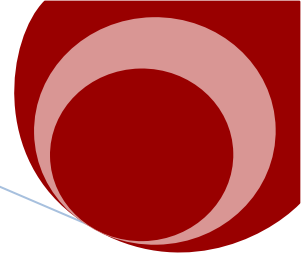


Windows Live Student Email

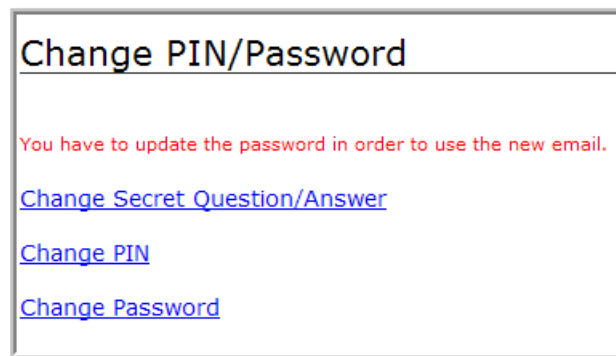


LOG INTO MYSITE AND CLICK ON MY EMAIL

Click the Link to Email

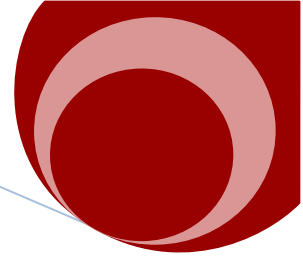


You will be prompted to change your password



AT THIS POINT, UPDATE YOUR SECRET QUESTION SO THAT YOU CAN GET YOUR PASSWORD IN THE FUTURE IN THE EVENT THAT YOU FORGET –MAKE SURE YOU WRITE IT DOWN SOMEWHERE

Windows Live Student Email



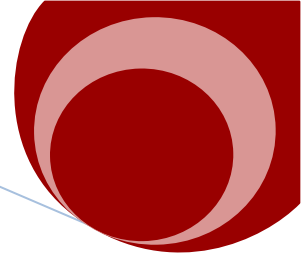
Click on Change Password

You will be asked what your old PIN is.

Your Old PIN is just the PIN you always used and will continue to be your PIN

Now give yourself a new Password.

Windows Live Student Email



This is How Your Logons work

Mysite you can either use your Student ID and PIN
Or

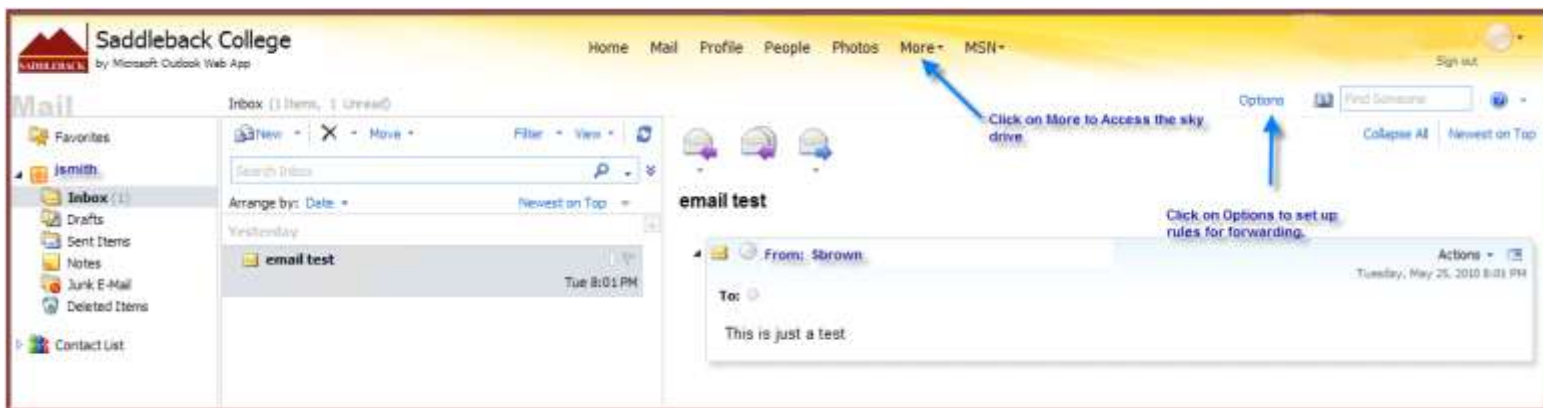
Use your email name that precedes the @ sign

Blackboard use your email jsmith0 name that is before the @ sign and your new Password.

Logon	Userid	Password
Mysite Option 1	Student ID # Ex 727123	PIN (ex 1234)
Mysite Option 2	Jsmith0	Password you chose
Email	Jsmith0	Password you chose
Blackboard	Jsmith0	Password you chose

Don't know your PIN, go to Admissions and Records with a photo ID

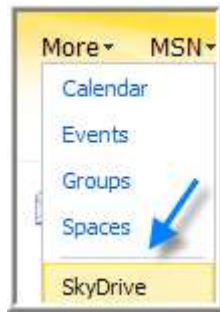
Your New Email Interface will look like the one below. You can click on More to access the Skydrive and Options to set up Mail forwarding. Your Preferred Email can still be set up in Mysite under Addresses



Windows Live Student Email

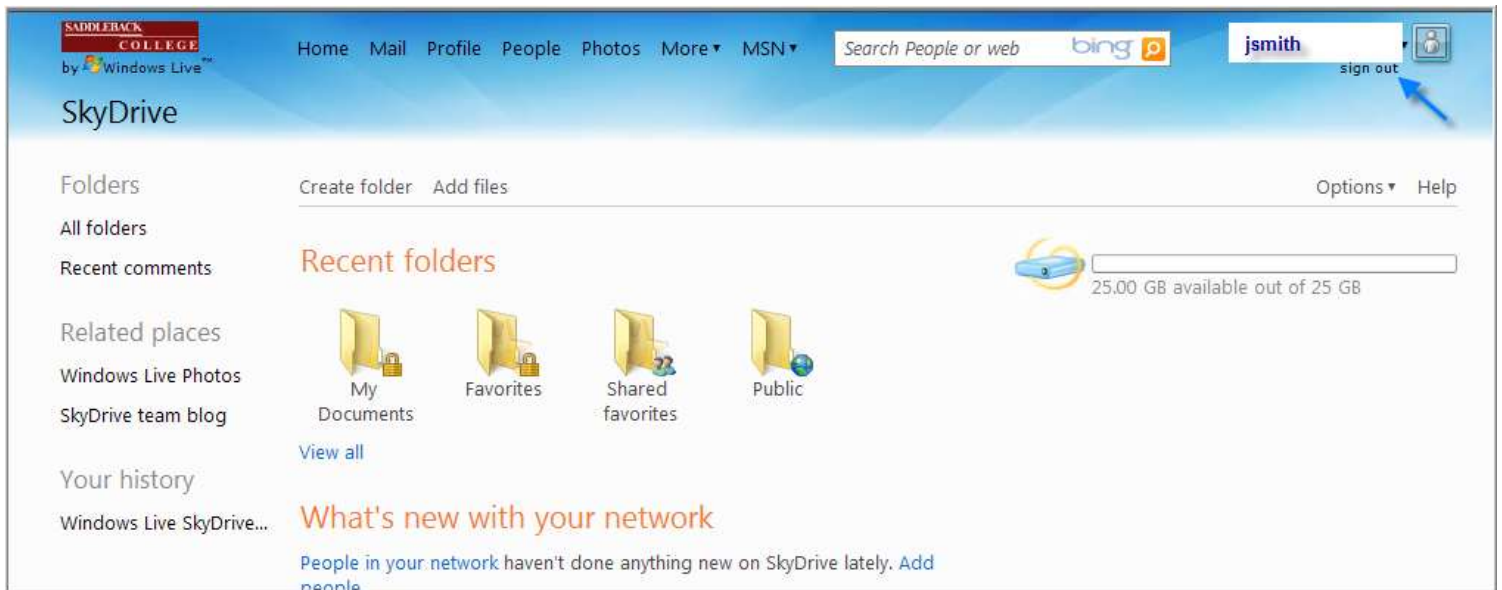


To Access the Skydrive, click on the dropdown on the toolbar where it displays MORE



Click on Sign in and you should see a display like the one below:

You can now store up to 25 GB of Data on the Skydrive



You sign out at the upper right hand corner, or return to your Mail by selecting Mail on the tool bar.

You also have access to Office Live

Windows Live Student Email

Access Anywhere



Stop carrying a flash drive. Access your documents from almost any computer.

Online Storage and Sharing



Store up to 5GB, share with anyone, and collaborate on a single document.

Works with Programs You Know



View Microsoft Office Word, Excel and PowerPoint files from your Web browser.

Your Preferred Email can still be set up on Mysite by Selecting My Information, Change Address. In the Personal Section, Change your Preferred Email and click on the Update button.

- MySite
- My Work
- My Classes
- My Information
 - Matriculation
 - Appointments
 - Change Address**
 - Reminders
 - 1098-T Information
 - Fee Statement
- My Academic Plan
- My Email
 - Change PIN/Password
 - My College
 - My Feedback
 - My Preferences
 - Parking

+ SITE + SHORTCUTS

TODAY IS:
SEP 24

Change Address

Legal Address

* Address 1:

Address 2:

* City:

State: CA

* Zip:

My Mailing Address is the same as my Legal Address.

Personal

Mobile Phone: () -

* Primary Phone: () -

Secondary Phone: () -

Preferred Email: