

# STAN WebMail

## What is STANMail?

Starting November 21<sup>st</sup>, 2005 every student is being assigned a \*NEW\* STANMail email address. University communications will be distributed to you primarily on your STANMail account. You will need to access this frequently to stay apprised of critical information. It is also used as your email address in Blackboard. If any of your courses use Blackboard, email communications will be sent to your STANMail address.

## What is your STANMail address?

1. Go to the CSU Stanislaus Web site – [www.csustan.edu](http://www.csustan.edu)
2. Click on **Students - Current**
3. Under Enrollment Services click on **Student Records**.
4. Type your **University ID** (example: 980XXXXXX)
5. Type your **PIN Number** (six digits – by default it is your birth date)

Example: January 1, 1980 would be

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6. Click the **Login** button

*Note: (If you are unable to login call Enrollment Services at 667-3152)*

7. Click on **Personal Information**
8. Click on **View Email Address**.

Your university Email address will be under the title **STANMAIL**.

**Your \*NEW\* email address as of November 21, 2005 will be a combination of the first letter of your first name and your last name**

**@csustan.edu.** *Example:* John Doe has a common name, since there might be another John Doe or even a Jane or Jack Doe his email address is **jdoe3@csustan.edu**

## How do you access your STANMail account?

1. Go to the CSU Stanislaus Web site – [www.csustan.edu](http://www.csustan.edu)
2. Click on **Students – Current**
3. Under **Campus Resources** locate the **E-Mail** section and click on **STAN WebMail**
  - a. The URL if you want to go directly to the site is <http://webmail.csustan.edu>
4. Type your **email username**. Your username is everything before the @ sign in your email address, **EXCLUDE** @csustan.edu.

*Example:* John Doe's email address is **jdoe@csustan.edu** so his username would be just **jdoe**

5. Type your **email password**. Your initial email password is your University ID # (980XXXXXX). Your **initial email password** is **different** then your PIN used for enrollment services.
6. Click the **Login** button. **Note** that any **Pop-Up Blocking** program needs to be either **shut off** or **setup to allow pop ups from webmail.csustan.edu**. If you have **multiple Pop Up Blockers** they will all need to be **setup**.

If you are unable to login or have questions contact the **OIT Help Desk at 667-3687**

**For instructions on forwarding and changing your password go to:**

<http://www.csustan.edu/oit/aits/KBTMain.htm>