

# **YOUR OSWEGO EMAIL ACCOUNT**

## **TO ACTIVATE YOUR ACCOUNT:**

Go to the following Web address: <https://www.oswego.edu/admin/>

Click on the “Account Tool” link. This will bring you to the “Account Management Tools and Utilities” page. To activate your account, click on the “Email Account Activation” link to start the procedure. Follow the instructions and answer the questions. It will take about 24 hours after you complete this task for the account to activate.

**YOUR EMAIL ADDRESS, USERNAME, AND PASSWORD:** If you don’t remember your Oswego email address, you can look it up by going to the People search directory on the Oswego website at the following address and typing in your name after you activate it:

[http://www.oswego.edu/people\\_search/](http://www.oswego.edu/people_search/)

Your username is the beginning of your email address all in lowercase letters with out the @Oswego.edu and your password is set to the last 8 digits of your 9 digit student ID (800...).

## **TO MANAGE YOUR EMAIL ACCOUNT:**

Go to the following Web address: <https://www.oswego.edu/admin/>

Click on the “Account Tool” link. This will bring you to the “Account Management Tools and Utilities” page. This page provides multiple account services for all faculty, staff, and students including, the ability to forward your email to another account, to put a vacation message on your account, and to change your password. You will need to enter your username and password, then click on the function you want to do.

## **TO CHECK YOUR EMAIL FROM ANY COMPUTER:**

Go to the following Web address: <http://www.oswego.edu/mail>

Enter your username and password and your email messages will come up.

## **QUESTIONS OR PROBLEMS??**

Contact the Technology Support Center at Ext. 3456 (on campus) or (315) 312-3456 (off campus)



**MAKE SURE YOU CHECK YOUR OSWEGO EMAIL OFTEN  
OR FORWARD IT TO ONE THAT YOU DO!!**