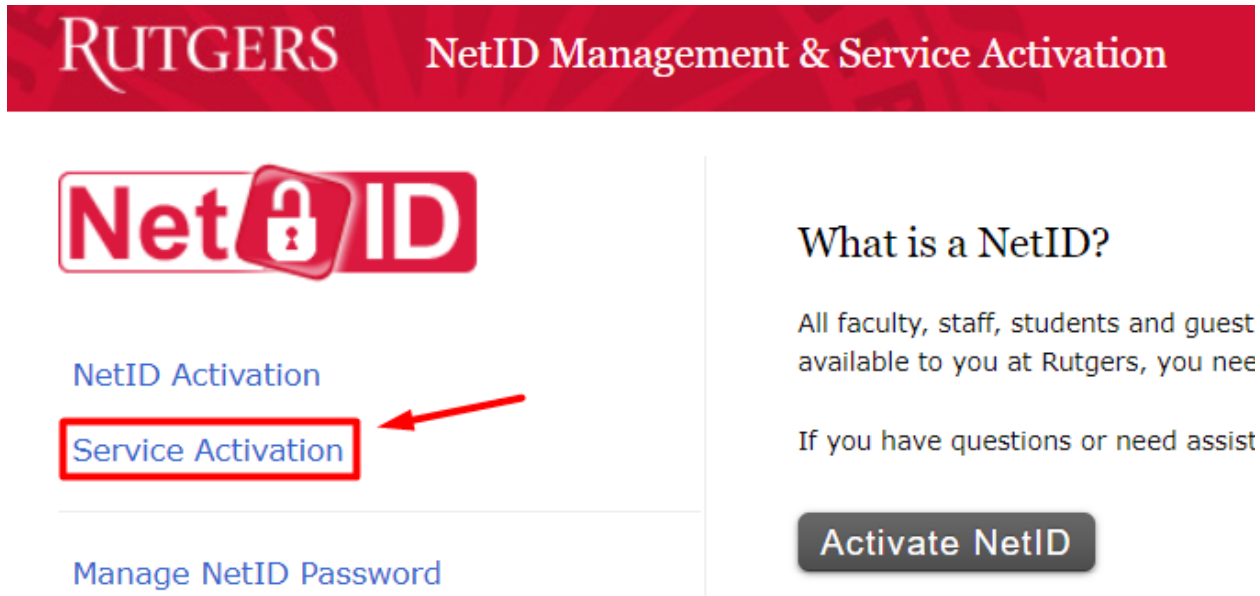


## Activating Scarletmail

1. Go to [netid.rutgers.edu](http://netid.rutgers.edu)
2. Select Service Activation on the lefthand side



**RUTGERS** NetID Management & Service Activation

**NetID**

[NetID Activation](#)

[Service Activation](#)

[Manage NetID Password](#)

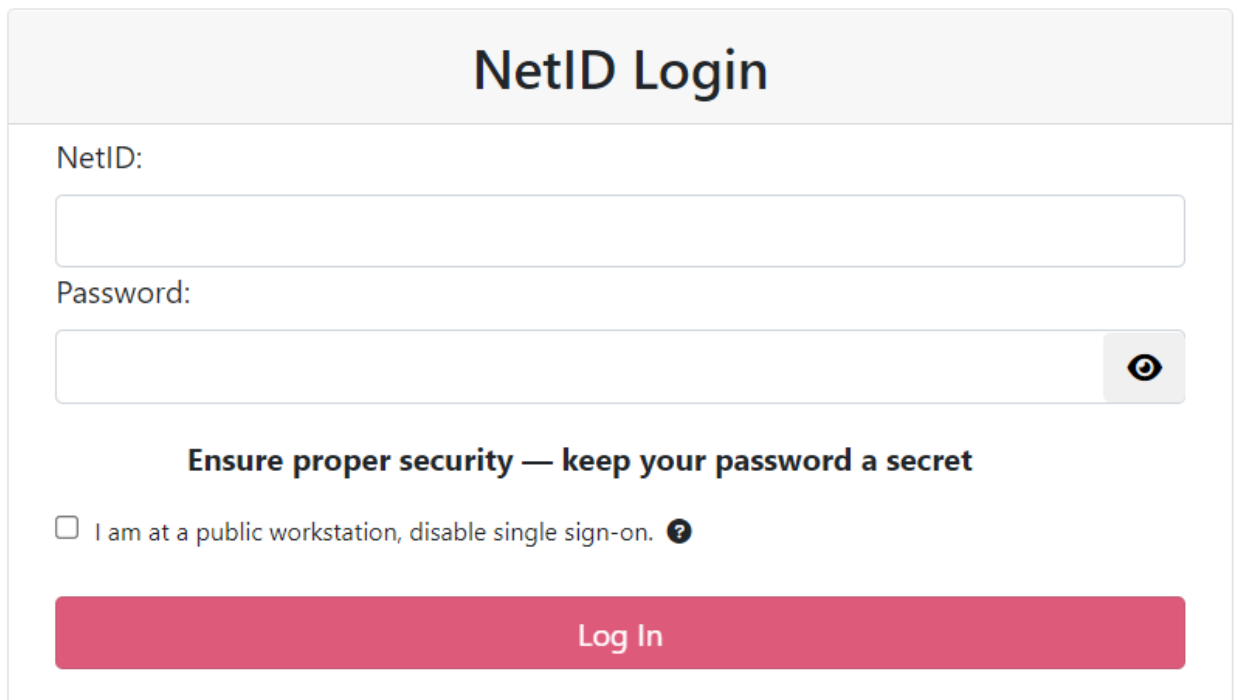
### What is a NetID?

All faculty, staff, students and guest available to you at Rutgers, you need a NetID to access our systems.

If you have questions or need assistance, please contact the NetID Helpdesk.

**Activate NetID**

3. Sign in with your NetID and password



## NetID Login

NetID:

Password:

**Ensure proper security — keep your password a secret**

I am at a public workstation, disable single sign-on. ?

**Log In**

4. Perform your Duo Factor Authentication method

The screenshot shows the Rutgers Duo Factor Authentication interface. On the left, there is the Rutgers logo and links for "What is this?" and "Need help?". Below that, it says "Secured by Duo". The main area is titled "Choose an authentication method" and contains three options: "Duo Push RECOMMENDED" with a "Send Me a Push" button, "Call Me" with a "Call Me" button, and "Passcode" with an "Enter a Passcode" button. At the bottom, there is a checkbox labeled "Remember me for 30 days".

5. Click on Activate or update a service on my account.

Welcome to the Rutgers Account Tools Self-Service Portal.

What do you need assistance with?

- Activate or update a service on my account.
- Make a change to my email addresses.

6. Under Rutgers ScarletApps/ScarletMail (Gmail), click on Activate Service

The screenshot shows the Rutgers Account Tools Self-Service Portal. The header reads "Rutgers ScarletApps/ScarletMail (Gmail)". The main text says "You qualify for a Rutgers ScarletApps/ScarletMail account, but you currently do not have it activated." Below this, it says "If you would like to activate it now, please click" followed by a red button labeled "Activate Service".