

How to Setup FASmail

For paid UBC employees only

Follow this simple five-step procedure to setup your FASmail:

1. Go to <https://www.myaccount.ubc.ca/myAccount/> and login with your CWL ID and password.
2. Click on “Add Affiliation” to link your employee ID with your existing student ID (you may skip this step if you have done this before). MECH HR will send you a code that you will require to link your accounts together.

Note: Once you completed this step, you may have to wait **24 hours** before proceeding.

3. Click on “Add FASmail Alias” at the left menu. The left menu should look like this:

| | |
|---------------------------|---|
| View/Update Login Details | > |
| Add Affiliation | > |
| Change Password | > |
| Rename CWL | > |
| Update Recovery Questions | > |
| Add FASmail Alias | > |
| Set FASmail Forwarding | > |
| Terms of Use | > |
| Logout | > |

4. You can now change your FASmail alias by following the instructions and prompts on the page.
5. Please remember to save all your changes before exiting.

Note: All changes are final. Once you exit the page, the “Add FASmail Alias” option will disappear from the menu. Make sure to save your changes before exiting the page.

If you have any other questions, please visit <https://it.ubc.ca/services/email-voice-internet/ubc-faculty-staff-email-fasmail/fasmail-faq> .