

EMAIL ACTIVATION

Activating your Ohio State email account is an important step because it is the main form of communication. You are responsible for all correspondence sent to your Ohio State email, and failure to activate it and/or check it daily could mean you miss IMPORTANT information.

You will receive your lastname.# and Ohio State student ID number prior to activation. If you do not have this information when you're ready to activate, contact the Office of Admissions.

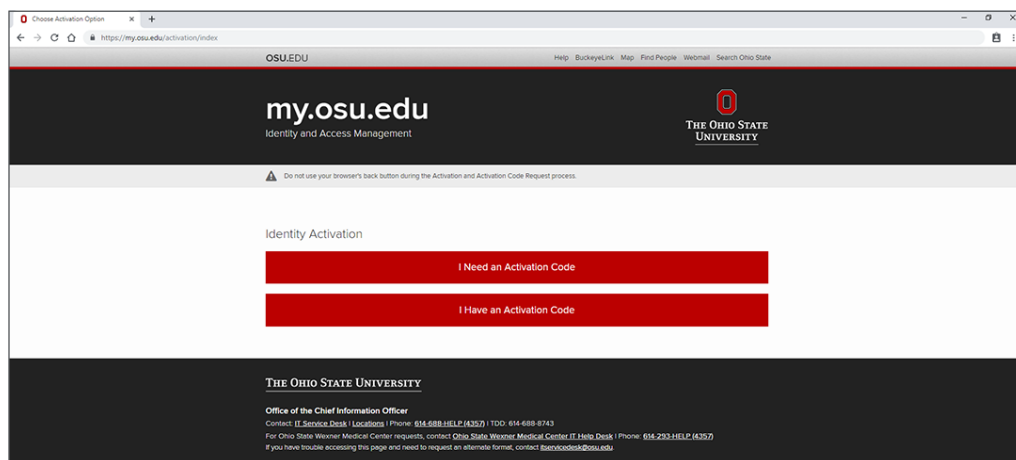
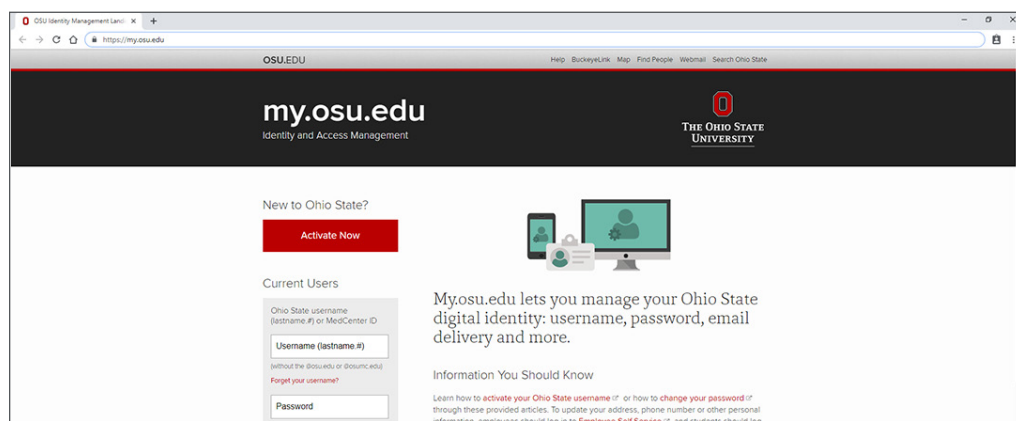
1. Request an email activation code: my.osu.edu. Once you have made your request, your activation code will be sent to your personal email account or the email in Ohio State's system.
2. Enter your activation code.
3. Review and agree to the Acceptable Use Policy.
4. Select five security questions.

5. Set your password. Avoid using dictionary words. Consider the recommendations that appear on the page when selecting a password. Refer to the BuckeyeSecure web site (buckeyesecure.osu.edu) for more information.
6. Set email delivery option or do not have your Ohio State email forwarded to another email address (i.e. Yahoo, Hotmail). We use email as our main form of communication and other providers often read the email as spam meaning you could miss important information.
7. Verify the activation process has finished successfully. Check the gray box near the top of the window to verify you are now logged in. Review the information about wireless and password synchronization. Log out.

To access your email again go to:

buckeyemail.osu.edu

Sign in with your name.#@buckeyemail.osu.edu and password.



**THE OHIO STATE
UNIVERSITY**

NEWARK

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