



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.

Microsoft®
Outlook Live

Outlook Live

sign in

Windows Live ID:
JDoe894@hornets.hssu.edu

Password:
hssustudent894

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

Keep me signed in

[Sign in](#)

Not your computer?
[Get a single use code to sign in with](#)

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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”.

Provide account information

The account you're signing in to is missing some required information. To finish signing in, enter the following information.

We respect your privacy and will use this information in accordance with our privacy policy. [Learn about Windows Live privacy](#)

*Required fields

Enter the characters you see in the picture



*Characters:

Verify your information

Windows Live ID: **JDoe894@hornets.hssu.edu**

[Sign in with another Windows Live ID](#)


*Password:

[Forgot your password?](#)

Change your password

*Type new password:

6-character minimum; case sensitive

Password strength: 

*Retype new password:

Make my password expire every 72 days

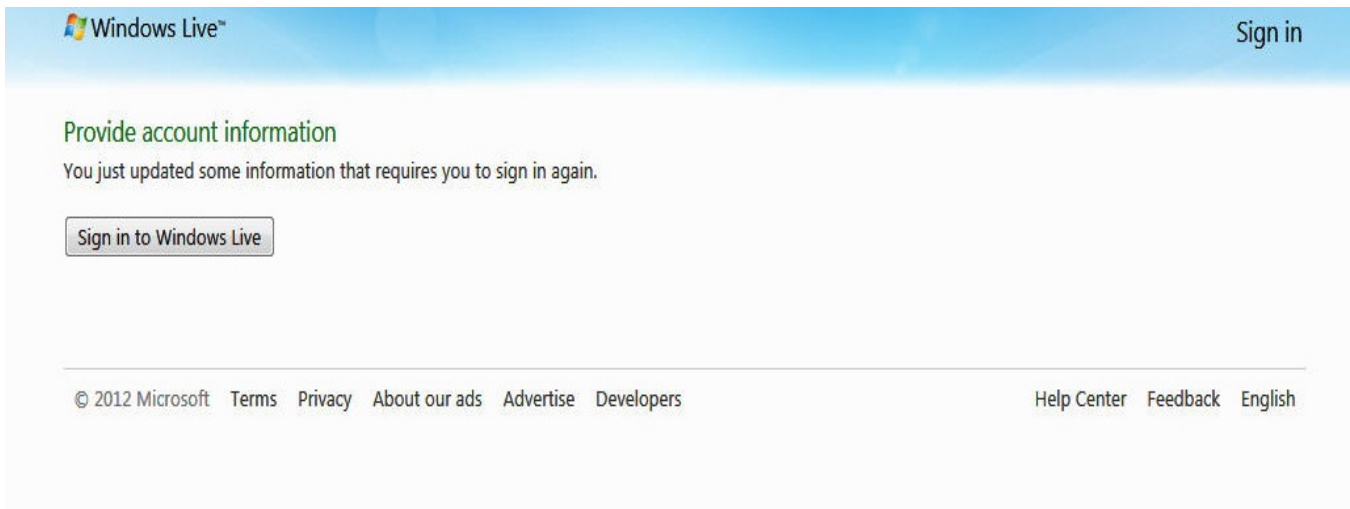
Select a question and secret answer

*Question:

*Secret answer:

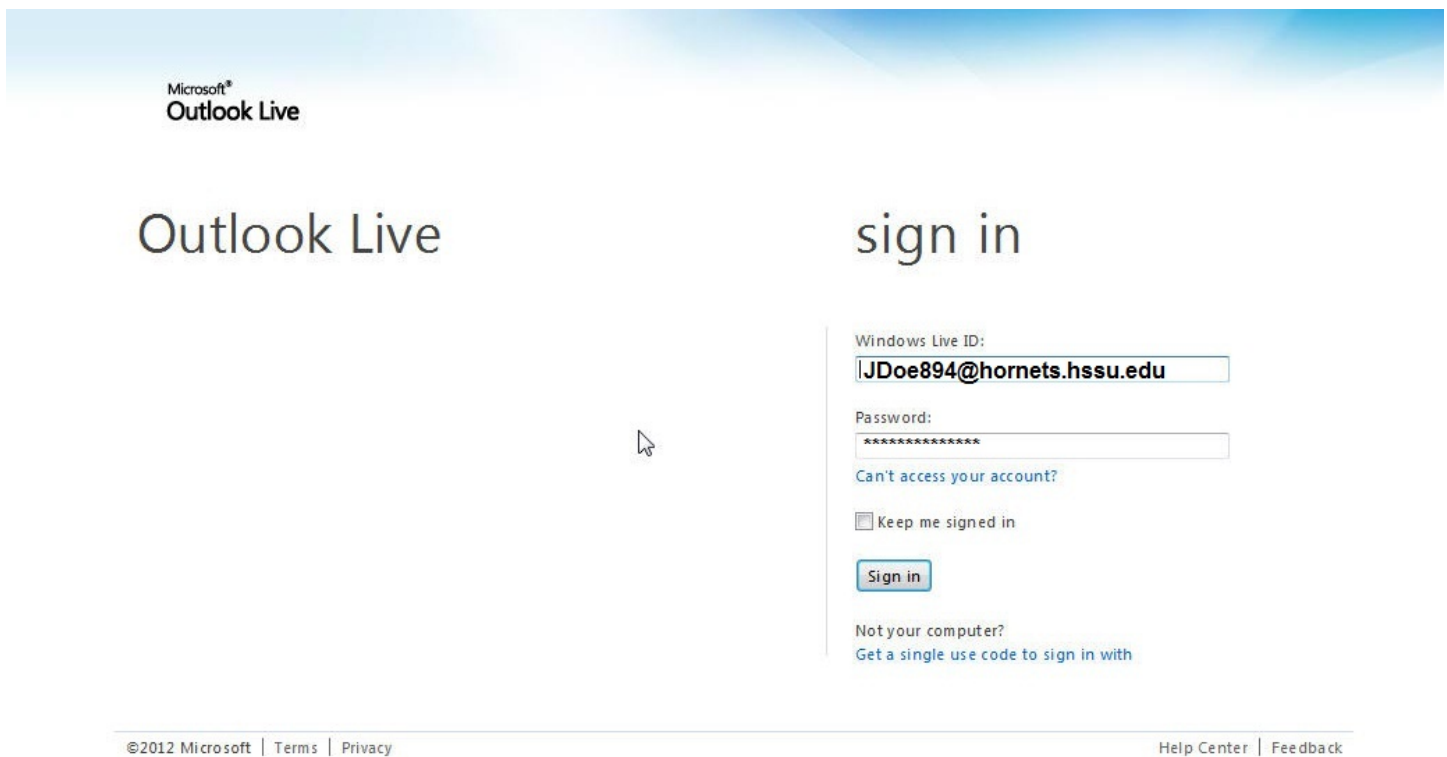
5-character minimum; not case sensitive

Click on “Sign in to Windows Live” button.



The screenshot shows the Windows Live sign-in page. At the top left is the Windows Live logo, and at the top right is a "Sign in" link. Below the logo, the text "Provide account information" is displayed in green, followed by the message "You just updated some information that requires you to sign in again." A button labeled "Sign in to Windows Live" is centered on the page. At the bottom, there is a footer with copyright information and links for Terms, Privacy, About our ads, Advertise, Developers, Help Center, Feedback, and English.

Sign in using your Hornets ID and new password.



The screenshot shows the Outlook Live sign-in page. At the top left is the Microsoft Outlook Live logo. The main heading is "Outlook Live" on the left and "sign in" on the right. The sign-in form includes a "Windows Live ID:" field with the text "JDoe894@hornets.hssu.edu", a "Password:" field with masked characters, a "Can't access your account?" link, a "Keep me signed in" checkbox, and a "Sign in" button. Below the button is a "Not your computer?" link with the text "Get a single use code to sign in with". The footer contains copyright information and links for Help Center and Feedback.

Select your time zone and click “OK” button.

Microsoft
Outlook Web App

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 App for this and all subsequent sessions. After you sign in, 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)**

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

By clicking "OK" below, you acknowledge and agree that your organization's domain administrator may access your account and its content and may suspend, terminate, or modify your account.

OK

Connected to Microsoft Exchange
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Begin using e-mail

Harris-Stowe State University
by Microsoft Outlook Web App

Mail | SkyDrive | More | MSN | sign out | JDoe894@hornets.hssu.edu

Mail > Inbox 0 items

Find Someone Options ?

New Delete Move Filter View

Search Entire Mailbox

Conversations by Date Newest on Top

There are no items to show in this view.

YounasT@hornets.hssu.edu

- Inbox
- Drafts
- Sent Items
- Deleted Items
- Junk E-Mail
- Notes
- Search Folders

Contact List

Mail

Calendar

Contacts

Tasks

100%