NEW MAIL
ACCOUNT ACTIVATION/REGISTRATION

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. Click Log On.
4. Your new e-mail account is the default selection. Click Continue.

5. You will see the following screen. Wait for your mailbox to be created. DO NOT CLICK ANYTHING.

   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. When the page loads you will be prompted to enter your password. Enter your UCA password.
7. Select a hint Question and Secret Answer.

8. Add an alternate E-mail address. DO NOT ENTER YOUR OLD FSU MAIL ACCOUNT AS THIS WILL BE DE-ACTIVATED MAY 22ND, 2009.


10. Click I accept.
11. Choose the correct time zone (Eastern Time) from the drop down menu. Click OK.
12. Your Account is now activated. Your Inbox will now load.