

Accessing a Windows Live Mailbox for the First Time

Outlook Live requires each user to enter some information before accessing their mailbox for the first time. This document describes these steps and needed information. These steps are only needed for first time access. After completing the first time access steps you will only be prompted for a user name and password to access your email.

1. Click on the Student Login button to access Outlook Live.



The entry screen below will be displayed requesting Windows Live Information.

2. Enter your default password, first two letters of your first name + first two letters of your last name + the last four numbers of your social security number.
3. Select a secret question from the Question drop down selection. Enter the answer to your secret questions. This will be used for validation when requesting a Windows Live password reset.
4. Add and alternate e-mail address that will be used for a Windows Live password reset. This is not required.
5. Select United States from the Country drop down selection.
6. After selecting the United States, the State selection and zip code fields will be displayed. Select the proper state and enter the zip code.
7. Click on Submit and proceed to step 8.

Windows Live ID: **bluecr@my.witc.edu**

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

*Password:

[Forgot your password?](#)

Select a question and secret answer

*Question:

*Secret answer:

Five-character minimum; not case sensitive

Add an alternate e-mail address

Alternate e-mail address:

Retype alternate e-mail address:

Your information

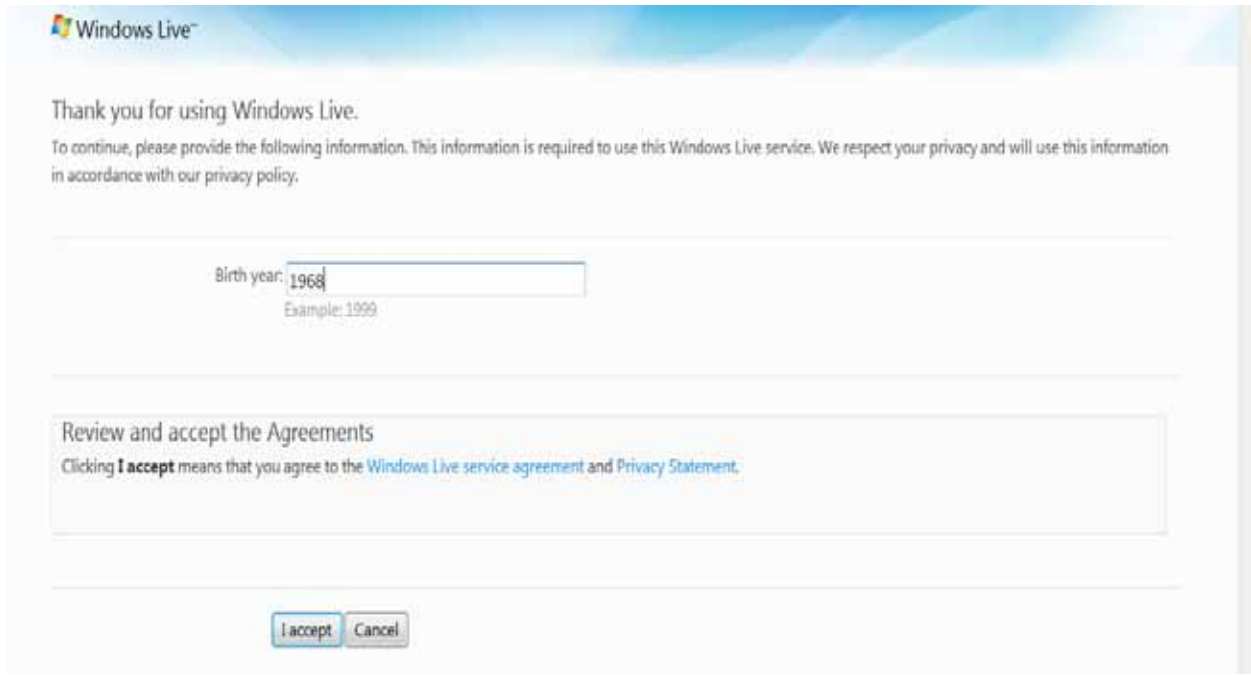
*Country/region:

[Why is this required?](#)

*State:

*ZIP code:

8. Enter your Birth year. Review and accept the license agreement. Click on I accept to access your mailbox.



9. The last step is to select Language and time zone. English (United States) will be defaulted, but you must select the proper time zone from the drop down menu. Select the Central Time for Wisconsin and surrounding states.



After completing these steps you will have activated your Outlook Live email. You do not need to complete these steps again. We hope you enjoy the Outlook Live email experience!

Congratulations, you have completed the initial sign on steps!