

Accessing a Outlook 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.

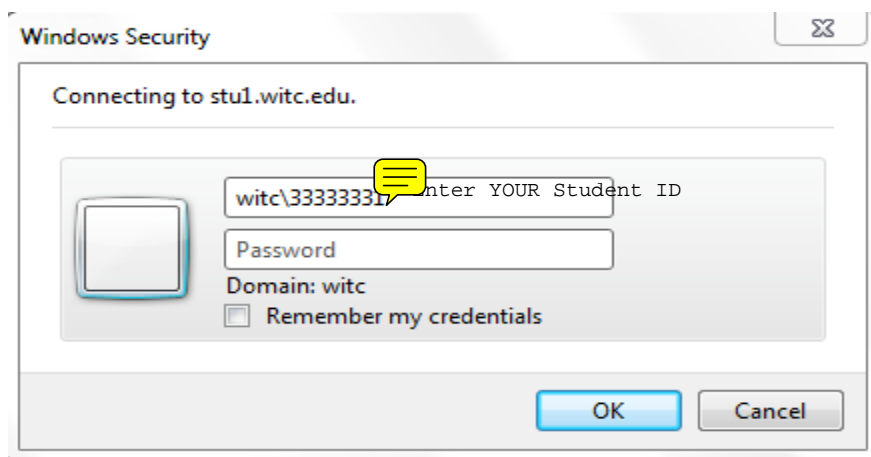
1. Click on the STUDENT LOGIN button to access Outlook Live



2. You may see the initial sign on screen below when accessing your email for the first time. If you do not see the display below proceed to step 2.

If this sign on screen is displayed you will need to enter the domain witc\your student id (see example below) and default password. The default password is the first two letters of your first name + first two letters of your last name + the last four numbers of your social security number.

Click on Okay



** You may not see the initial sign on screen if accessing your mailbox while on campus. In this case your credentials that were entered when you signed onto the campus computer will be used.

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

3. 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.
4. Select a secret question from the Question drop down selection. Enter the answer to your secret questions. This will be used to validation when requesting a Windows Live password reset.
5. Add an alternate e-mail address that will be used for a Windows Live password reset. This is not required.
6. Select United States from the Country drop down selection.
7. After selecting the United States, the State selection and zip code fields will be displayed. Select the proper state and enter the zip code.
8. Click on Submit and proceed to step 9.

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:

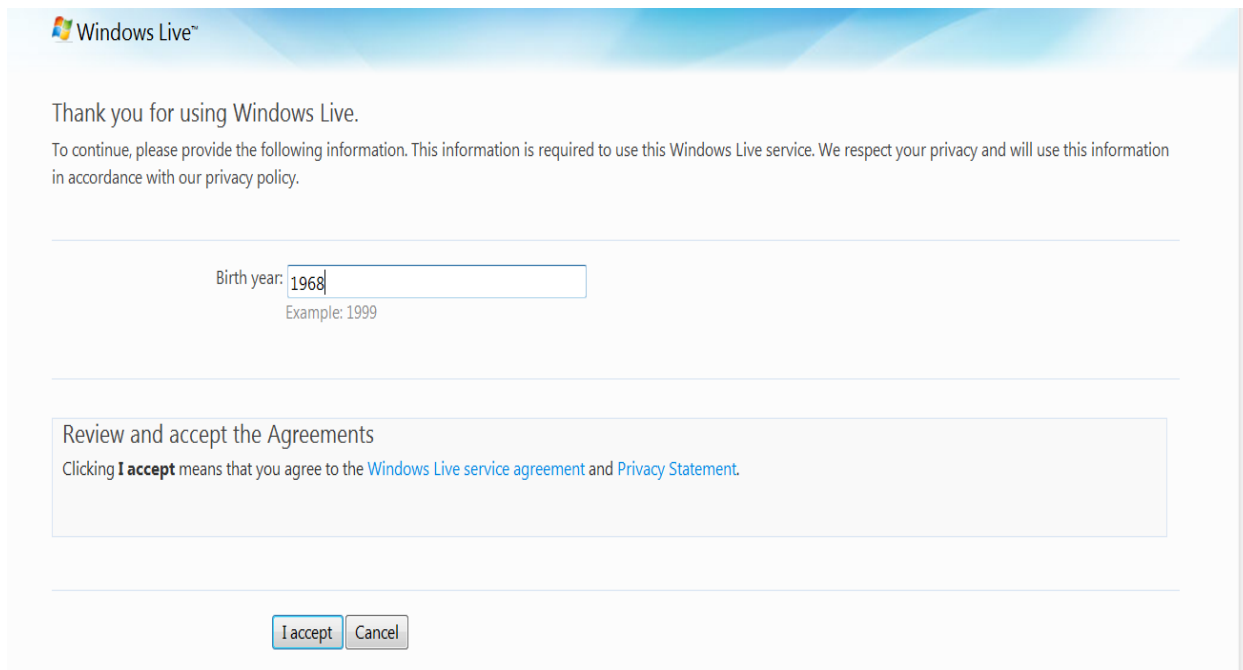
Your information

*Country/region:
[Why is this required?](#)

*State:

*ZIP code:

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



Windows Live™

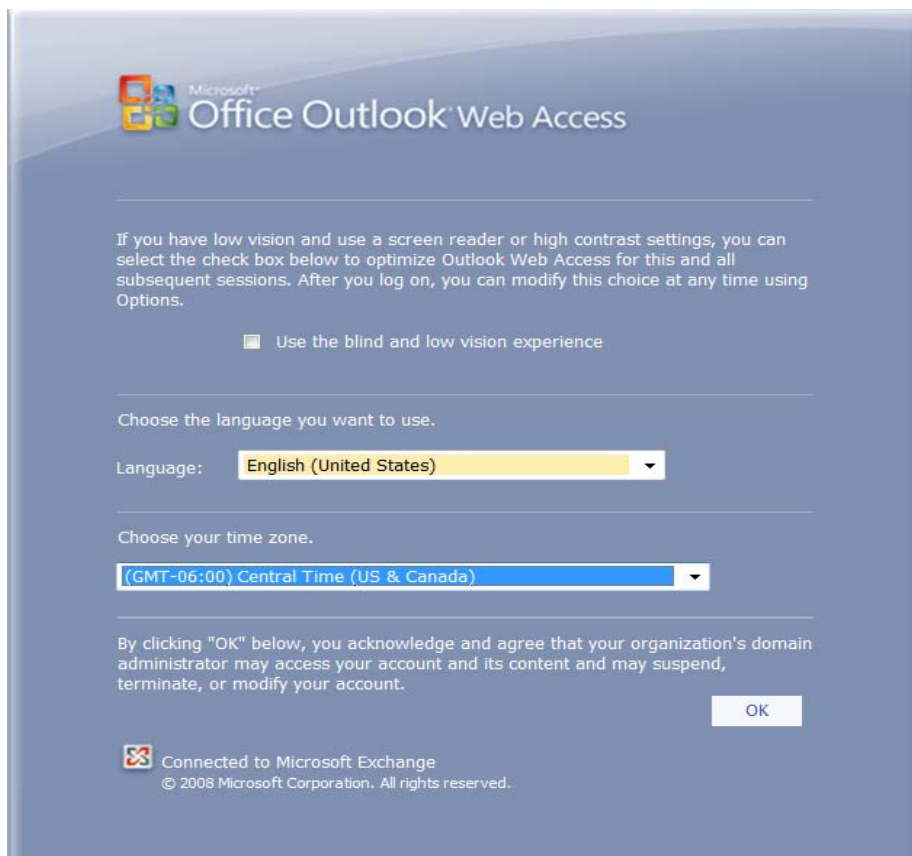
Thank you for using Windows Live.

To continue, please provide the following information. This information is required to use this Windows Live service. We respect your privacy and will use this information in accordance with our privacy policy.

Birth year:
Example: 1999

Review and accept the Agreements
Clicking **I accept** means that you agree to the [Windows Live service agreement](#) and [Privacy Statement](#).

10. 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.



Microsoft Office Outlook Web Access

If you have low vision and use a screen reader or high contrast settings, you can select the check box below to optimize Outlook Web Access for this and all subsequent sessions. After you log on, you can modify this choice at any time using Options.


Use the blind and low vision experience

Choose the language you want to use.

Language:

Choose your time zone.

By clicking "OK" below, you acknowledge and agree that your organization's domain administrator may access your account and its content and may suspend, terminate, or modify your account.

 Connected to Microsoft Exchange
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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!