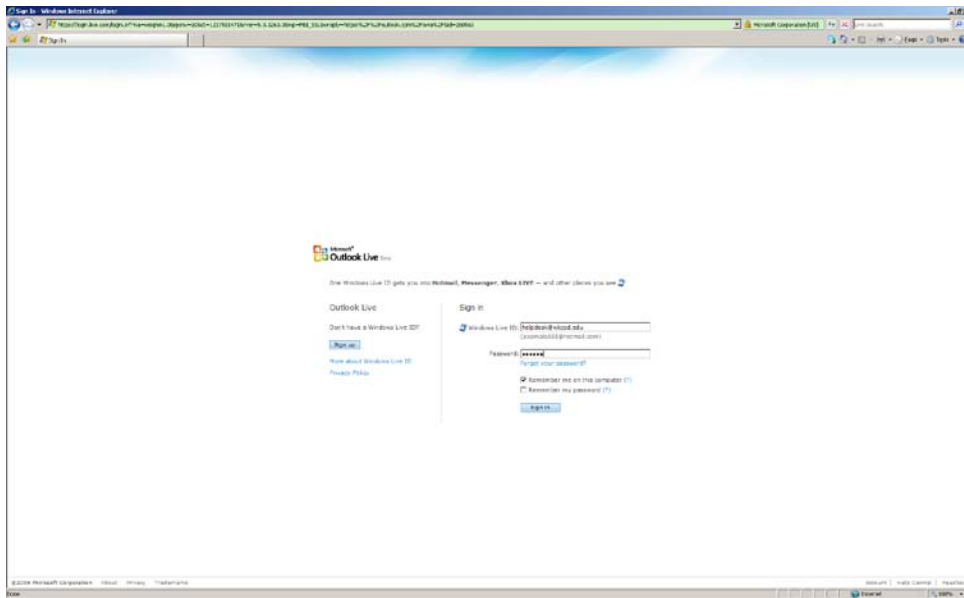


## How to connect to Live@Edu for the first time.

### On the Web.

Using any web browser type in the following address ([www.outlook.com](http://www.outlook.com))



1. Enter your username and password into the sign in area of the webpage. Usernames are firstinitiallastname@taftcollege.edu. Example: [aagundez@taftcollege.edu](mailto:aagundez@taftcollege.edu)
2. The password default is **tctctc**.
3. If it does not work please contact IT to check your username and password
4. The web version of outlook will provide you access to your email from anywhere in the world and it can compatible with mobile devices such as cell phones or itouch.
5. It will not actually receive new mail until after Aug. 2 2010.

- The system will ask you to change your password after you login. You will also be asked to fill in some basic information.

Windows Live

Provide account information  
The account you're signing in to is missing some required information. To finish signing in, enter the following information.  
We respect your privacy and will use this information in accordance with our privacy policy. [Learn about Windows Live privacy.](#)

\*Required fields

Verify your information

Windows Live ID:   
[Sign in with another Windows Live ID](#)

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

Change your password

\*Type new password:   
50 characters maximum, case sensitive

Password strength:

\*Repeat new password:

Make my password expire every 12 days  
[Get help with this](#)

Select a question and secret answer

\*Question:

\*Secret answer:   
50 characters maximum, not case sensitive

Add an alternate e-mail address

alternate e-mail address:

verify alternate e-mail address:

Your information

\*Country/region:   
Why is this required?

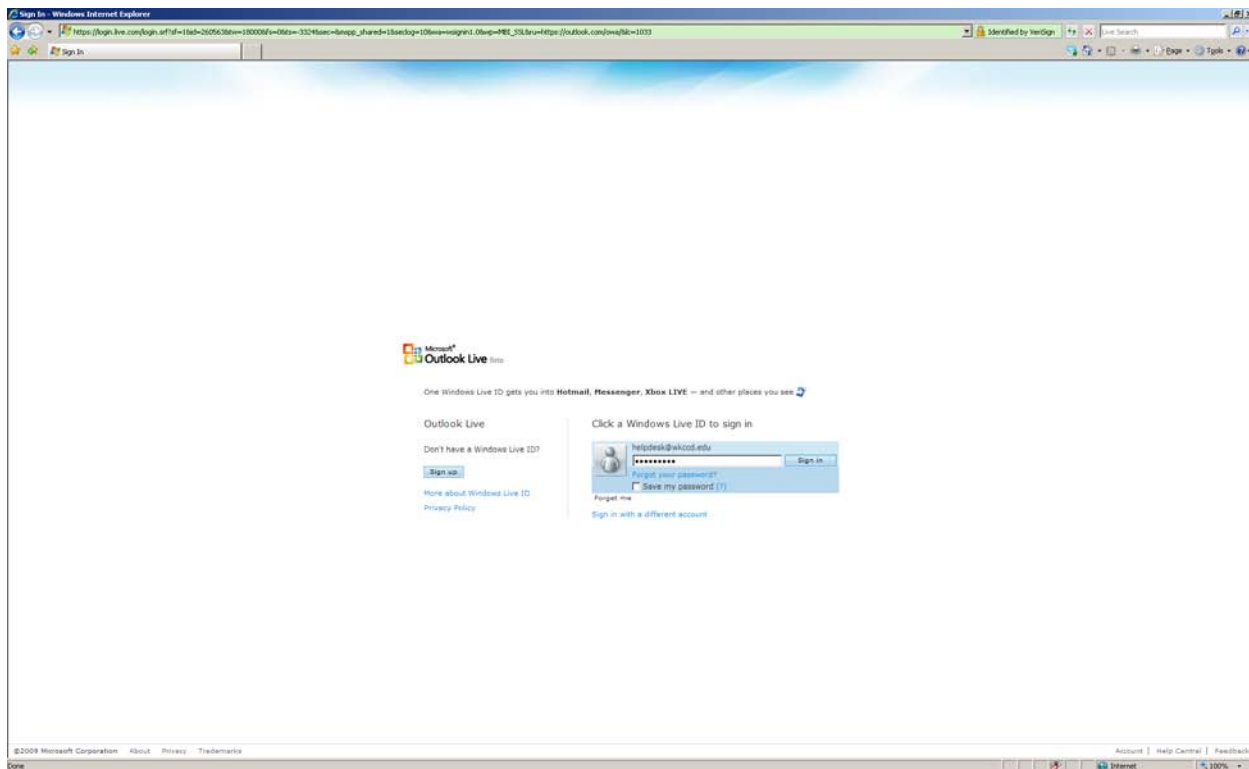
- Once this form is filled out press the I Accept button on the bottom of the page.

- Click the login again button on the next page

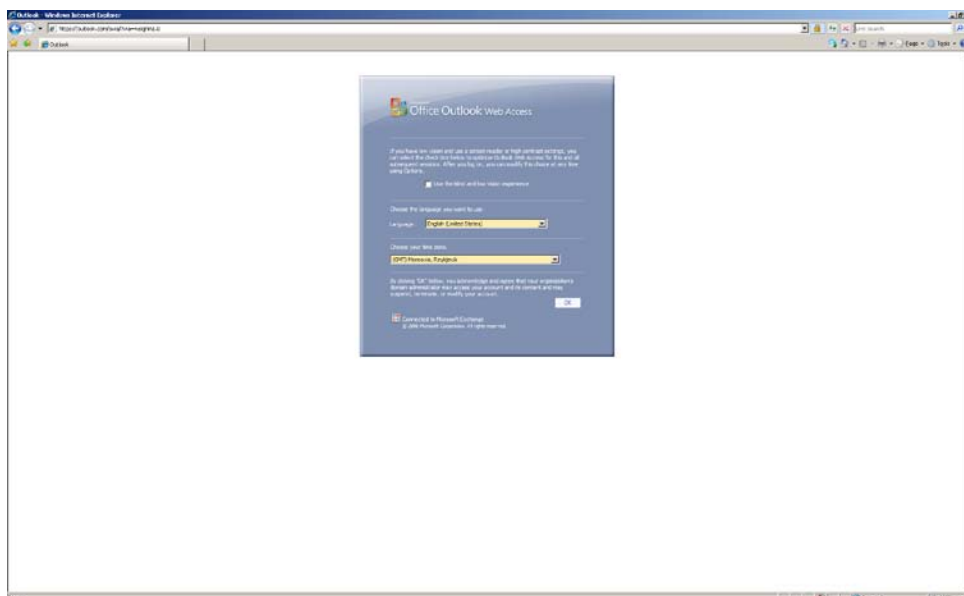
Windows Live

Provide account information  
You just updated some information that requires you to sign in again.

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9. Chose your time zone from the drop down list and then click Ok to continue the login process



10. Congratulations you have logged into the system for the first time. From this point on you will go straight to the email page after logging in.