

Your Webmail Account

<http://webmail.fdu.edu>

This documentation contains information on the following topics:

- Creating Your Webmail Account
- Accessing Your Webmail
- Using A Client To Read Your Webmail
- Forwarding Your Webmail
- Getting Help

CREATING YOUR WEBMAIL ACCOUNT

1. Open a web browser and navigate to <http://webmail.fdu.edu>. You will be redirected to a secure port.
2. Click on **CREATE NEW ACCOUNT**.

FAIRLEIGH DICKINSON UNIVERSITY

webmail.fdu.edu

Immediate Login:

Username:

Password:

Log In

- login to webmail
- account maintenance
- request password reminder
- create new webmail account
- view documentation
- webmail FAQ
- subscribe to mail-lists
- search FDU phonelist

For bold options, your interaction with the server will be conducted with your browser's security measures in place. [Click to read more about FDU secure servers.]

Secure connection is not required for these options.

3. Select an appropriate role (e.g. "Student Using Student ID").
4. Click on **PROCEED TO NEXT STEP**.

Create Webmail Account

Use this page if you are creating a Webmail account for the first time. Select the role you have at Fairleigh Dickinson University, and the number you will use to confirm your identification. Depending on your role, you may use your Social Security Number, Student ID or Employee Number.

- Student using Social Security Number
- Student using Student ID
- Alumni using Social Security Number
- Employee using Social Security Number
- Employee using Employee Number

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Proceed to next step

5. After reading the Acceptable Use Policy, click on **I ACCEPT**.

6. Fill in appropriate information and click **PROCEED TO NEXT STEP**.

- Be sure to use a four-digit birth year.
- Do not use hyphens when entering your Social Security number.
- If you are having trouble being validated, technical support can be obtained by telephone at **973-443-8822** and by email to FDUTAC@fdu.edu. It is possible that the system may not have middle initial entered or may have an incorrect birth date.

7. You may be required to select a **PRIMARY EMAIL ADDRESS** from the two choices provided. The choices will be based on your name, as entered in FDU's database, with and without your middle initial (e.g. albert_einstein@student.fdu.edu, or albert_x_einstein@student.fdu.edu).
8. You will be required to create a **LOGIN NAME**. This login name must be **2-8 characters in length** using only letters (a-z), numbers (0-9), and underscore followed by [@student.fdu.edu](mailto:student.fdu.edu) (e.g. einstein@student.fdu.edu). This Login Name cannot be changed once it is created. You will use this Login Name to access your email using the web interface. Email can be sent to this address as well as your Primary Email address.
9. You will be required to enter and re-enter a **PASSWORD** that is **6-8 characters in length**.
10. You will need to provide a **SECRET QUESTION** and **ANSWER** that will be used for verification if you forget your password.
11. Click on **PROCEED TO NEXT STEP**.

Create Your Student Webmail Account

Fields denoted with red asterisk (*) are mandatory.
Click on the blue field name to display help on another window.

LAST NAME

FIRST NAME

USER TYPE Student

E-MAIL ADDRESS

LOGIN NAME*
@student.fdu.edu

PASSWORD*

VERIFY PASSWORD*

SECRET QUESTION*

SECRET ANSWER*

VERIFY ANSWER*

String of 6-8 characters.

Choose a question only you know the answer to and that has nothing to do with your password. If you forgot your password, we'll verify your identity by asking you this question. These fields are case sensitive.

You must decide on what your login name will be. This will also become an alternate e-mail address for your account. For example, you will be known as smith@fdu.edu. Choose your login name wisely because this cannot be changed once chosen. String of 2-8 characters, begin with a letter, and use only letters (a-z), numbers (0-9), and underscore (_).

<< Back Proceed to next step >> Cancel

12. You will be required to enter additional personal information. Fields marked with a red asterisk are mandatory. Click on **PROCEED TO NEXT STEP**.

Create Your Student Webmail Account

Please enter your personal information in the fields provided.
Fields denoted with red asterisk (*) are mandatory.
Click on the blue field name to display help on another window.

Confidential Personal Information

This information will be used solely for the Department of University Systems and Security to contact you if a problem occurs with your E-mail account.

LAST NAME

FIRST NAME

E-MAIL ADDRESS

LOGIN NAME / E-MAIL ALIAS

USER TYPE Student

CAMPUS* Teaneck/Hackensack

HOME PHONE NUMBER*

STREET ADDRESS (Line 1)*

STREET ADDRESS (Line 2)

CITY*

STATE* Other

OTHER STATE

ZIP/POSTAL CODE*

COUNTRY* United States

in the United States
Please specify if not in the United States.

<< Back Proceed to next step >> Cancel

13. Be sure to print or copy down your email addresses. Click **OK**.

Note: Email can be addressed to either your **PRIMARY EMAIL ADDRESS** (e.g. albert_einstein@student.fdu.edu) or your **LOGIN NAME** (e.g. einstein@student.fdu.edu).

When using the web interface, you must login using your **LOGIN NAME** (e.g. einstein@student.fdu.edu).

The “domain name” (the part of the e-mail address after the @ symbol) will be different for students and employees. Students’ addresses will always end with “@student.fdu.edu.” Employees’ addresses will end with “@fdu.edu.” For example, a professor named Mary K Smith could have the e-mail address Mary_Smith@fdu.edu or Mary_K_Smith@fdu.edu . Her login name might be msmith@fdu.edu , or something else.

ACCESSING YOUR WEBMAIL

Webmail is a mail server that accepts mail from other people and stores it for later viewing by you. A web-based interface is available that will allow you to access, send, and receive email. No configuration is needed and email can be accessed from anywhere with an Internet connection and a web browser (e.g. Netscape or Internet Explorer).

You may choose to download messages to your local hard drive (using POP) or leave all mail on the server (using IMAP). Detailed information on these two options is available online by first clicking the **VIEW DOCUMENTATION** link and then **OVERVIEW** and **GETTING STARTED**.

USING A CLIENT TO READ YOUR WEBMAIL

It is possible to use a typical email program (e.g. Pine, Pegasus, Netscape, Outlook) with the mail server. You will have to configure the settings of the program. Detailed information is available online by first clicking the **VIEW DOCUMENTATION** link and then clicking **MAIL CLIENTS** and then the appropriate client. The general configuration needed is:

- Mail server: **mail.fdu.edu**
Requires a secure connection (SSL). This is sometimes called the receiving server or POP3 host
- SMTP server: **mail.fdu.edu**
Requires a secure connection (SSL). Sometimes called the outgoing or sending server. Note that some ISPs block access to all SMTP servers other than their own.
- POP3 server port: **110**
This is the default and you probably never have to change this.
- SMTP server port: **25**
This is the default and you probably never have to change this.

Authenticated SMTP was activated for Webmail on **January 15, 2002**. This feature allows you to **send email from an email client such as Pegasus, Outlook or Netscape Mail from anywhere outside the university to ANY email address** (not just other fdu.edu accounts) using your @fdu.edu address. To take advantage of this new feature, everyone using a dedicated mail client rather than a browser must be sure to complete a **simple configuration change to the mail client (Outlook, Pegasus, etc.)**.

For detailed instructions, please click on the **VIEW DOCUMENTATION** link at <http://webmail.fdu.edu>. There are links with specific instructions for Pegasus Mail, Netscape, and Outlook under the Urgent News section. This configuration change **must be done by January 15, 2002 or you will not be able to send email after that date**. If you need assistance, please contact the FDU Technical Assistance Center at **973-443-8822** or FDUTAC@fdu.edu.

FORWARDING YOUR WEBMAIL

You may choose to forward your Webmail to a different email address (e.g. aol, yahoo, hotmail, etc.). First use the **ACCOUNT MAINTENANCE** link to login and then select the **MAIL FORWARD** link at the top right. Simply enter the email address that you would like your Webmail forwarded to and click **SUBMIT**. Detailed instructions about forwarding email from or to other addresses are available through the **VIEW DOCUMENTATION** link under the **IN DEPTH** section.

GETTING HELP

There are a number of resources available online at <http://webmail.fdu.edu>. The **VIEW DOCUMENTATION** link contains information about the new mail system, including how to create and maintain your account, the different methods of accessing the system, and the benefits of each of these different methods

After you access your mailbox, a **HELP** button is also available with information on using the Webmail interface

Additional technical support from the FDU Technical Assistance Center can be obtained by telephone at **973-443-8822** and by email at FDUTAC@fdu.edu. Online support is also available at <http://fdutac.fdu.edu>. You will need to login with your Student Number / Datatel ID as your username and "password" as your password. After logging in successfully for the first time, you can update your password.