

Live@edu Instructions for MSTC Students Only

Beginning August 1, 2011, MSTC will be introducing Microsoft Live@edu at our school for students. This means that on August 1, 2011, students who are either on-campus or off-campus will need to log onto Live@edu using the URL: <http://my.mstc.edu> to gain access to their email. For detailed instructions on accessing Live@edu for the first time from either on-campus or off-campus, please see the instructions below. **Please note: Live@edu will not be active until August 1, 2011.**

NEW: For more information and features on Live@edu, please visit: <http://mstc.edu/email>.

- **NEW:** All emails and folders within your MSTC mailbox, with the exception of the Junk and Deleted folders, will be automatically migrated to your new Live@edu email account on August 1, 2011. No action on your part is necessary. *NOTE: The following items will not be transferred to your new Live@edu account: calendar, contacts, tasks, Junk folder, and Deleted folder!*
- Beginning August 1, 2011, you will not be able to use the Outlook Program on MSTC computers to view your email. You will need to go to <http://my.mstc.edu> and login to access your email.
- This project does not affect your username or password for your MSTC Network Account.
- Your Live@edu password and MSTC Network Account password are two separate passwords; they are not synchronized. If you change the password for one account, it will not change the password for the other account and vice versa.
- Please keep checking your email and MSTC's website for more information relating to the move of student email to Live@edu.

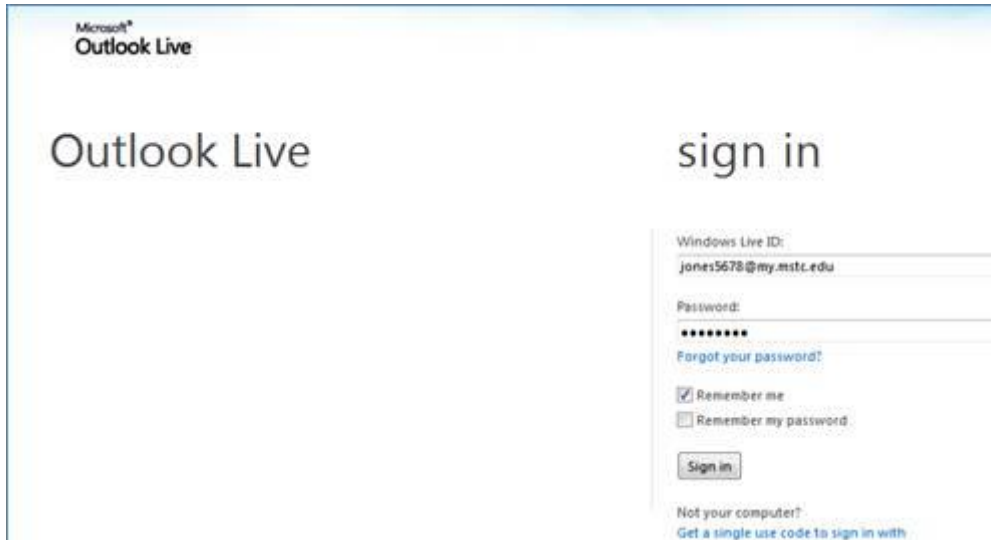
For a downloadable copy of these instructions, please visit:
<http://my.mstc.edu/instructions.docx>.

Instructions for Accessing Live@edu for the First Time:

- Go to the URL: <http://my.mstc.edu> using either Internet Explorer (IE) or another web browser. **Note: Live@edu will not be active until August 1, 2011.**
- Enter in your Windows Live ID. Format: lastname1234@my.mstc.edu
 - Your Windows Live ID will be in the following format: up to 16 characters of your last name + last 4 digits of your **student ID** '@my.mstc.edu' without the quotes.

Example, a student whose name is Brad Jones with a **student ID** of 12345678 will enter: jones5678@my.mstc.edu into the Windows Live ID box.

- Enter in your temporary password. This will be your **student ID**. In the example above, it will be 12345678



Microsoft®
Outlook Live

Outlook Live

sign in

Windows Live ID:
jones5678@my.mstc.edu

Password:

[Forgot your password?](#)

Remember me
 Remember my password

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

- Click Sign in. You will be prompted to change your password.
 - Enter in your temporary password again in the password box.
 - Type in a new password in the new password box. **Remember your new password as this will be the one you will use from now on to login to Live@edu.**
 - Retype your new password in the retype new password box.
 - Click Submit



*Required fields

Verify your information

Windows Live ID: **jones5678@my.mstc.edu**
[Sign in with another Windows Live ID](#)

*Password: *****
[Forgot your password?](#)

Change your password

*Type new password: *****
Six-character minimum; case sensitive

Password strength: **Strong**

*Retype new password: *****
 Make my password expire every 72 days

- You will be required to login again with your new password.
- Once you login, please choose the appropriate Time Zone and then click OK. You should only have to do this once.
- This completes the instructions section.

Further communication will be coming regarding the move of student email to Live@edu. Please check your email and MSTC's website regularly.

Thank you,

Information Technology