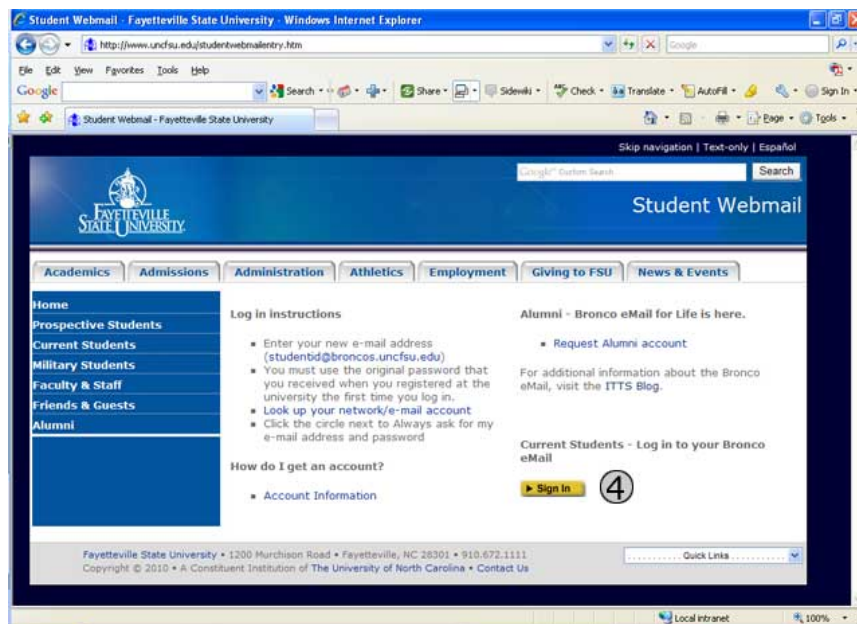


Student Web Mail Procedure

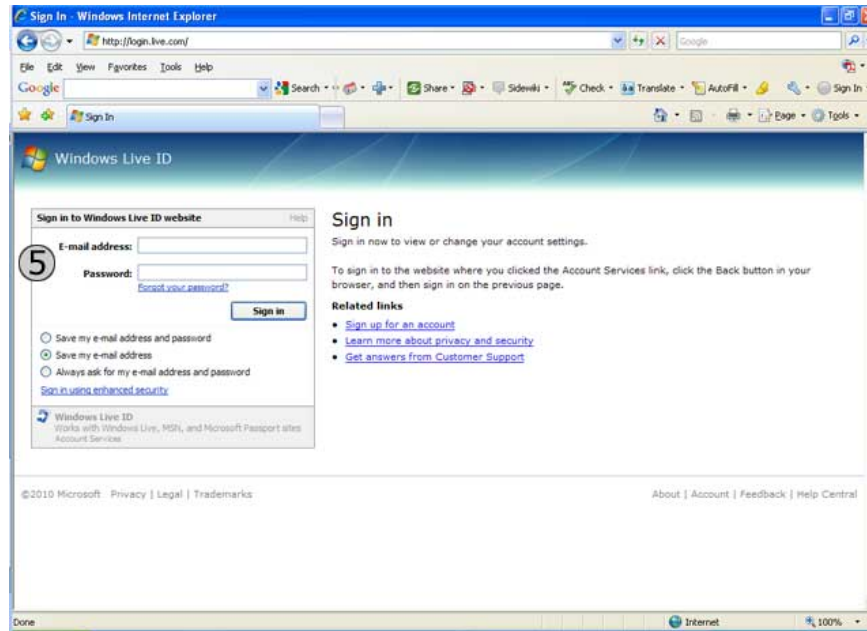
1. Go to the Fayetteville State University homepage at <http://www.unctsu.edu>
2. Scroll down to the bottom of the web page, until you see the **Quick Links** drop-down list box.
3. In the Quick Links drop-down list box, select **WebMail (Students)**. Once you select this option, you will be redirected to the Web Mail Portal.



4. At the Web Mail Portal click on the 'Sign In' button



5. A dialog box will appear where you will be asked to enter your E-mail address and password



6. Enter your new e-mail address (studentid@broncos.uncfsu.edu)
7. You must use the original password that you received when you registered at the university the first time you log in.
8. **Click** the circle next to **Always ask for my e-mail address and password**
9. **Click** the **Sign In** button

Don't know your network account/e-mail address?

- <https://forms.uncfsu.edu/departments/ITTS/AccountLookup/>