Please create ASAP - FDU WEBMail Setup

1. Open a web browser and navigate to https://webmail.fdu.edu; or use the FDU home page http://www.fdu.edu and arrow down at WEB SHORTCUTS.

2. Click on CREATE NEW ACCOUNT.

3. Select an appropriate role (e.g. "Student Using Student ID").

4. Click on 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 e-mail 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 E-MAIL 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. **Must be 2-8 characters in length using only letters (a-z), numbers (0-9), and underscore followed by @student.fdu.edu. This Login Name cannot be changed once it is created. You will use this Login Name to access your e-mail using the web interface.

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.

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

** Eatontown students: Select the Madison Campus

13. Be sure to print or copy down your e-mail addresses. Click OK.

HELP IS ALWAYS AVAILABLE:

On Campus - All Labs have Lab Assistants. ASK for Help.

UTAC Technical support: 973-443-8822 fdutac@fdu.edu ** Have your student ID Ready