


New Mail Login – Pierpont C&TC

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).

Microsoft

 Fairmont State University and Pierpont C&TC
Webmail Portal

UCA:

Password:

Client (what's this?)

Premium

Basic

Security (what's this?)

Public or shared computer

Private computer

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.

- 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.

Continue

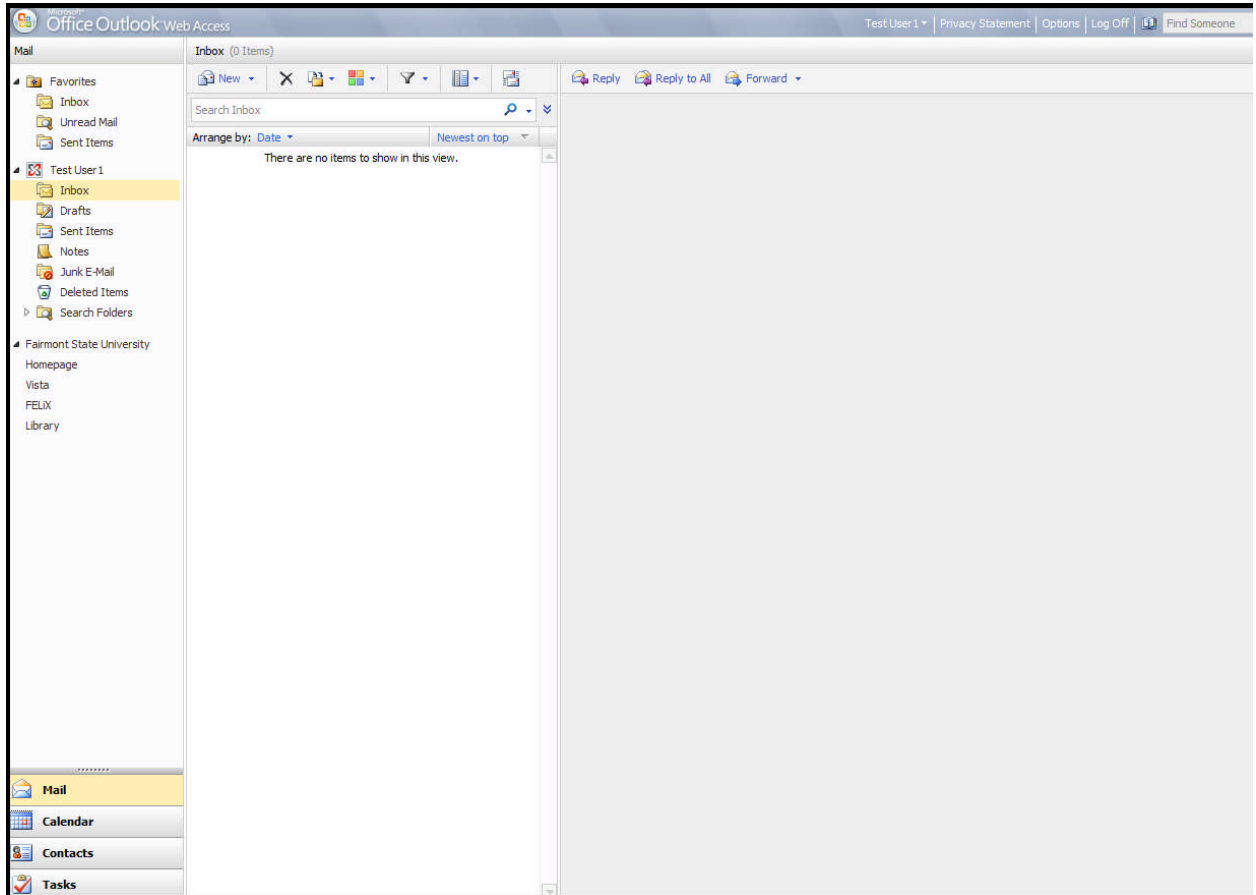
To protect your account from unauthorized access, Outlook Web Access automatically closes its connection to your mailbox after a period of inactivity. If your session ends, refresh your browser, and then log on again.

- 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!