

ACTIVATE YOUR COLUMBIA EMAIL ACCOUNT

All Departmental and School correspondence will be sent to your Columbia email account. Follow these simple instructions to activate your Columbia email account:

1. Go to <http://www.columbia.edu/acis/accounts/create/current.html>
2. On that page, click on [Activate a NEW Account](#)
3. Read through the *Computer and Network Use Policy*; scroll to the bottom of the page to accept the policy.
4. Read through *Your Responsibility on the Columbia Network*; scroll to the bottom of the page to accept the responsibility.
5. After you have accepted the two questions above, you will activate your account by following the instructions on the screen. You do not need to enter the authenticating information.
6. Your email account will be activated within 2-3 hours. Your email address is your UNI plus @columbia.edu; for example, if your UNI is abc2008, then your email address is abc2008@columbia.edu. If you have any troubles with your account, contact Academic Information Systems at 212-854-1919.
7. You may access your email through the website - <https://cubmail.cc.columbia.edu/> or set up mail programs (i.e. Outlook) to access your email. For more information regarding your email account, please visit the following website: <http://www.columbia.edu/acis/email/>.