

## EMCC Live @ Edu Email Instructions

Here is a step by step guide to help you activate your new EMCC email account provided by outlook.com®. Please read through this at least once as it could help with any questions you may have before you attempt to setup the account.

**NOTE:** By default, your password is set to your seven-digit Student ID number. You must change it to something new before you can access your Student Email account:

**On campus,** you will automatically be prompted to change your password when you login to a computer for the first time.

**Off campus,** you can go to <http://student.eastms.edu> and click “Change myPassword” on the right.

1. To login to your account, go to <http://student.eastms.edu> and choose “Student eMail” from the right column of page.
2. Use your assigned email address to login (username@lions.eastms.edu).

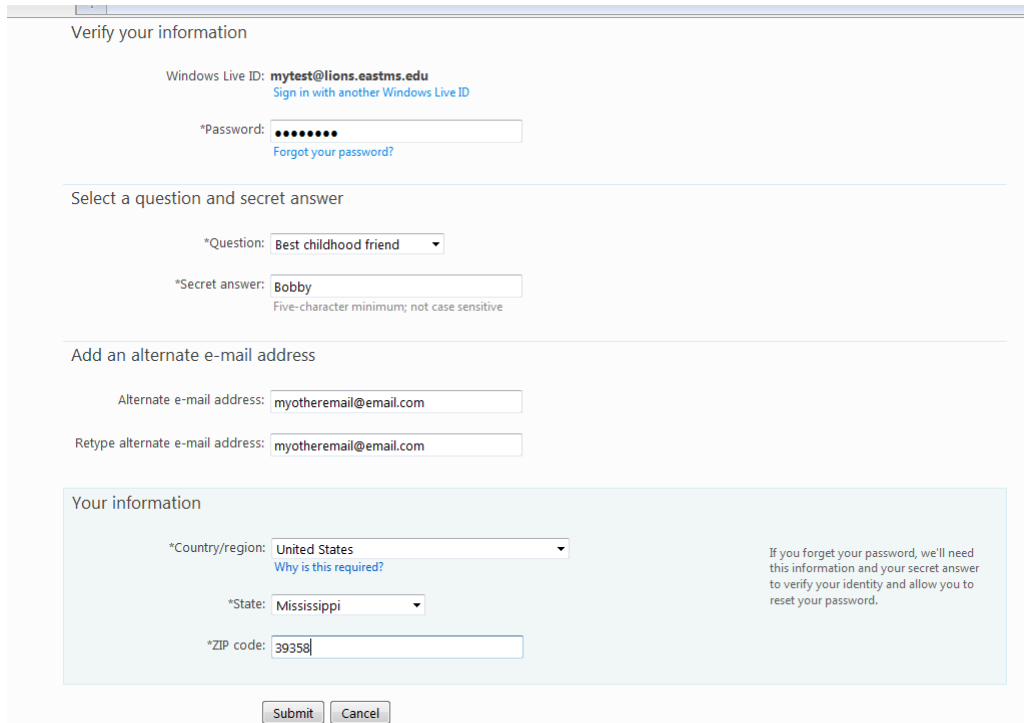
Your username is your first initial + last name + last 4 digits SSN# (no spaces)

For example, John Doe’s Social Security Number is 123456789. That makes his email address [jdoe6789@lions.eastms.edu](mailto:jdoe6789@lions.eastms.edu).

A screenshot of the Outlook Live sign-in page. On the left, there is a vertical menu with "Outlook Live" and links for "More about Windows Live ID" and "Privacy Policy". On the right, under the heading "Sign in", there are two input fields: "Windows Live ID:" with a placeholder "(example555@hotmail.com)" and "Password:". Below the password field is a link "Forgot your password?". At the bottom of the sign-in section are two checkboxes: "Remember me on this computer (?)" and "Remember my password (?)". A "Sign in" button is located at the bottom of the form.

3. The initial setup requires you to provide your account information again. Use the same email address and password that you just used to sign in.
4. You will then be asked to select a question and provide a secret answer. This is used in case you forget your password.

5. You are also given the option to use an alternate email address. **DO NOT** use the @lions.eastms.edu address as your alternate. Remember, **this step is optional!**



Verify your information

Windows Live ID: **mytest@lions.eastms.edu**  
[Sign in with another Windows Live ID](#)

\*Password:   
[Forgot your password?](#)

Select a question and secret answer

\*Question: **Best childhood friend**

\*Secret answer: **Bobby**  
Five-character minimum; not case sensitive

Add an alternate e-mail address

Alternate e-mail address:

Retype alternate e-mail address:

Your information

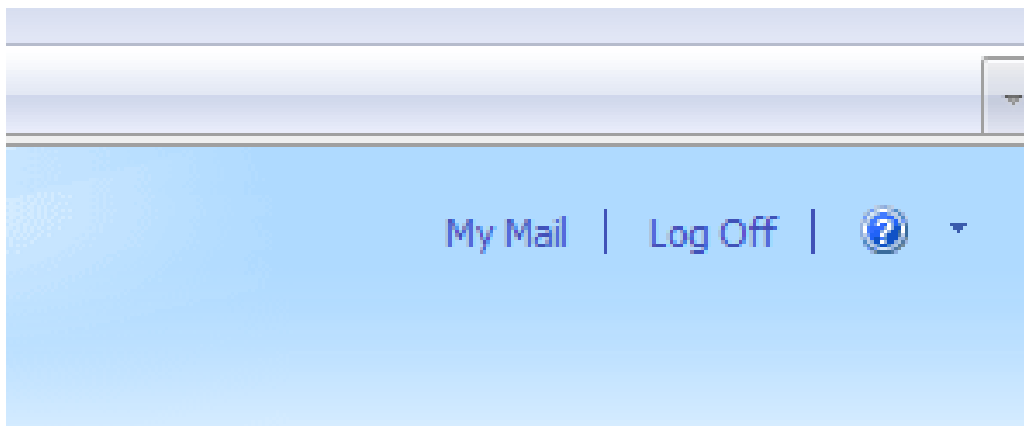
\*Country/region: **United States**  
[Why is this required?](#)

\*State: **Mississippi**

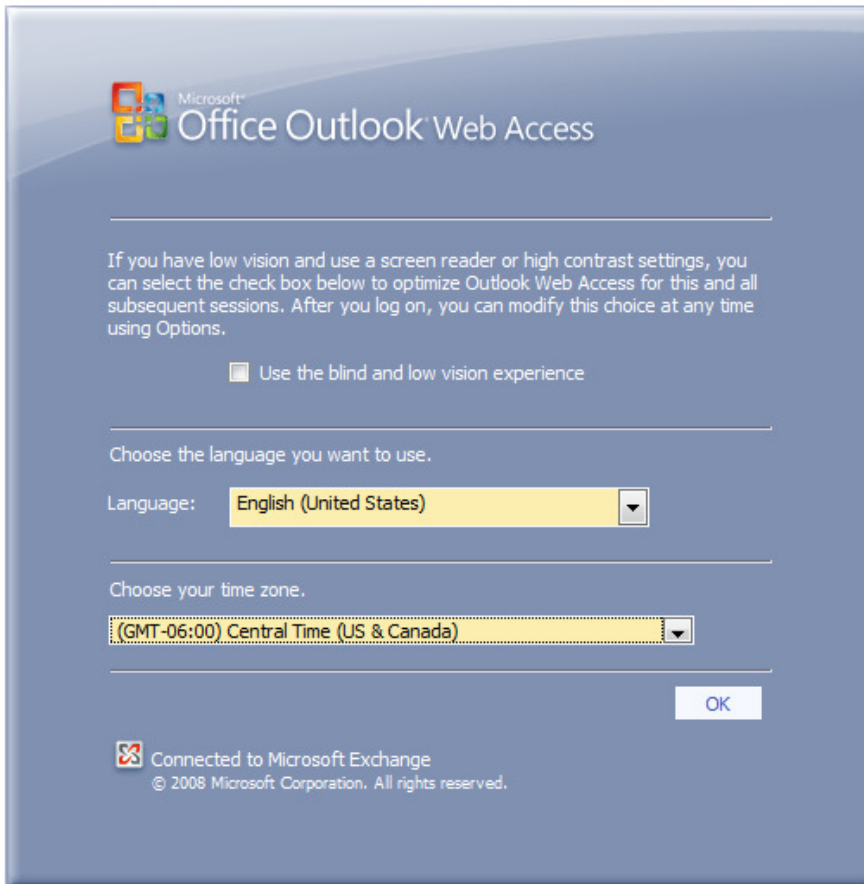
\*ZIP code:

If you forget your password, we'll need this information and your secret answer to verify your identity and allow you to reset your password.

6. Complete the “You information” section.
7. Click Submit when you’re done.
8. You will be presented with some email preferences and options. Once you are ready to go into your mail client choose “My Mail” in the upper right corner.



9. On this page you will be asked to choose language and time zone. Then click OK.



Microsoft Office Outlook Web Access

If you have low vision and use a screen reader or high contrast settings, you can select the check box below to optimize Outlook Web Access for this and all subsequent sessions. After you log on, you can modify this choice at any time using Options.

Use the blind and low vision experience

Choose the language you want to use.

Language: English (United States)

Choose your time zone.

(GMT-06:00) Central Time (US & Canada)

OK

Connected to Microsoft Exchange  
© 2008 Microsoft Corporation. All rights reserved.

10. Congratulations! You have just set up your new email account.

For more info on outlook.com and what is available, check out:

<http://help.outlook.com/en-us/140/default.aspx>