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), and the “HSSU Security Policy” (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. 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.
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”.

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

You are now logged on and can review your email.