NEW MAIL
ACCOUNT ACTIVATION/REGISTRATION
Dual Enrollment

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 button 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.
If you have low vision and use a screen reader or high contrast settings, you can select the check box below to optimize Outlook Web Access for this and all subsequent sessions. After you log on, you can modify this choice at any time using Options.

Use the blind and low vision experience.

Choose the language you want to use.

Language: **English (United States)**

Choose your time zone.

**(GMT-05:00) Eastern Time (US & Canada)**

By clicking “OK” below, you acknowledge and agree that your organization’s domain administrator may access your account and its content and may suspend, terminate, or modify your account.

Connected to Microsoft Exchange

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12. Your Account is now activated. Your Inbox will now load.