

PVCC Email

Piedmont Virginia Community College Faculty and Staff can check their PVCC Email on or off campus; anywhere there is Internet access.

Microsoft Office Outlook – Used to access PVCC Email from your college computer

Faculty & Staff Web-mail (Outlook Web Access) – Used to access PVCC Email when off campus

When using PVCC Email for the first time, you must:

1. Sign the IT-A form upon hire date, which is provided by the Human Resource office or the Help Desk
2. Contact the IT Help Desk to inquire about your Domain Username
 - Most likely it will be your **first initial + last name** – example: jdoe
Domain Username is NOT case sensitive
3. Change your password by:
 - Signing onto the PVCC Network, which can only be done while on campus
OR
 - Signing onto the faculty & staff Web-mail
A link is provided on PVCC's Website Homepage
Or directly at: <https://pv-exchange.pvcc.edu/exchange/>

Enter your Domain Username and the First Time ONLY Password,
first three initials of your last name (capitalizing the first letter only)
+
last four digits of your SSN

Example

Domain/Username: tsmith

Password: Smi54321



The PVCC Network and the Web-mail system will prompt you immediately to change a Local Area Network (LAN) Password. [NOTE: you may have to type **pvccnet** + Domain Username when setting/changing a password.] This password will be used to access PVCC Email and logging into PVCC faculty and staff desktop computers.

A new password needs to be at least 8 characters, with an upper case letter (A), a lower case letter (a), a number (1) and/ or a special character (!). If the password does not work, please call the help desk and they will reset it 961-5361.