**Student Web Mail Procedure**

1. Go to the Fayetteville State University homepage at [http://www.uncfsu.edu](http://www.uncfsu.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://services.uncfsu.edu/departments/ITTS/AccountLookup/](https://services.uncfsu.edu/departments/ITTS/AccountLookup/)