

Email: [SupportCenter@uhcl.edu](mailto:SupportCenter@uhcl.edu) • Phone: 281-283-2828 • <http://www.uhcl.edu/uct>

## How to Login to Your UHCL WebMail

1. Enter your domain\user id combination.

- For all UHCL faculty and staff the domain is UHCL.
- For all students, the domain is PCLAB.

### Examples:


- UHCL\Employee
- PCLAB\Student

2. Enter your password.

3. Click the Sign in button or press Enter on your keyboard.

4. If this is the first time you've logged in to WebMail, you will be presented with an options screen.

- If you are visually impaired or would prefer larger text and a high-contrast color scheme, check the box labeled "Use the blind and low vision experience."
- Select the language. This will change the menus and help files inside WebMail to the desired language. It does not translate email messages.
- Select your time zone (UHCL is located in the Central Time zone [UTC -6:00]).
- Click the "OK" button.

University of Houston  Clear Lake

Students: Enter "pclab\" followed by your username  
(i.e. pclab\SmithT1234)

User name:

Password:

Use the light version

**sign in**

[Forgot/Reset Password](#)

## Where to get More Help

If the sections below don't answer your questions, more help is available. Click the help icon in the upper right corner of WebMail.



If you need further technical assistance email the UCT Support Center at [supportcenter@uhcl.edu](mailto:supportcenter@uhcl.edu) or call at 281-283-2828.

Email: [SupportCenter@uhcl.edu](mailto:SupportCenter@uhcl.edu) • Phone: 281-283-2828 • <http://www.uhcl.edu/uct>

## What to do if you Forget Your Password

1. Click the "Forgot Your Password" Link
2. Select your Campus Affiliation
3. Enter your Username and select Forgot Password
4. Enter your Student or Employee ID number. This number can be found on your Faculty, Staff or Student ID card.
5. Enter your date of birth, in the two-digit month, two-digit day, four-digit year format. Alternatively you can click the button marked "..." to use the date-picker .
6. Click the button marked "Continue."
7. Enter a new password.
8. Retype the new password to confirm it.
9. Create a challenge question and answer by filling in the appropriate fields.
10. Click the button marked "Continue."
11. Click the button marked "Logout".

## Reset Password Tool

### Change Information

Email: [SupportCenter@uhcl.edu](mailto:SupportCenter@uhcl.edu) • Phone: 281-283-2828 • <http://www.uhcl.edu/uct>

## Password Requirements

- You cannot reuse a recent password.
- Passwords must be at least eight characters in length.
- May not contain or be the same as Your name or user id.
- Passwords must contain three of the following four things:
  - Uppercase characters (English alphabet, A-Z).
  - Lowercase characters (English alphabet, a-z).
  - Numbers (0-9).
  - Special characters (!, @, #, \$, %, ^, &, \*, -, +, etc.).

## Changing Your Password in WebMail

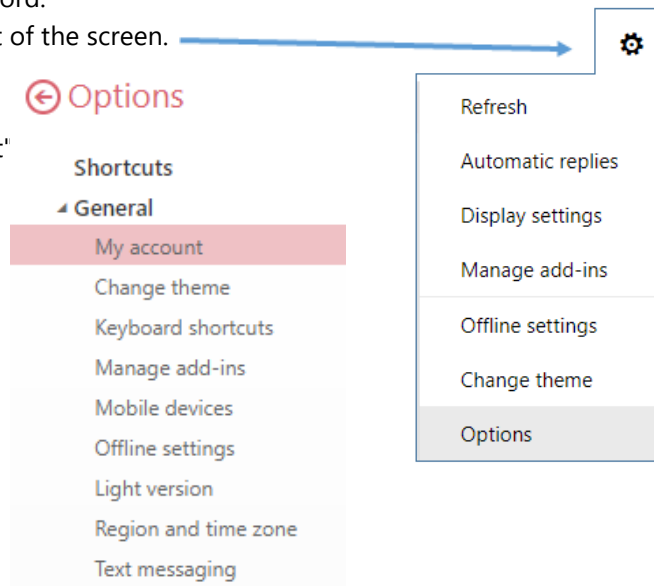
You may only use these instructions if you know your current password. If you've forgotten your password, please see "What to do if you Forget Your Password."

1. Click the "Gear" icon in the upper right of the screen.

2. Select "Options"

3. Select "General" and then "My Account"

4. It will bring up a page with your personal data. Skip to the second column and you'll see the "Change Your Password" link.



5. Enter your current password.

6. Type a new password in the "New password" field and type it again in the "Confirm new password" field. (See the Password Requirements above).

7. Click "Save" in the upper left.

## Changing Your Password with the Change Password Application

You may only use these instructions if you know your current password. If you've forgotten your password, please see "[What to do if you Forget Your Password.](#)"

1. Click the "Forgot Your Password" link.
2. Select the domain.
  - For all UHCL faculty and staff the domain is UHCL.
  - For all students, the domain is PCLAB.
3. Enter your Username
4. Enter your Password.
5. Click the button marked "Login."
6. Enter a new password See the Password Requirements above.
7. Retype the new password to confirm it.
8. Create a challenge question and answer by filling in the appropriate fields.
9. Click the button marked "Continue."
10. Click the button marked "Logout."

### Reset Password Tool

#### Login

The screenshot shows a login form with the following fields and options:

- Domain:** A dropdown menu with "PCLAB" selected. Below it, text reads "PCLAB for student accounts. UHCL for faculty and staff accounts."
- User Name:** A text input field with the instruction "Enter your user name. (Required)" below it.
- Password:** A text input field.
- At the bottom, there are two buttons: "Login" and "I Forgot My Password".

### Reset Password Tool

#### Change Information

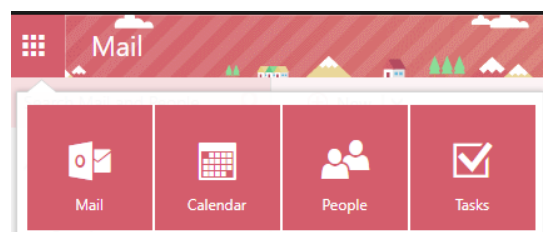
The screenshot shows a "Change Information" form with the following fields and instructions:

- Account Name:** A text input field.
- New Password:** A text input field with the instruction "[Enter New Password]" below it.
- Password Requirements:** A list of requirements:
  - You are prevented from reusing recent passwords.
  - At least 8 characters in length.
  - May not contain or be the same as your name or user id.
  - Must contain 3 of the following 4:
    - Uppercase.
    - Lowercase.
    - Number.
    - Special character.
- Confirm Password:** A text input field with the instruction "[Re-enter your new password.]" below it.
- Challenge Question:** A text input field with the instruction "Create a question you know the answer to (Required)." below it.
- Challenge Answer:** A text input field with the instruction "Provide an answer to the question above (Required)." below it.
- Verify Challenge Answer:** A text input field with the instruction "Confirm answer to the question above (Required)." below it.
- At the bottom, there is a "Continue" button.

### Calendar, Addressbook, and Tasks



You will find the icons for your Outlook Calendar, Outlook Address Book, and your Tasks by clicking on the icon that looks like the one on the left.



### Change Appearance of Your Calendar and Theme for your Email Screen




Click on the "Gear" icon to customize how your calendar appears such as which days of the week to show to include or exclude Saturday/Sunday, what increments for your appointments, and what day of the week you want your calendar to begin.

There are 50 different themes that you can also choose from to personalize your Webmail screens. The themes range from specific color, pattern or graphic.

### Forward Your Email

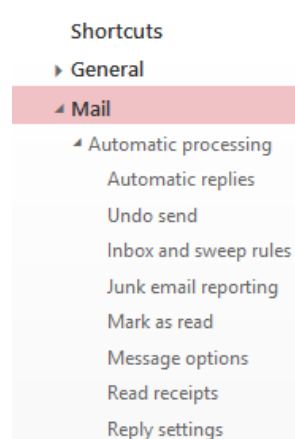
Before you set up email forwarding, you will need to add the email address you want to forward your UHCL email to into your Contacts list if it's not already there. To do this:

Click on this icon  and select "People" to access your Contacts and click on the + New to add the address. Click on that same icon again to go back to your Mail.



Click on the "Gear" icon and select Options  
Select Inbox and Sweep Rules  
Click on the + to create a new rule  
Name the rule  
Select "Apply to all messages"  
Under "Do all of the Following", select "Forward the message to..."  
Search for the address you want and click the + next to the name.  
You'll see at the top of the screen that it says "Forward the message to..."  
If all is correct, click Save

#### Options



### Sign Off Webmail



Click on the icon on the left to log out of your Webmail account or to open another mailbox if you are the owner of multiple mailboxes.