

## *How to access your CTS email (Off-campus)*

1. Go to the CTS website: [WWW.CTSCHICAGO.EDU](http://WWW.CTSCHICAGO.EDU)
2. Under the **Current Students** tab, select **Web Mail** from the drop down menu.
3. You will then be directed to the log on screen to access the CTS server

You will be asked for your:

- Username \_\_\_\_\_

- Password \_\_\_\_\_

*Or*

- Username
- Password
- Domain (or CTS server address)

4. Log on as followed if you are asked for your *username and password only*

- Username: cts\username (be sure to *backslash*; not case sensitive)
- Password: enter your password

5. Log on as followed if you are asked for the *username, password and domain:*

- Username: enter your username
- Password: enter your password
- Domain: CTS (not case sensitive)

9. The **inbox** of your CTS e-mail account should display. You are now able to manage your CTS email account.

10. To **log out** of web mail, select the log off button on the left of your inbox.

11. **If you experience any difficulties attempting to access web mail or need assistance with CTS network issues please send an email to [PCHELP@CTSCHICAGO.EDU](mailto:PCHELP@CTSCHICAGO.EDU). Please provide *details* regarding what you are experiencing. You may also, as an added measure, select “print screen” (on the row with all the “F” keys), save it to a Word document and send it as an attachment. The more information you provide, the better PCHelp can assist you.**

\*CTS does not offer assistance with personal computer issues (including e-mail issues not related to the CTS network) or the use of any application software.