**FMU E-mail Quick Reference Guide**

**Step 1:** Type [http://studentmail.fmuniv.edu](http://studentmail.fmuniv.edu) in your web browser.

The following screen will appear:

Enter your FMU `username@students.fmuniv.edu`

i.e. Carl Phillips, Birthdate: 05/14/84

USER ID: cphi0514

**Step 2:**

In the second logon window enter `FMU\Username` then your password.
Choose Location and specify the time zone (this message appears the first time you login).

STEP 3: View your Office 365 FMU Inbox