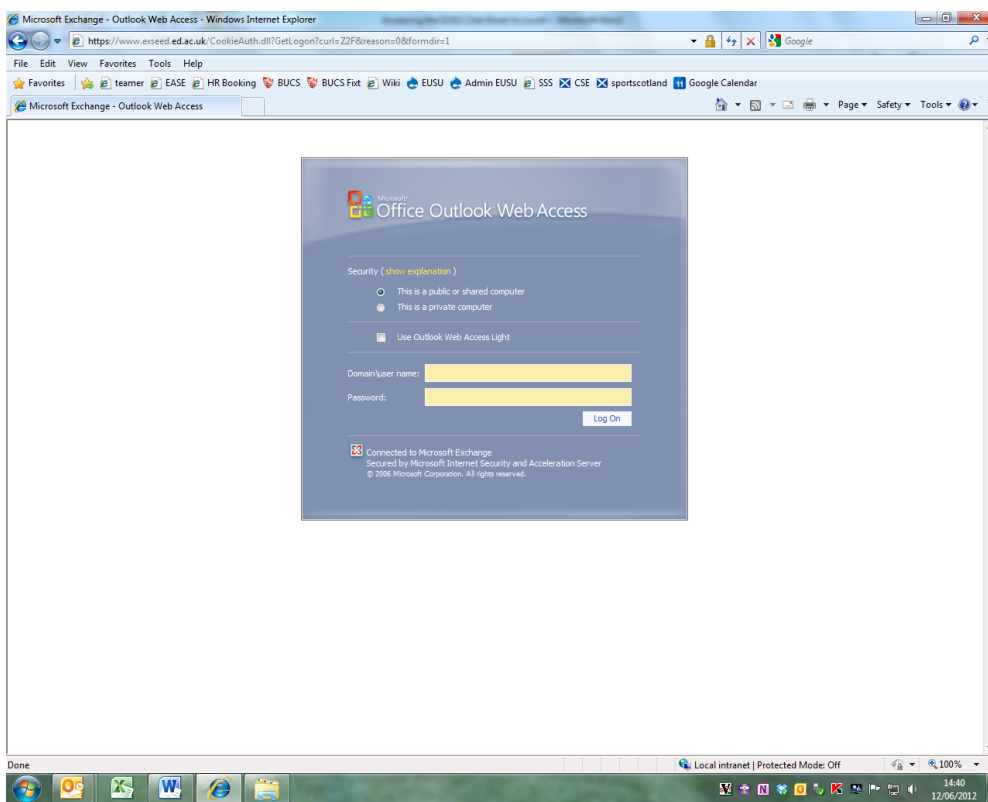


ACCESSING YOUR CLUB EMAIL ACCOUNT:

What is you Club email account:

- Each Club has a dedicated @ed.ac.uk email account, for example archery@ed.ac.uk
- This is the **ONLY** place Club Secretary information is sent, therefore it's really important this is checked regularly
- All Clubs (except American Football, Muay Thai and Wakeboard & Waterski) can access their emails via Exseed.
- American Football, Muay Thai and Wakeboard & Waterski must access their emails via sms, this is currently being looked into and these Clubs will be advised in due course of any changes.



To login type :

www.exseed.ed.ac.uk

In the domain\username type:
"ed/followed by your club UNN"

Password, your Club Password (case sensitive)

If the option is available DO NOT tick 'Use Outlook Web Access Light' (Internet Explorer Only, other browsers mandatory)

Common Issues:

- Not typing ed\ before username
- Not typing in the password case sensitive
- Unable to see all 'Options'. If you are using a browser other than Internet Explorer 6.0 or later (i.e Firefox, Chrome or Safari) you are not able to access all the account options i.e. create rules, out of office etc. Therefore if you wish to set up these it's advisable to access the account via IE.
- DO NOT under any circumstances change your password, if this does occur, please inform the SU office sports.union@ed.ac.uk immediately
- If you need to know your UNN or password please contact the Sports Union sports.union@ed.ac.uk