



## Accessing and Setting Up A Student Email Account at Harris-Stowe State University

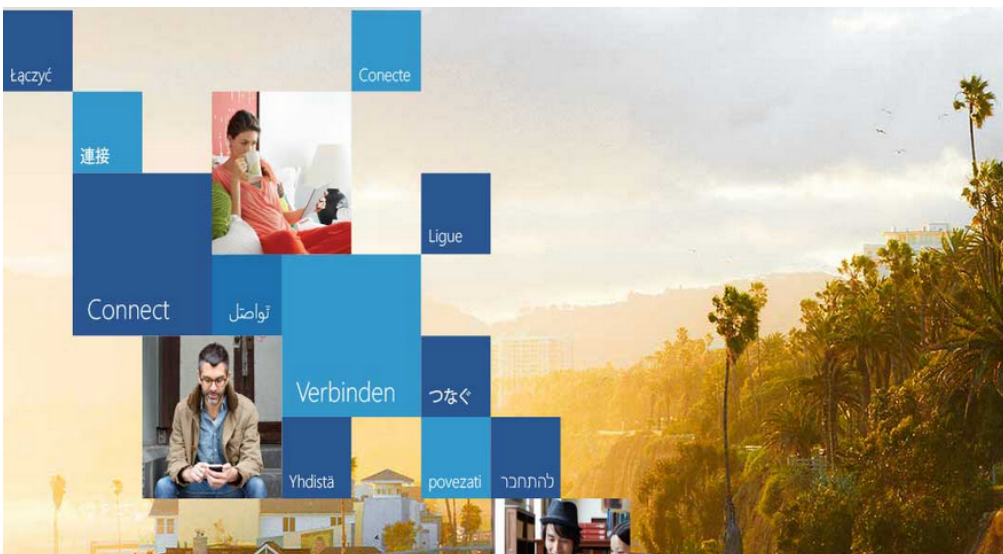
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### BASIC INFORMATION ABOUT YOUR HSSU EMAIL

**EMAIL SERVICES:** All students are issued HSSU branded email 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”, the “HSSU Acceptable Use Policy” ([http://www.hssu.edu/sp\\_content.cfm?wID=3&pID=496](http://www.hssu.edu/sp_content.cfm?wID=3&pID=496)), and the “HSSU Security Policy” ([http://www.hssu.edu/sp\\_content.cfm?wID=3&pID=497](http://www.hssu.edu/sp_content.cfm?wID=3&pID=497)) or risk having their email account terminated. Students will be required to activate HSSU email accounts on the first login. It is critical that students fully complete information during the activation process.

**EMAIL NAMES AND PASSWORDS:** All student email names follow the same convention: first initial, followed by last name, followed by the last three digits of the student’s ID, followed by @hornets.hssu.edu. For example, a student named John Doe with a student ID of 256894 would be assigned the following e-mail name: [JDoe894@hornets.hssu.edu](mailto:JDoe894@hornets.hssu.edu). A student’s password is ?hssu followed by the last three digits of the student’s ID (for example, [?hssu894](#)). **Passwords are case sensitive**; therefore, [?HSSU894](#) would *not* be a valid password because it contains capitalized letters.

**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.



Sign in with your organizational account

Keep me signed in

[Can't access your account?](#)

Once logged in for the first time, re-enter the *default* password, then enter a new password, and re-enter the new password. Click “Save”.

Office 365

Update password

You must update your password because this is the first time that you've signed in or your password has expired.

User ID:  
\_test\_20@hornets.hssu.edu

\* Old password:

\* New password:

Password strength

\* Confirm new password:

Save

For users signing in for the first time: Microsoft Online Services will be contacting you with tips and advice for using our products and services. In regions where permitted, we will also contact you with surveys and promotions. You can unsubscribe at any time. For more information on communication options, please see our [Privacy Notice](#).

After you are logged in, you will get the box below. Make sure to set the Time Zone to Central Time.

Outlook® Web App

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.

+ new mail

search mail and people

all unread to me flagged

<< INBOX CONVERSATIONS BY DATE ▼

▲ Favorites

- Inbox
- Sent Items
- Drafts

▲ tester test

- Inbox
- Drafts
- Sent Items
- Deleted Items
- Junk Email
- Notes

:-) There are no items to show in this view.

There are no items to show in this view.