

*Steps to Activate and Access your ENMUR email
and to get your username for Blackboard*

Step 1: First you must be **admitted** with Admissions at ENMUR.

Step 2: Must have or know your student ID number (this would have come through a letter sent out from admissions).

Step 3: Open a web browser and go to the Roswell homepage www.roswell.enmu.edu

Step 4: Click on the link at the top of the page called **Student Email**, you will then see the following page.

Note: (remember that you must be admitted first and then it will take up to 24 hours before you can activate your account)


New Student Email (Microsoft Live)

You will be expected to use your ENMU-Roswell email account for all official communications with ENMU-Roswell offices.

Activating your Email Account

1. After you have been admitted to ENMU-Roswell (process will take up to 24 hours), you will receive an ENMU-Roswell email account.
2. Activate your email account and get your user name and password by following the directions at www.roswell.enmu.edu/user
3. Log in to your account and check your email at: www.roswell.enmu.edu/webmail or you may log in here:

Microsoft Live Student Email will give you access to your student email, online storage space, and Microsoft Office Live.



Step 5: Click the link at the end of number 2 to activate your email account www.roswell.enmu.edu/user, you will then see the following page.

[Student Email Policy](#) [open in new window]

Information Technology Services Eastern New Mexico University

Policies and Procedures

[Computer Use Policy](#) [open in new window]

The Computer Use Policy governs the use of technology at Eastern New Mexico University. It has been approved and adopted by the administration and is incorporated into the policies of the University. All members of the University community are expected to be familiar with the policy and abide by its provisions. Failure to comply with this policy can be grounds for disciplinary action.

[Legal and/or Statement of Policy](#)

I have read and understand the computer use policy.

I have read and understand the student email policy.

Student ID Number (9 digits)

Portales/Ruidoso Campus

Jan 1 (4-digit year) Date of Birth

Step 6: You must accept the Policies and Procedures, enter your student ID number, select the Roswell campus, and enter your date of birth. See below. Then click the **Submit** button.

I have read and understand the computer use policy.
 I have read and understand the student email policy.

000000000 Student ID Number (9 digits) Roswell Campus May 1 1910 (4-digit year) Date of Birth

Submit Clear Form

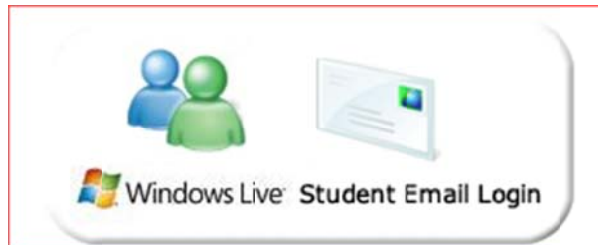
Step 7: After you clicked the **Submit** button you will then be provided the following information (**write it down or print it out**); your **Email Login**, your **Blackboard Login**, and the Initial **Password** for both (which is your student ID number). These credentials can be used to access the student Email system and Blackboard system.

Example: Email Login: **Mickey.Mouse@students.enmu-roswell.edu**

Blackboard Login: **mousemic**

Initial Password for Both: **00000000** (your student ID number)

Step 8: After you have written down or printed out the information provided in step 7 then continue by either entering this address <http://www.roswell.enmu.edu/webmail> in your browser or go back to the Roswell homepage and click the **Student Email** link, then click the link in number 3 or you can click the **Windows Live** picture.



Step 9: You will then be directed to the **Microsoft Outlook Live Sign In** page.

Microsoft® Outlook Live

Outlook Live sign in

Windows Live ID:
example555@hotmail.com

Password:
[Redacted]

[Forgot your password?](#)

Remember me
 Remember my password

Sign in

Not your computer?
[Get a single use code to sign in with](#)

Show saved Windows Live IDs

Step 10: Enter your Windows Live ID (this is the information that was provided to you in step 7; example – Mickey.Mouse@students.enmu-roswell.edu)

Step 11: Enter your Password (this is the information that was provided to you in step 7; example – 000000000 your student ID number)

Step 12: Click the **Sign In** button; you will then be directed to a page like this.

Provide account information
Before you can sign in to Windows Live, you need to create a new password. We recommend creating a strong password to help protect your information. [Learn about Windows Live privacy](#)

*Required fields

Verify your information

Windows Live ID: **newstudent@students.enmu-roswell.edu**
[Sign in with another Windows Live ID](#)

*Password:
[Forgot your password?](#)

Change your password

*Type new password:
Six-characters minimum; case sensitive

Password strength:

*Retype new password:

Make my password expire every 72 days

Step 13: Verify your information (enter your student ID number for the password), then Change your password (make sure you remember what you change it to) and click Submit.

Verify your information

Windows Live ID: **newstudent@students.enmu-roswell.edu**
[Sign in with another Windows Live ID](#)

*Password:
[Forgot your password?](#)

Change your password

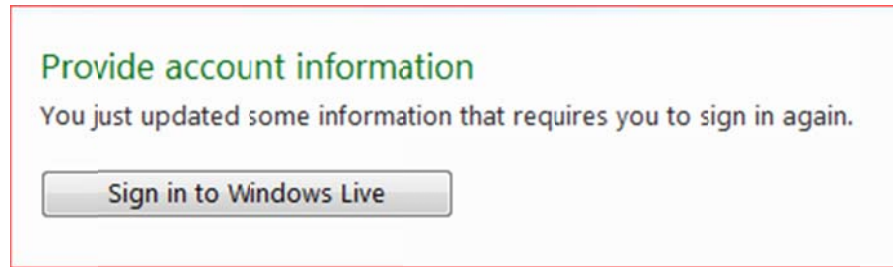
*Type new password:
Six-characters minimum; case sensitive

Password strength: **Weak**

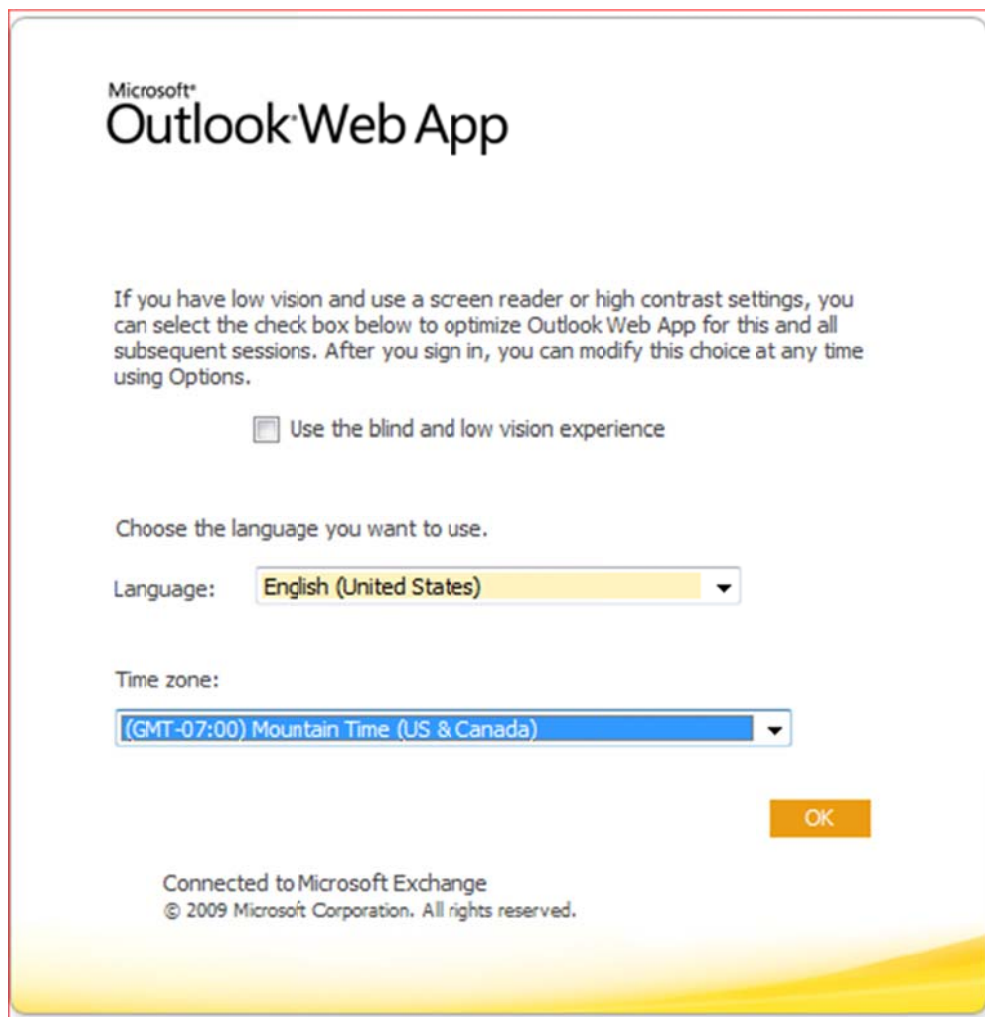
*Retype new password:

Make my password expire every 72 days

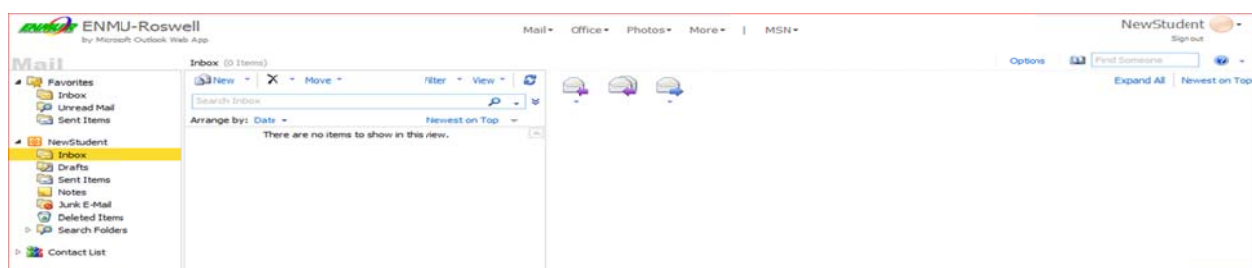
Step 14: You have now updated your account and must resign in, click the **Sign in to Windows Live** button.



Step 15: Here is what you will see, you must then select your Language (or use the default already there), and then select your Time Zone. Click the **OK** button to continue.



Step 16: You will then be logged into your email account, as shown below.



Note: If you forget or cannot remember what you changed your password to, then call the Helpdesk at 575-624-7491 and we will reset it.

Note: Even though you had to change your password for the Email system, it is not the password for the Blackboard system. That password is still your student ID number.