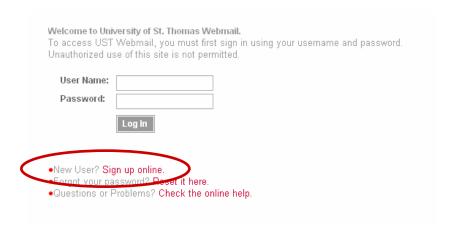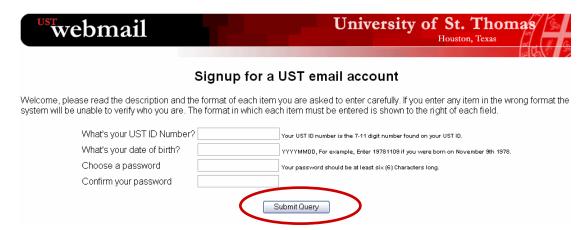# ACCOUNT SETUP

Webmail is the official communication medium of the University. New users can obtain their Webmail login online. To do this, click on the UST Portal link on the University of St. Thomas home page, and select Sign Up for account under the Webmail menu on the left. You can also navigate directly to http://webmail.stthom.edu/. Then follow the steps below.

1. Click on the Sign up online hyperlink (see picture below).

   The system will prompt for a UST ID number, birth date and a password.

   ➡ Notice the format for entering the birth date is year, then month, then date with no punctuation (YYYYMMDD). If the student's birthday is April 11, 1985, it should be entered as follows: 19850411.

2. Click the Submit Query button (see picture below).

   This will return a username. The username is used when logging in to all your UST online services. Combined with @stthom.edu it is the campus e-mail address.

If problems are encountered during this process contact the help desk at (713) 525-6900.

For information about Webmail features visit http://www.stthom.edu/it/webmail.html.