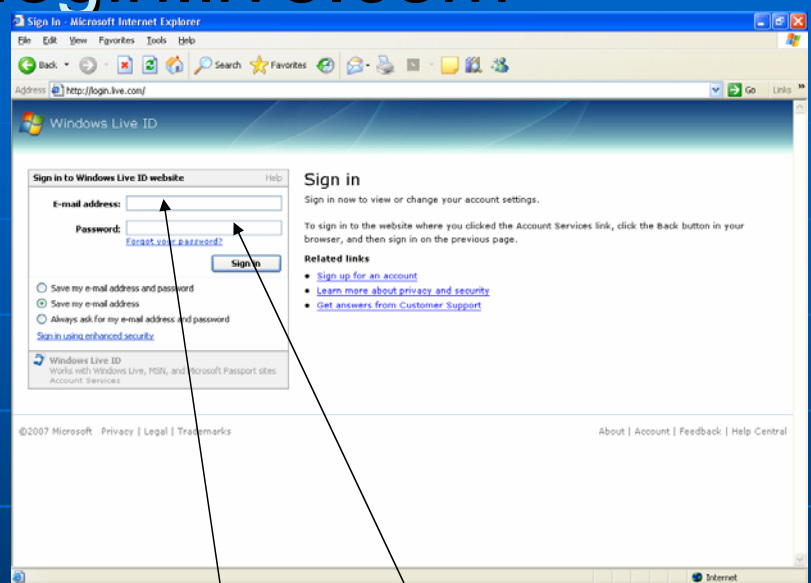


Student Email System Training

June 2007

http://login.live.com

- The GCCC student email system is hosted on the Microsoft Live email system.
- Username is provided for you on OASIS web registration.
- Username style:
Three initials + four digits@my.gulfcoast.edu
Example:
abc9992@my.gulfcoast.edu
- Password:
Date of Birth in YYYYMMDD format.
Example: 19800101



username@my.gulfcoast.edu

Date of Birth

Change your password.

- You will be forced to change your password the first time that you sign on to the email system.
- Enter your old phone number) and a new password that you choose.
- You have the option of forcing yourself to change your password every 72 days.
- If you do not choose to force yourself to change your password, you must manually change it when you desire to do so.

Windows Live - Change Password - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://account.live.com/LogonChangePassword.aspx?helpt=EN%2DUS&ek=882zr2fU0FT754ZnFnd83k7e%21w0HwH0CRU7z9qOU2P9y%2AD4X8ZBo1a1f5DRJyU1YAA> Go Links

Windows Live Account

Reset your password

Before you can sign in to Windows Live, you need to create a new password. We recommend creating a strong password to help protect your information. [Learn about Windows Live privacy](#)

Windows Live ID: **tmp001@my.gulfcoast.edu**

Password:

[Forgot your password?](#)

Type new password:

Six-character minimum; case sensitive

Password strength:

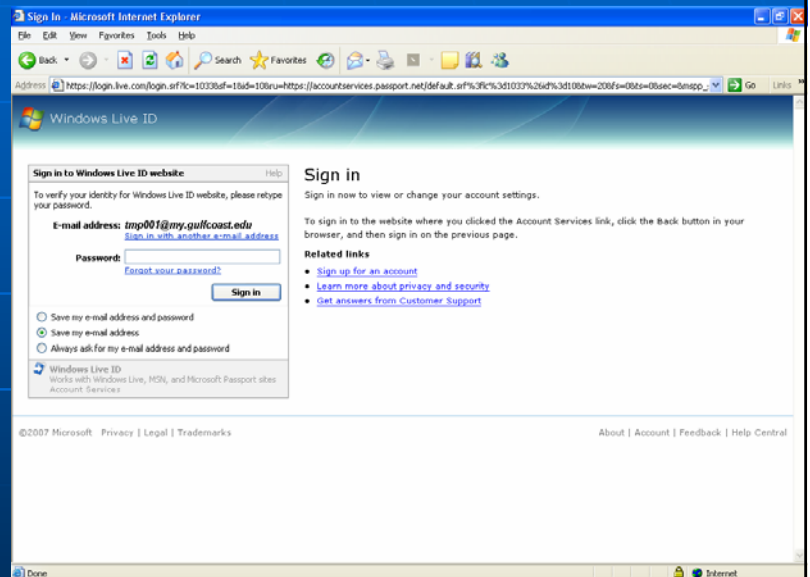
Retype new password:

Make my password expire every 72 days
[Get help with this](#)

© 2007 Microsoft. Trademarks | Privacy | Legal | About Help Central | Account | Feedback

Log in to your account.

- To proceed, log in using your full email address and new password.



Select a secret question.

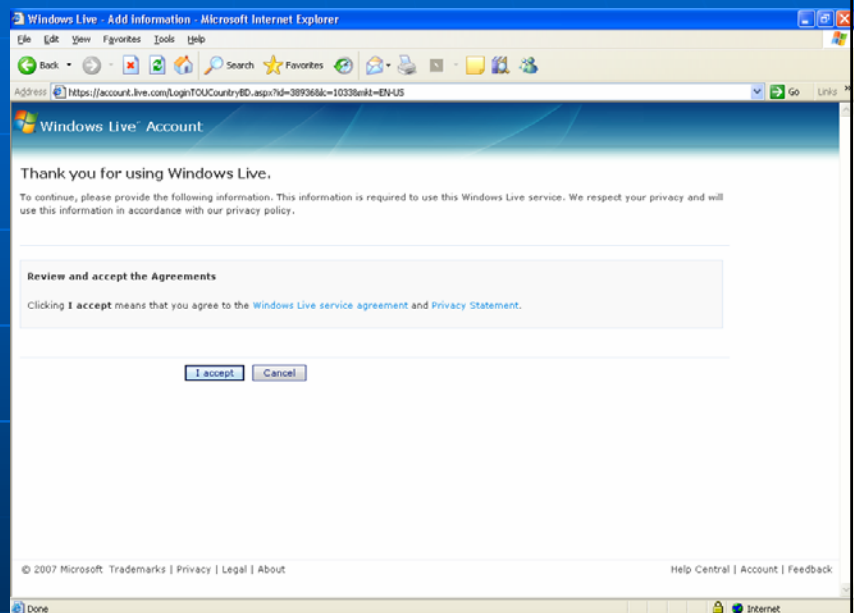
- Choose a question that you know the answer to and provide the answer.
- You will need this to validate your identity if you ever need to contact Microsoft for account support.
- You can also provide an optional alternate email address which can be used to automatically change your password if you forget it.

The screenshot shows a web browser window titled "Windows Live - Change Question and Secret Answer - Microsoft Internet Explorer". The address bar shows a URL starting with "https://account.live.com/LogIn/QSA...". The page content is titled "Change password reset information" and includes the following sections:

- Verify your information:** Shows the Windows Live ID as "tmp001@my.gulfcoast.edu" and a password field with a "Forgot your password?" link.
- Select a question and secret answer:** Features a dropdown menu for "Question" (currently set to "[Select One]") and a text input for "Secret answer" with a note: "Five-character minimum; not case sensitive".
- Add an alternate e-mail address:** Includes two text input fields for "Type alternate e-mail address:" and "Retype alternate e-mail address:", followed by "Submit" and "Cancel" buttons.

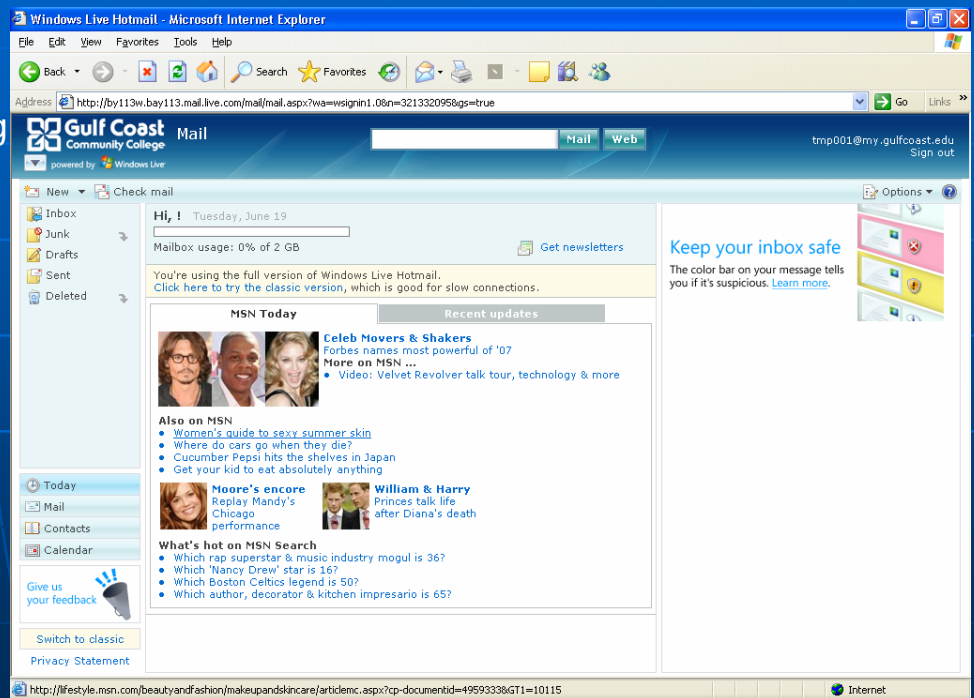
Review and sign Microsoft agreements.

- You must agree to the Microsoft service agreement and privacy agreement.
- Review them by clicking on the links to the agreements.
- To accept the terms, click "I Accept".
- You may be asked to sign in again after this depending upon your settings.



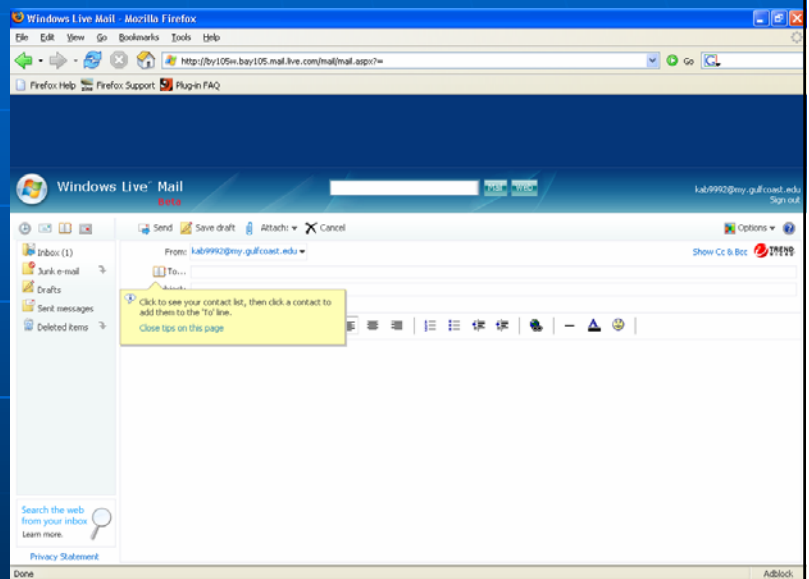
http://mail.live.com

You can now log into your account by going to <http://mail.live.com>



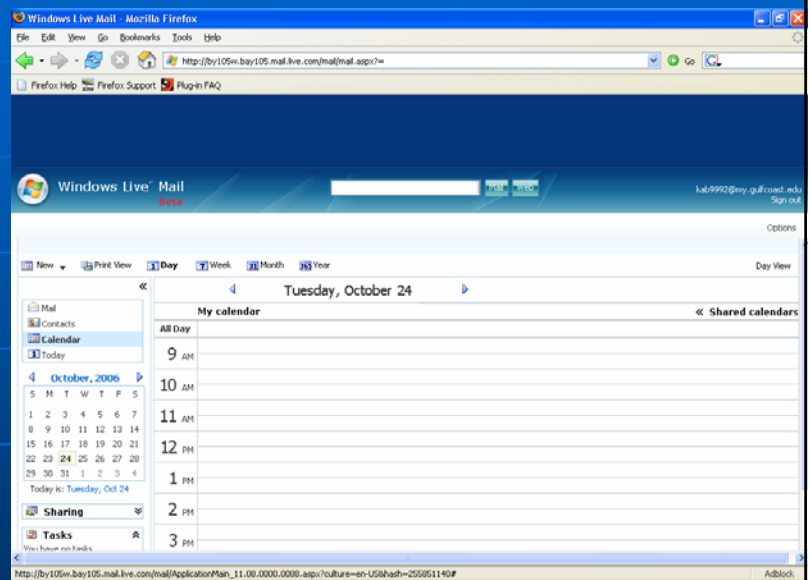
Sending Messages

- Click "New Message" to begin preparing a new message.
- The "Attach" button allows you to link a file to your message.
- Spell Check, Dictionary, and Thesaurus are available from the "Tools" dropdown menu on the menu bar.
- To access your saved Contacts, click on the "To", "CC" or "BCC" buttons to view a list.



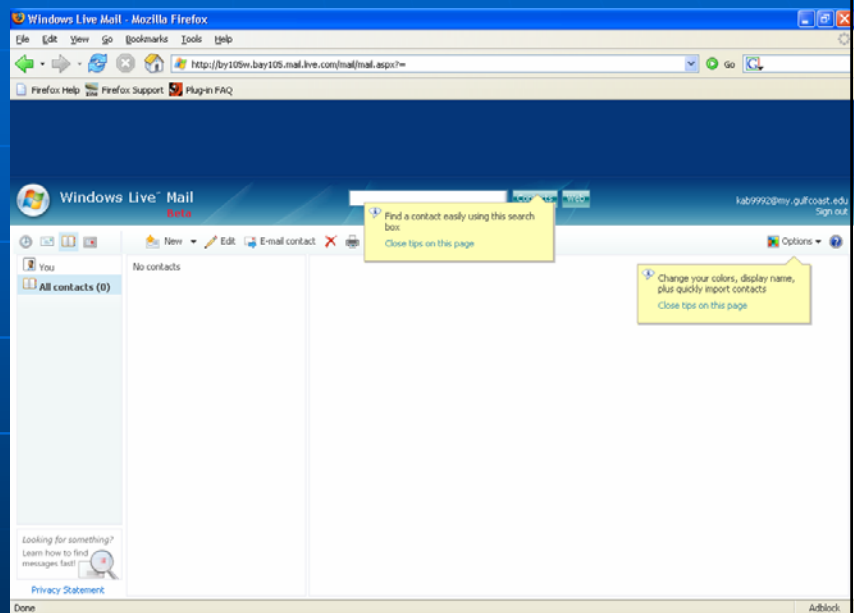
Using the Calendar

- Click on the Calendar tab to enter calendar mode.
- You can change the scope of the calendar by clicking on "Day", "Week", "Month", or "Year".
- Create appointments by clicking on the appropriate date and time and choosing "New Appointment".



Working with Contacts

- Click the "Contacts" tab to enter Contacts mode.
- You can see all contacts added in this menu.
- You can arrange your contacts into groups by creating groups.
- Click "Groups" under "New" and give the group a name.
- Add contacts by clicking "Contact" under "New".
- Move contacts into groups by choosing "Put in Group".
- Edit or delete contacts by using the Edit or Delete buttons.



Options

- Click “Options” to enter options mode.
- You can set junk mail filters, block and allow senders, edit personal information, and change the way your mail looks.
- If you have a compatible mobile device, you can set up alerts to be sent to your phone or PDA.

