HORNETS STUDENT EMAIL SETUP INSTRUCTIONS

EMAIL SERVICES: All students are issued HSSU branded email accounts (via a cooperative venture with Microsoft). Once a student account has been created, it may be kept for life. However, HSSU and its students must conform to the terms of the "Microsoft Agreement", "HSSU Acceptable Use Policy" (http://my.hssu.edu/go2?aup), and the "HSSU Security Policy" (http://my.hssu.edu/go2?securityPolicy) or risk having their email account terminated. Students will be required to activate their HSSU email accounts on the first login. It is critical that students fully complete information during the activation process.

ACTIVATING AN ACCOUNT: Students may activate their email accounts by going to http://my.hssu.edu/mail and entering their HSSU email address and default password. This login page must say Office 365, if it doesn't you are not connecting to the correct page.
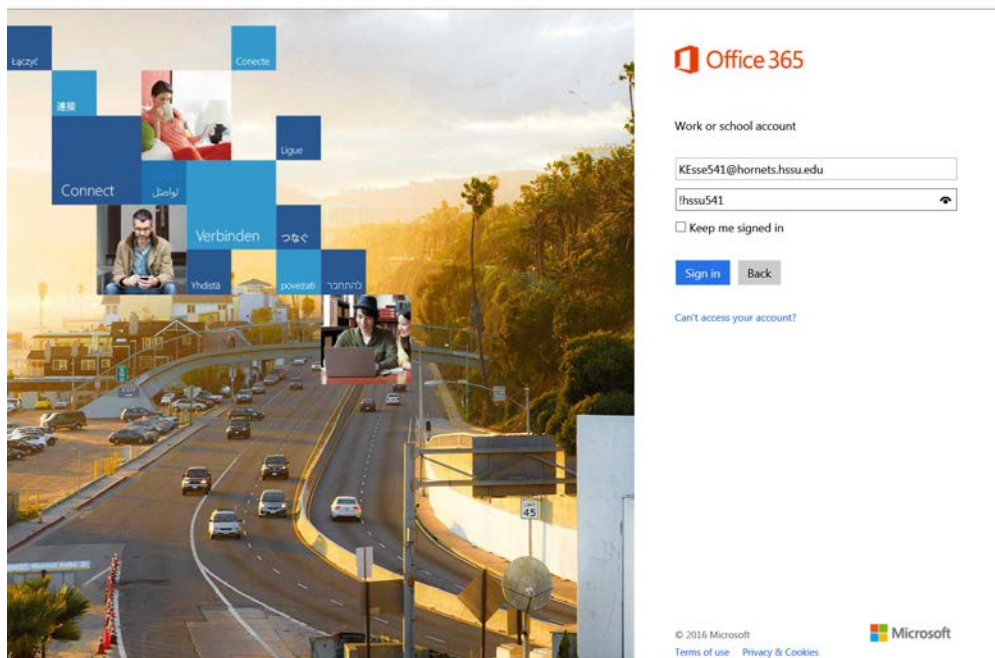
EMAIL NAMES AND PASSWORDS:

All student email names follow the same convention:
First initial, last name, last three digits of the student's ID, @hornets.hssu.edu.

Example: A student named John Doe with a student ID of 109894 would be assigned the following email name: JDoe894@hornets.hssu.edu.

A student's password is ?hssu followed by the last three digits of the student's ID

Example: ?hssu894

Passwords are case sensitive; therefore, ?HSSU894 would *not* be a valid password because it contains capitalized letters.

ENTER PASSWORDS: Once logged in for the first time, re-enter the *default* password, and then enter a new password twice.
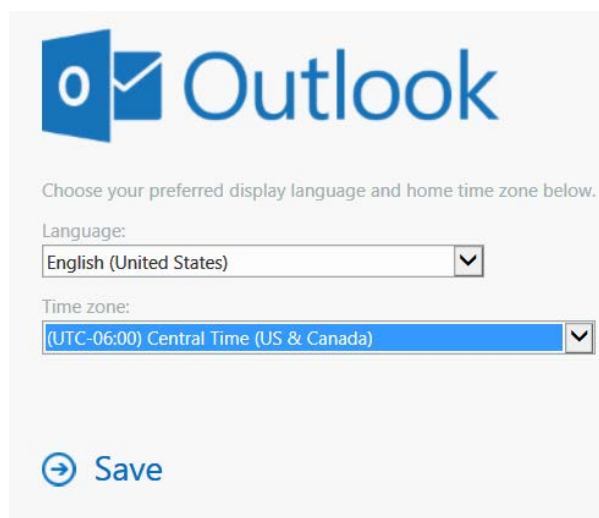
Office 365

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

KEsse541@hornets.hssu.edu

Current password

New password

Confirm password

Update password and sign in

SET TIME ZONE: After you are logged in, you will get the box below. Make sure to set the Time Zone to (UTC-06:00) Central Time (US and Canada).

Outlook

Choose your preferred display language and home time zone below.

Language:

English (United States)

Time zone:

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

Save

You are now logged on and can review your email.
For assistance with your email account contact: support@hornets.hssu.edu or (314)340-3327.