



## EMAIL ACCOUNT INFORMATION

### **STUDENTMAIL:**

All new students are given a unique and individual account or user name. This user name, or SSO ID is used to log onto the students e-mail account, which is stored on UMSL's servers Studentmail. This account or SSO ID name is for login privileges onto campus computers. This account information can be found at <http://sso.umsl.edu> and by following the instructions listed there. All students at UMSL have as their email address "SSOID@umsl.edu".

### **WEBMAIL:**

This Studentmail server can be accessed from any JavaScript-enabled web browser, such as Firefox or Internet Explorer. You can access, send and receive emails from this web browser, simply by going to <http://studentmail.umsl.edu> You will need your SSO ID and password.

### **START USING UMSL E-MAIL:**

Students need to access <http://sso.umsl.edu> to look up their SSO ID and create a password for the first time in using UMSL student e-mail.

1. Go to <http://sso.umsl.edu>.
2. Click on "Lookup Your ID" on the left hand side of the page.
3. Put Social Security Number (For students that don't have a Social Security Number, put Student ID.), then click "Search".
4. If you are registered in the Active Directory your SSO ID will be shown.  
If it does not recognize you as an UMSL student, please visit the Help Desk at Lucas Hall 211 or call 314.516.6034 for additional assistance.
5. Click "Activate Your Account".
6. Choose "student", then click "Next".
7. Fill all required information (SSO ID is the "SSO ID" from step 4), and also create a strong password.
  - A password must be 8 or more characters long.
  - A password must contain at three out of four of the following categories characters: Uppercase letters (A-Z), Lowercase letters (a-z), Digits (0-9), and the following symbols/punctuation: (? . ! \_ - ~ \$ % + =).

### **STUDENT ACCOUNT SPACE:**

Student accounts are allocated 50 megabytes of disk space on Studentmail.



**AVOID LOCKED ACCOUNTS:**

Check your mail regularly. Overloaded accounts lock automatically. Delete unwanted or read mail, print mail messages that you need to keep. Tell your friends NOT to send you anything larger than 2.5 MB, or even better, nothing larger than 1 MB. If you suspect that your account is locked (if you cannot login to check your mail) contact the Lab Consultant on duty or call the Help Desk at x6034.

**OTHER FACILITIES:**

The Technology Support Center, (The Help Desk at Lucas Hall 211-ph (314) 516-6034) also provides services regarding issues with login information, dial up problems from home, wireless networking issues on campus and software distribution such as antivirus program for students. Check out the up to date Online Student Technology Guide <http://www.umsl.edu/stg> or visit the Technology Support Center web site at <http://www.umsl.edu/technology/support> for further information.