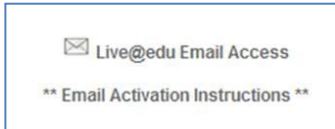
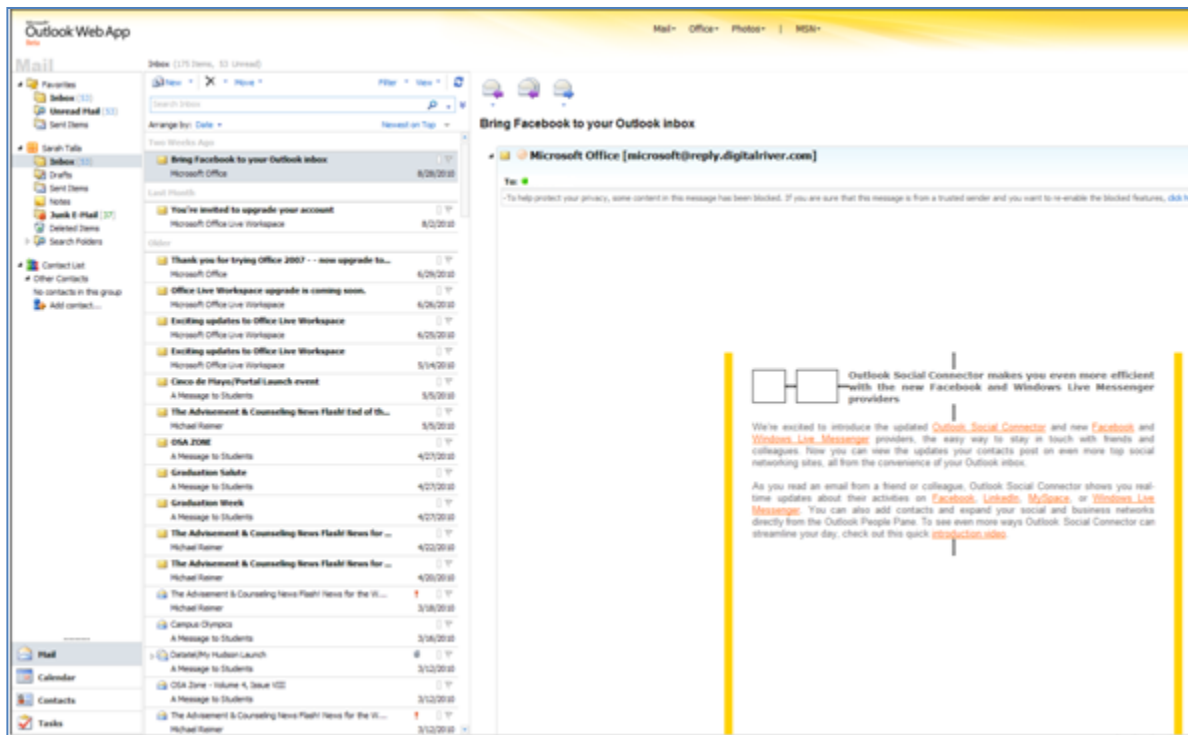


Activating Your New HCCC Student Email Account

1. Open your web browser/ internet access.
 - a. Entering through the Student Portal, click on the **email activation instructions link** at the top-center of the page:



2. In the box labeled **“Windows Live ID,”** enter your full HCCC issued email address.
 - a. Example: Mike Jones, College ID #11112234 would have the following email address:
mjones2234@live.hccc.edu
3. In the box labeled **“Password,”** enter your password (your password is your birth date in MMDDYY format – if your birth date is March 16, 1989, then your password is **031689**)
4. Click the button labeled **“Sign in”**
5. In the next window:
 - a. Students should choose English as the default language
 - b. Choose **“GMT -5 Eastern Time (US and Canada)”** as the time zone.
6. Click the button labeled **“OK.”**
7. The next window that you see will be your student email inbox.



8. That’s all there is to it! You are now connected to your new HCCC email account. There are dozens of new and powerful features that will make e-mail, file sharing, collaborating, and even instant messaging easier and more fun.