

## New Mail Login – Fairmont State University and Pierpont C&TC

1. Go to the Fairmont State homepage ([www.fairmontstate.edu](http://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.

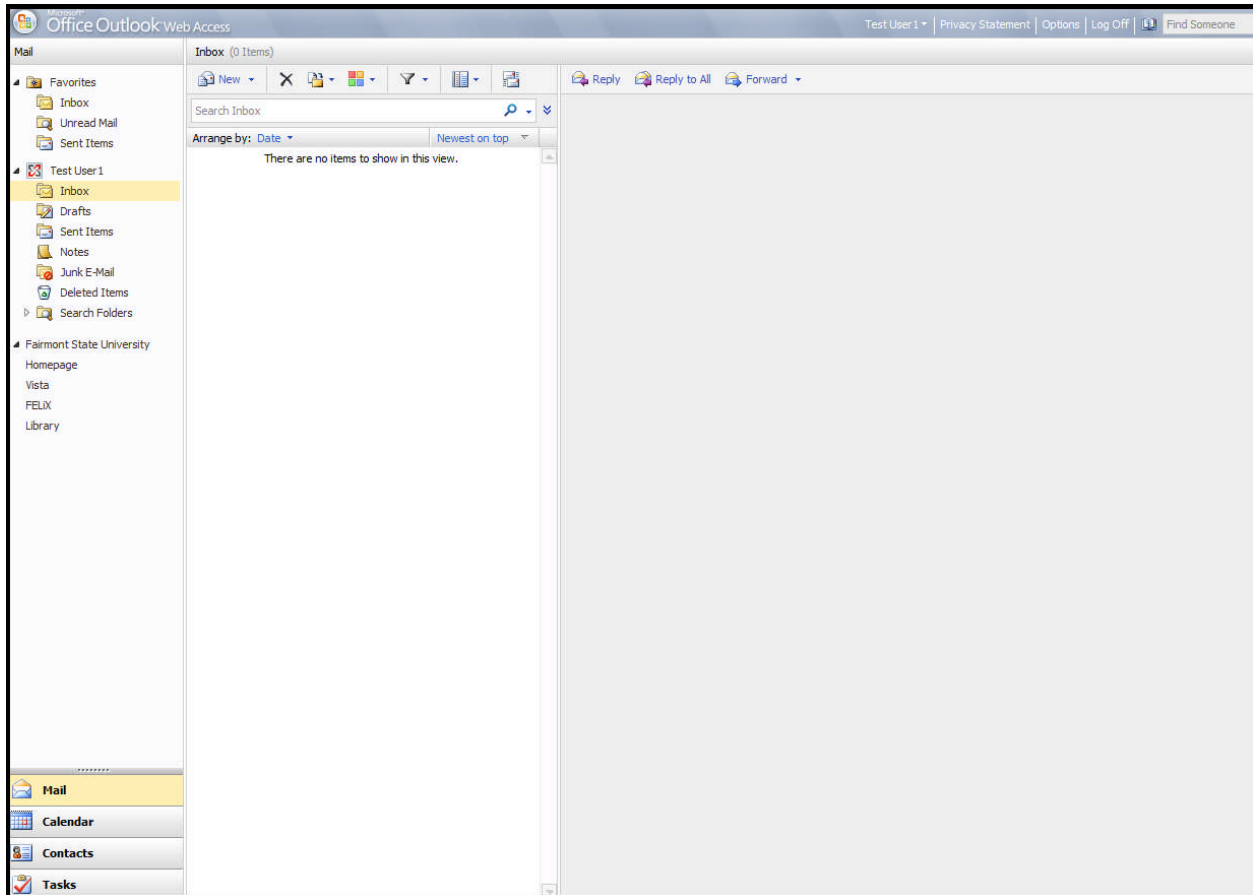
- The next page will have an option to view the primary email address (which is the new mail) or view either of your old email accounts. Choose the account you wish to log into. Click continue.

- 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 e-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!**