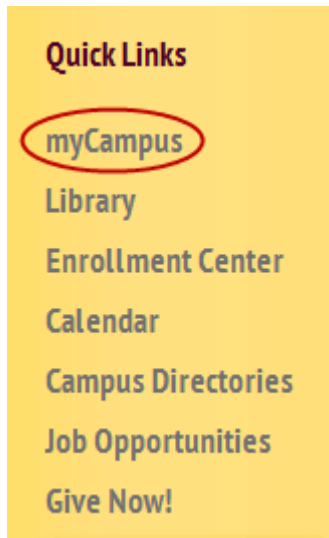


# N E W M A I L

## ACCOUNT ACTIVATION/REGISTRATION

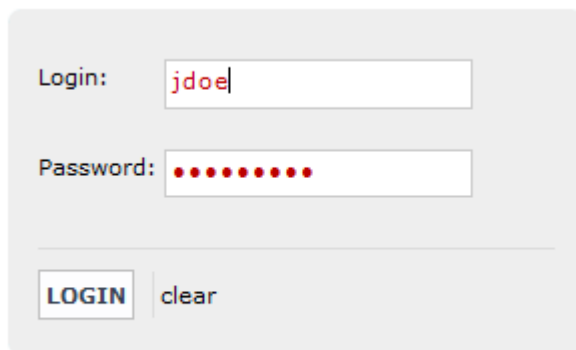
1. Go to the Fairmont State homepage ([www.fairmontstate.edu](http://www.fairmontstate.edu))
2. Choose myCampus from the Quick Links menu.



3. Choose Returning Users Login.

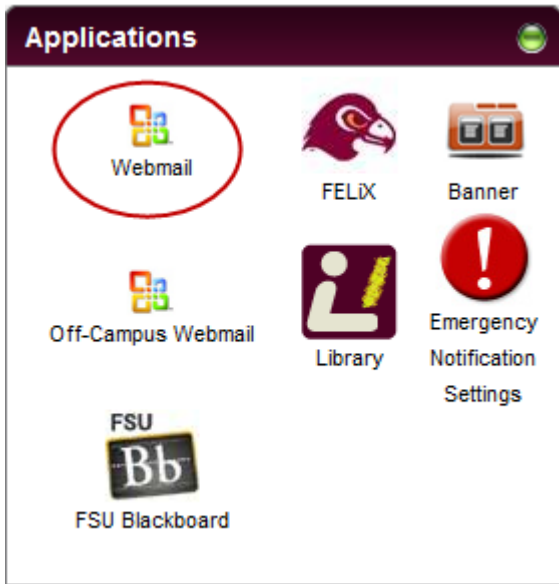


4. Enter your UCA and Password. Click Login.

A login form with two input fields: "Login:" containing "jdoe" and "Password:" containing red dots. Below the fields are "LOGIN" and "clear" buttons.

[Reset Password](#)

5. Click on the Webmail icon inside the Applications box.



6. When the page loads you will be prompted to enter your password. Enter your UCA password.

A screenshot of the Windows Live sign-in page. The page has a blue header with the Windows Live logo. Below the header, there is a section titled "Provide account information" with a sub-header "Verify your information". The page prompts the user to provide account information and verify their information. The Windows Live ID is ffalcon101@students.fairmontstate.edu. The password field is masked with dots. There are links for "Get help with this" and "Learn about Windows Live privacy".

7. Select a hint Question and Secret Answer.

A screenshot of the Windows Live sign-up page. The page prompts the user to select a question and secret answer. The question is "Favorite historical person" and the secret answer is "Julia Pierpont". There is a note that says "Five-character minimum; not case sensitive".

8. Add an alternate E-mail address.

A screenshot of the Windows Live sign-up page. The page prompts the user to add an alternate e-mail address. The alternate e-mail address is ffalcon101@gmail.com. There is a field to retype the alternate e-mail address, which is also ffalcon101@gmail.com.

9. Put in your Country, State, and Zip Code, and Birth Year.

Your information

\*Country/region:  [Why is this required?](#)

\*State:

\*ZIP code:

\*Birth year:   
Example: 1999  
[Why is this required?](#)


If you forget your password, we'll need this information and your secret answer to verify your identity and allow you to reset your password.

10. Click I accept.

Review and accept the Agreements

Clicking **I accept** means that you agree to the [Windows Live service agreement](#) and [Privacy Statement](#).

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:

Choose your time zone.

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.

