


New Mail Login – Fairmont State University

1. Go to the Fairmont State homepage (www.fairmontstate.edu)
2. At the top of the screen, choose Webmail.
3. Enter your UCA and password to login, if you haven't logged in before you will have to activate your account (See New Mail Account Activation).



The screenshot shows the Microsoft Webmail Portal for Fairmont State University and Pierpont C&TC. The page features a Microsoft logo in the top right corner and a decorative orange graphic on the left. The main heading is "Webmail Portal" with a university logo to its left. Below the heading, there are two input fields: "UCA:" with the value "ffalcon102" and "Password:" with masked characters. A "Log On" button is positioned to the right of the password field. Underneath, there are two sections: "Client (what's this?)" with radio buttons for "Premium" (selected) and "Basic", and "Security (what's this?)" with radio buttons for "Public or shared computer" (selected) and "Private computer". At the bottom, a security notice states: "To protect your account from unauthorized access, Outlook Web Access automatically doses its connection to your mailbox after a period of inactivity. If your session ends, refresh your browser, and then log on again."

- The next page will have an option to view the primary email address (which is the new mail) or view your old email. You will want to leave the option checked for the new mail. Click continue.

Microsoft

Fairmont State University and Pierpont C&TC
Webmail Portal
Student E-mail

Institution

Pierpont Community and Technical College (**primary**)
ffalcon102@students.pierpont.edu mail using Microsoft Outlook Live

Old E-Mail

Outlook Web Access
ffalcon102@fairmontstate.edu mail using Outlook Web Access

Notice: This option will only be available to students until May 22, 2009. You will need to move your old mailbox contents to your Microsoft Outlook Live mailbox before that time.

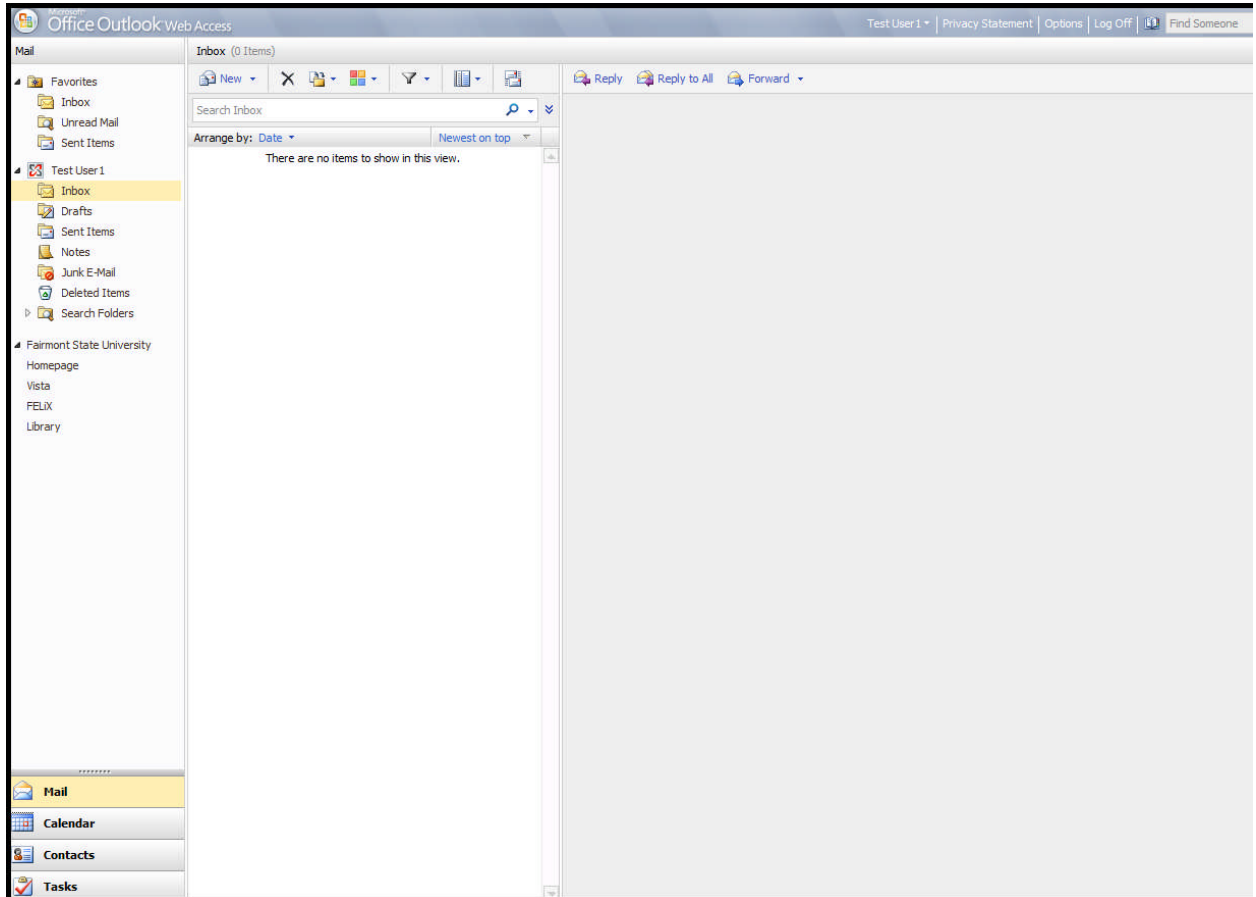
To protect your account from unauthorized access, Outlook Web Access automatically closes its connection to your mailbox after a period of inactivity. If your session ends, refresh your browser, and then log on again.

- You will see a screen that says redirecting. Wait for your Inbox to finish loading. DO NOT CLICK ANYTHING OR CLOSE THE WINDOW.

Redirecting to Microsoft Outlook Live...

This could take up to 30 seconds while your account information is synchronized. Please do not hit the stop or back buttons during this time.

6. You are now in your new mail account.



You will want to make sure to have all your contents moved from the old email by May 22, 2009. On that date the old email will no longer be available!