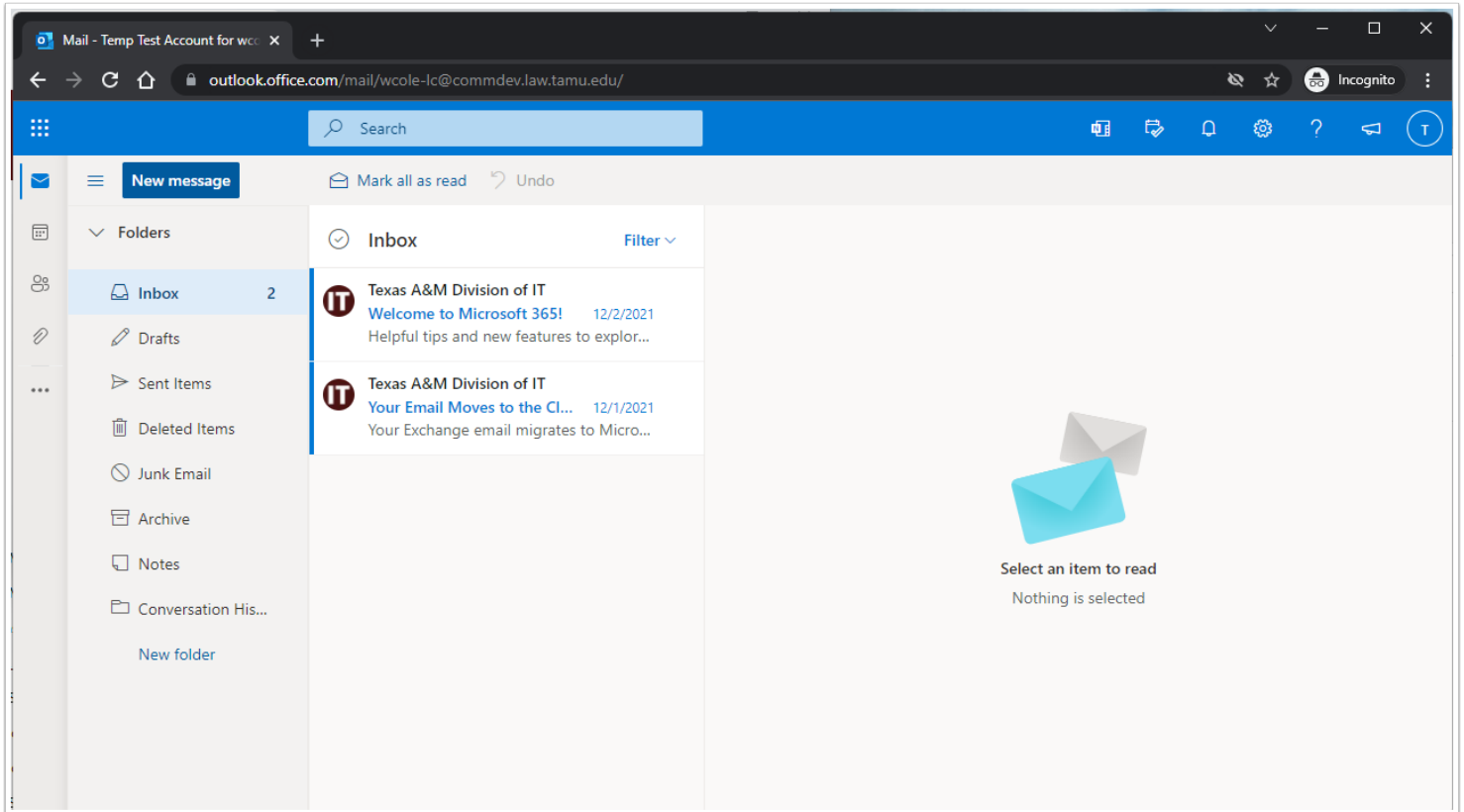
**Click your Duo authentication method of choice.**



**On this screen click No.**



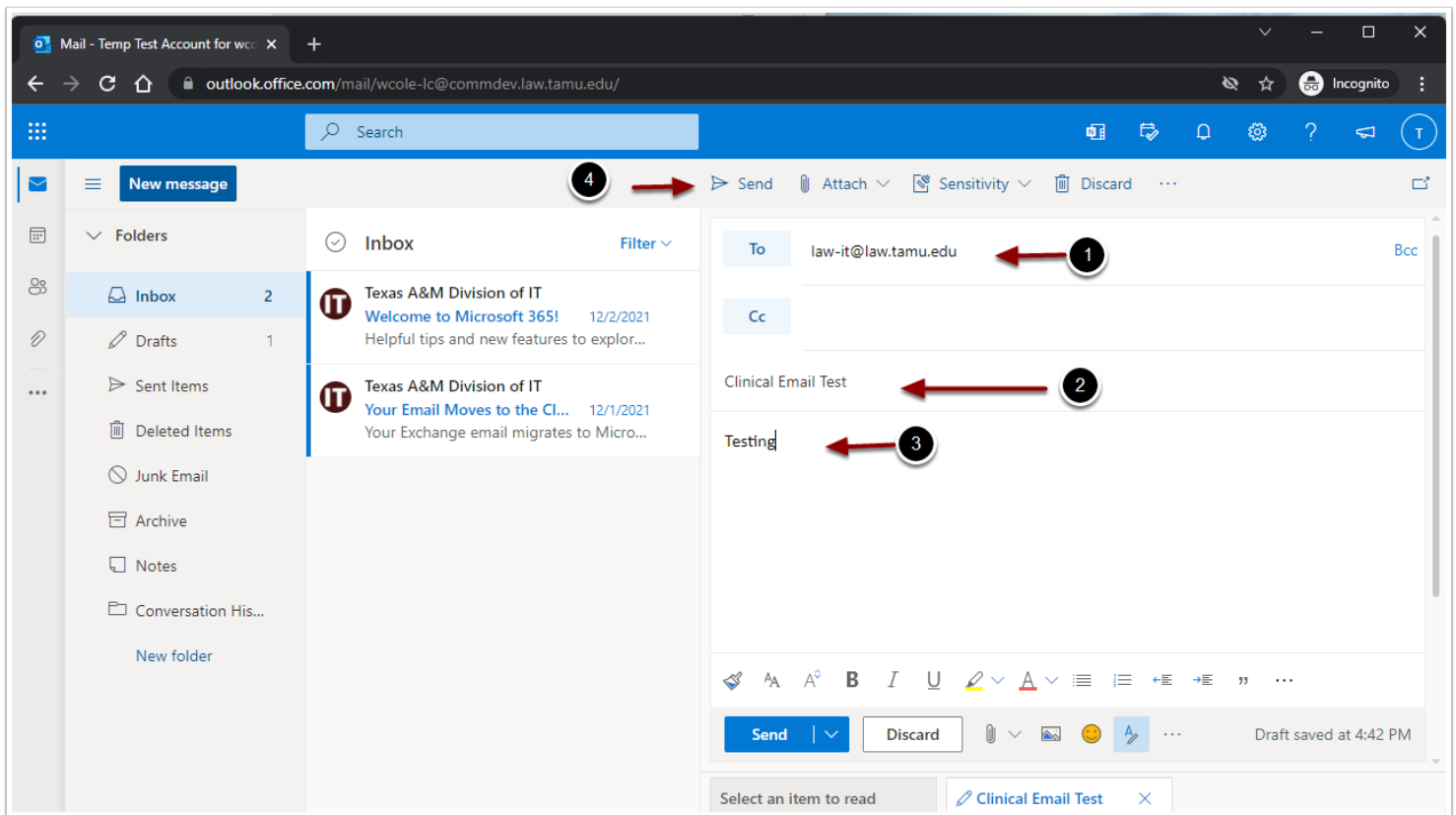
**You should now be in your CE mailbox.**





## 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](mailto: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](mailto:law-it@law.tamu.edu).