Accessing and Setting Up A Student E-mail Account at Harris-Stowe State University

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BASIC INFORMATION ABOUT YOUR HSSU E-MAIL

E-MAIL SERVICES: All students are issued HSSU branded e-mail 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/content.cfm?ID=25), and the "HSSU Security Policy" (http://www.hssu.edu/content.cfm?ID=26) or risk having their e-mail account terminated. Students will be required to activate HSSU e-mail accounts on the first login. It is critical that students fully complete information during the activation process and provide an alternative e-mail address in the event that a student loses his/her password.

E-MAIL NAMES AND PASSWORDS: All student e-mail 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. A student's password is hssustudent followed by the last three digits of the student's ID (for example, hssustudent894). **Passwords are case sensitive**; therefore, HSSUStudent894 would *not* be a valid password because it contains capitalized letters.

ACTIVATING AN ACCOUNT: Students may activate their e-mail accounts by going to http://www.outlook.com and entering their HSSU e-mail address and default password.

Once logged in for the first time, enter the characters you see in the picture, re-enter the *default* password, then enter a new password, re-enter new password.
Select a secret question and provide an answer. Click "Submit".
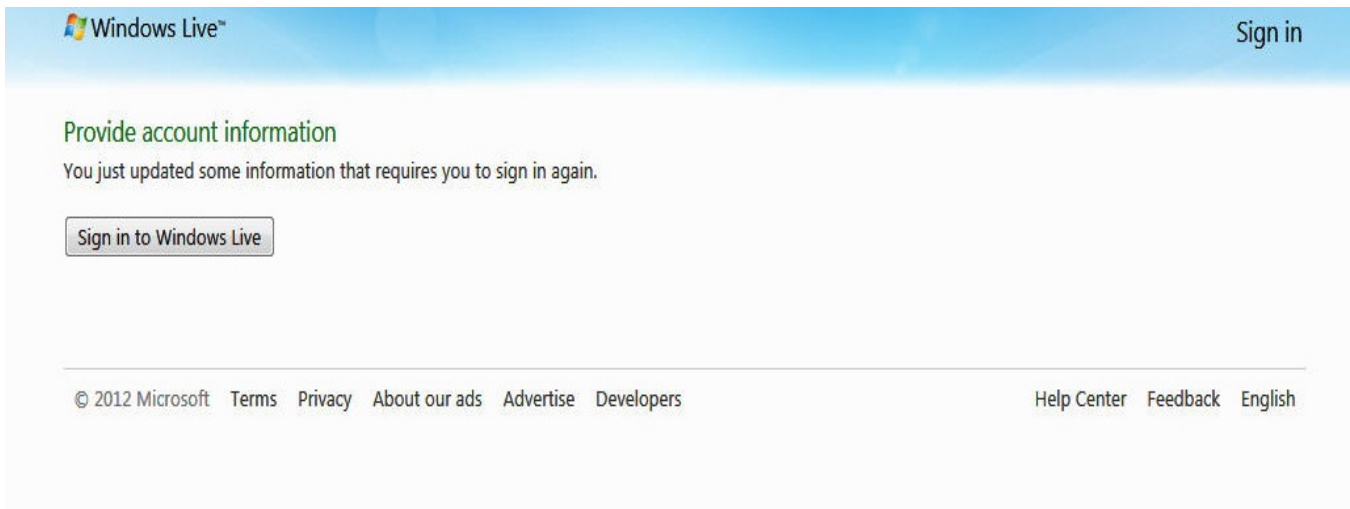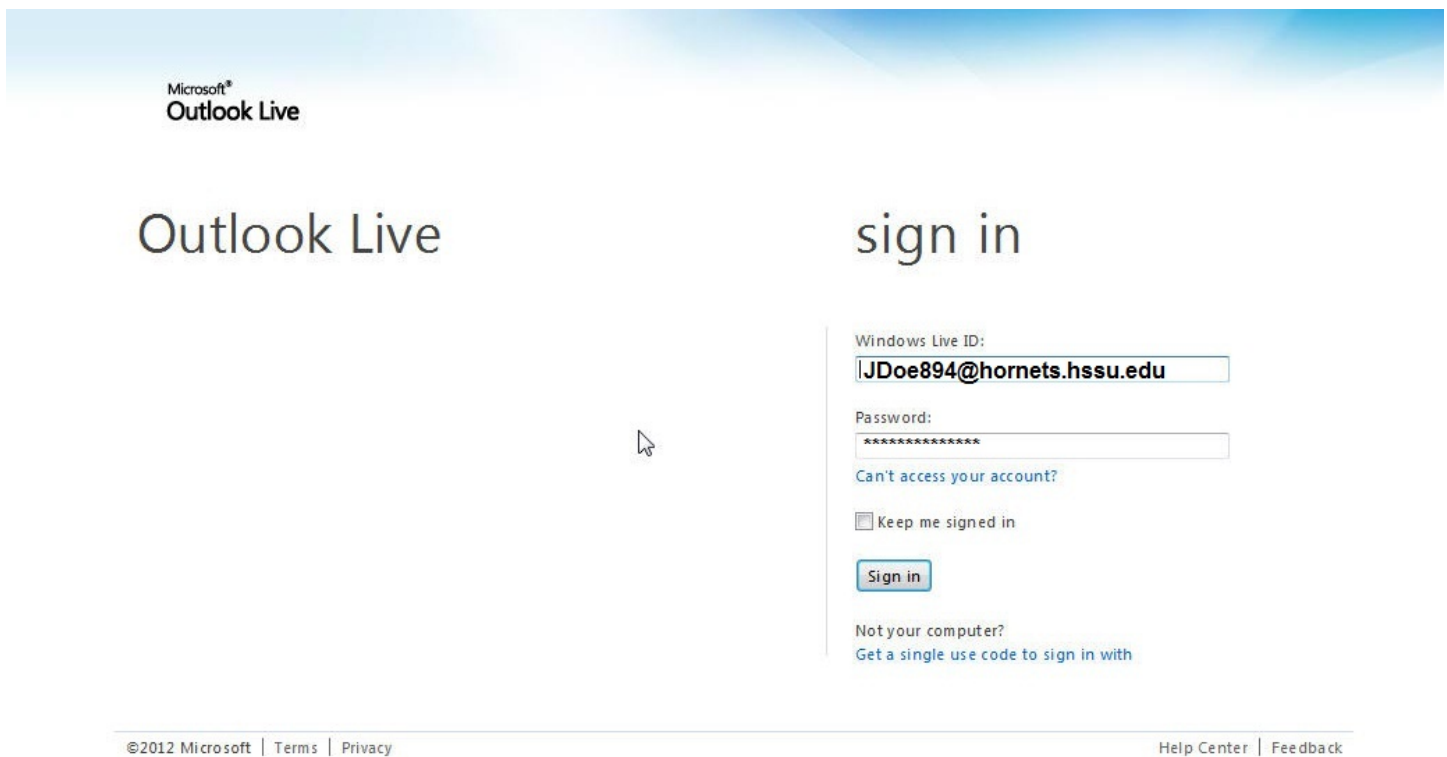
Click on "Sign in to Windows Live" button.

Sign in using your Hornets ID and new password.

Select your time zone and click "OK" button.

Begin using e-mail