

First-time Employee Login on Webmail

Step 1

Go to the [PflISD website](#) > **Staff** > **Webmail**



Step 2

Click on **Staff Webmail**.



Step 3

Enter your **e#** as your **username** and **xMMDDPF!** as your **password**.

A screenshot of the Outlook login page. At the top left is the Outlook logo. Below it are two input fields. The first is labeled 'User name:' and contains the text 'e8*****'. The second is labeled 'Password:' and contains the text 'xMMDDPF!'. At the bottom left is a 'sign in' button with a blue arrow icon.

Username: employee number

Password: xMMDDPF!

MM = 2 digits for birth month

DD = 2 digits for birth day

Step 4

Click **Sign In**. You will be notified that you must change your password.

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Step 5

Create a complex password that meets the employee password requirements.



Outlook

change password

Your password has expired and you need to change it before you sign in to Outlook.

User name:

Current password:

New password:

Confirm new password:

Password requirements:

- 10 characters minimum
- Do not use dictionary words
- Do not use any part of your name
- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one special character

Step 6

Click on **Submit** to update your password.