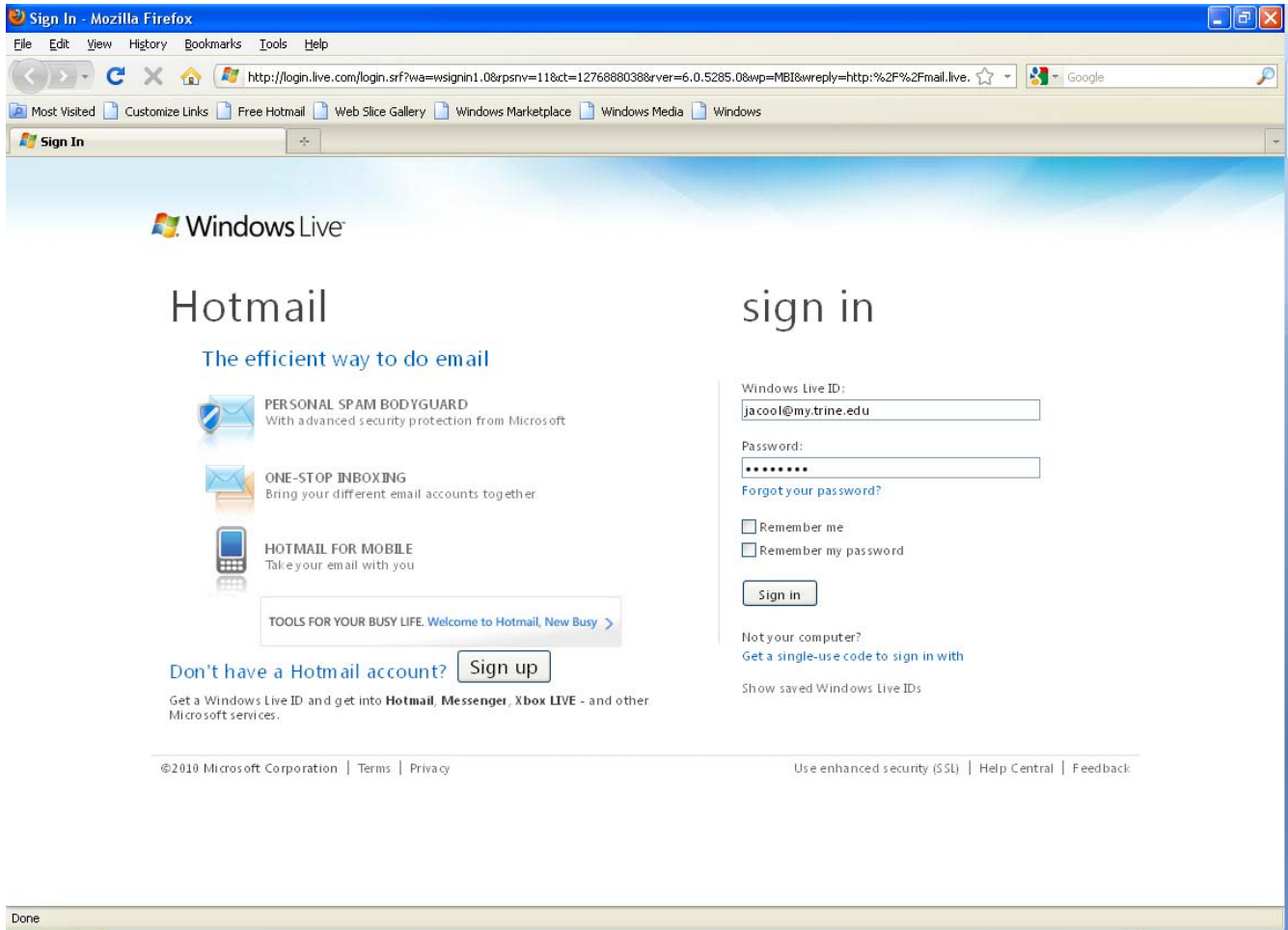




Start at <http://mail.live.com> and you will see this! **Be sure to go to Sign in (right side of page) – not sign up!**



You will need to put your new Trine email address in the Windows Live ID field. You will use your first initial + middle initial + last name @my.trine.edu. For example, Joe Allen Cool would be jacool@my.trine.edu

Your password will initially be set to your birth date in the following format, MMDDYYYY. For example, if your birthday is January 14, 1970, your password will be 01141970.

When you have this information entered, click on the Sign In button and follow the instructions!!

When you are done, you should be able to sign in to check your email anywhere you can get to the internet—just go to the <http://mail.live.com> link and enter your Trine University email address and your new password and you will have access to your Trine University email, your SkyDrive which can hold up to 25GB of data, your Spaces (similar to MySpace or Facebook), Office Live Workspace (Save, Access and Share files online), Messenger and Windows Live Writer where you can create blogs. Your Windows Live/Trine University email address will be yours to take with you when you become alumni of Trine University! This may be the only email address you will ever need! If you want to forward this email account to your other email accounts go to your inbox and choose more options from the options selection. You can then do things like forward your email to another account or send your emails to your cell phone as text messages. You can also set up automated vacation replies, etc. This is a robust program and you have many options available to you! Welcome to Trine University and Windows Live!