

After logging on go to the Student Email Icon. (If you are at home go to [www.outlook.com](http://www.outlook.com))

You will see the following screen.

Microsoft®  
Outlook Live Beta

Outlook Live  
[More about Windows Live ID](#)  
[Privacy Policy](#)

Sign in

Windows Live ID:   
(example555@hotmail.com)

Password:   
[Forgot your password?](#)

Remember me on this computer (?)  
 Remember my password (?)

Next enter your Window Live ID and Password. Your Windows Live ID is your **FirstName.LastName@trinitycatholics.org** Example: **fred.jones@trinitycatholics.org**  
Your temporary password will be xxxxxx

Microsoft®  
Outlook Live Beta

Outlook Live  
[More about Windows Live ID](#)  
[Privacy Policy](#)

Sign in

✘ Please type your e-mail address in the format yourname@example.com.

Windows Live ID:   
anthony.parker@trinitycatholics.org  
(example555@hotmail.com)

Password:   
.....  
[Forgot your password?](#)

Remember me on this computer (?)  
 Remember my password (?)

On the next two screens you will be asked to enter some additional information see below:

## 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: **fred.jones@trinitycatholics.org**

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

\*Password:

[Forgot your password?](#)

### Change your password

\*Type new password:

Six-characters minimum; case sensitive

Password strength:

\*Retype new password:

Make my password expire every 72 days

[Get help with this](#)

### 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?](#)

\*Birth year:   
Example: 1999  
[Why is this required?](#)

### Review and accept the Agreements

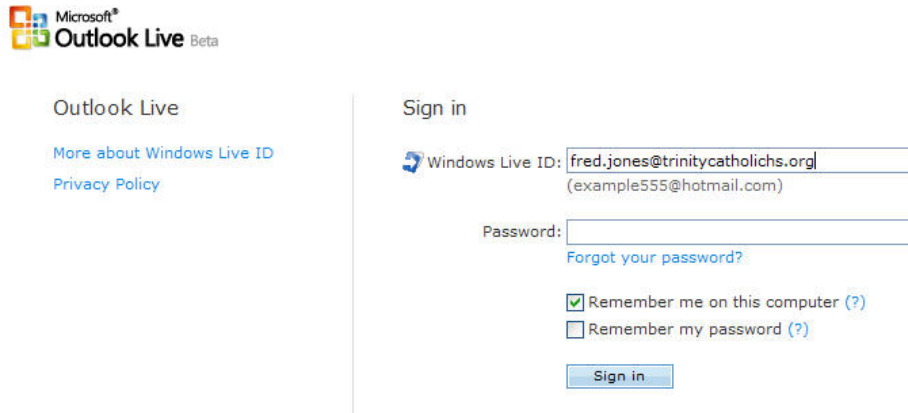
Clicking **I accept** means that you agree to the [Windows Live service agreement](#) and [Privacy Statement](#).

After you have done this you can sign in to Windows Live ([outlook.com](http://outlook.com))

### Provide account information

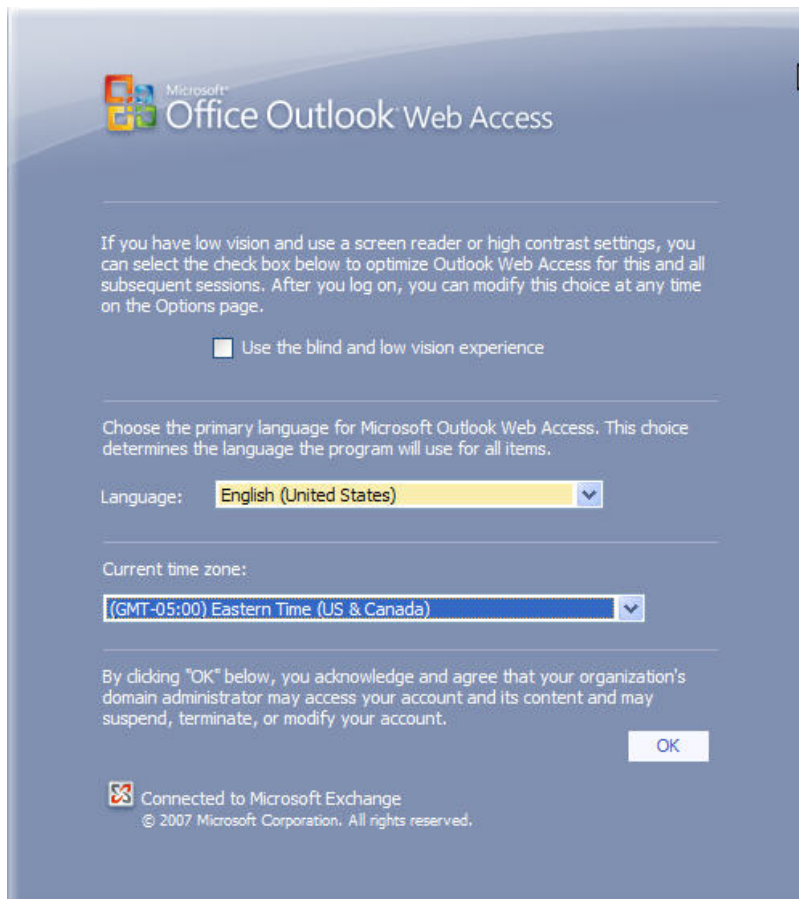
You just updated some information that requires you to sign in again.

Here you enter your Windows Live Id Example **fred.jones@trinitycatholics.org** and your **NEW** password.



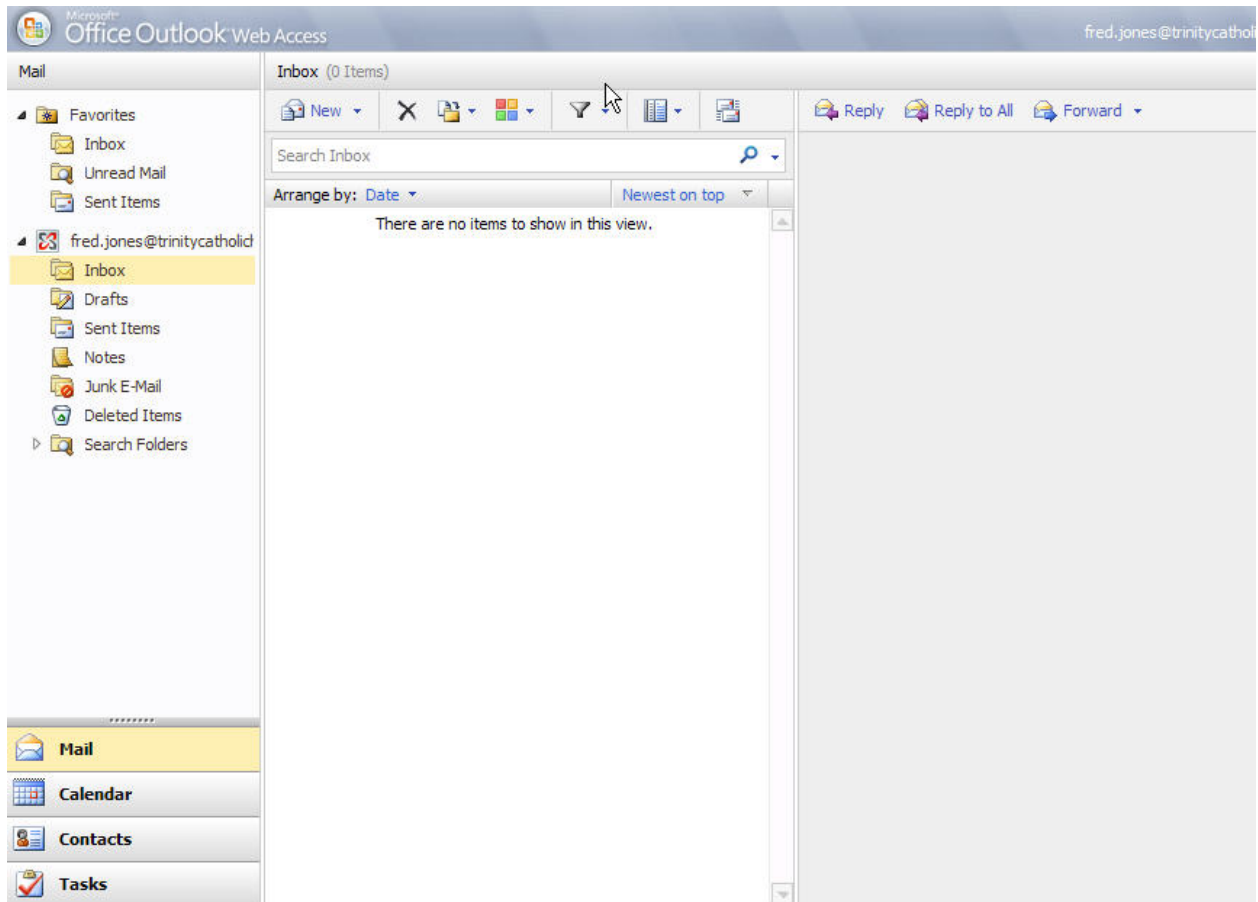
The screenshot shows the Outlook Live sign-in interface. On the left, there is a Microsoft logo and the text "Outlook Live Beta". Below this, there are links for "More about Windows Live ID" and "Privacy Policy". The main section is titled "Sign in" and contains a "Windows Live ID:" field with the value "fred.jones@trinitycatholics.org" and a subtext "(example555@hotmail.com)". Below this is a "Password:" field. There is a link "Forgot your password?". Two checkboxes are present: "Remember me on this computer (?)" which is checked, and "Remember my password (?)" which is unchecked. At the bottom of the sign-in section is a "Sign in" button.

Now you will be asked to select your language and Time Zone. The time zone is Eastern Time (US & Canada)



The screenshot shows the "Office Outlook Web Access" configuration screen. At the top left is the Microsoft logo. The main heading is "Office Outlook Web Access". Below this is a paragraph of text: "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 on the Options page." Below this text is a checkbox labeled "Use the blind and low vision experience" which is unchecked. The next section is titled "Choose the primary language for Microsoft Outlook Web Access. This choice determines the language the program will use for all items." Below this is a "Language:" dropdown menu with "English (United States)" selected. The next section is titled "Current time zone:" and has a dropdown menu with "(GMT-05:00) Eastern Time (US & Canada)" selected. Below this is a paragraph of text: "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." At the bottom right is an "OK" button. At the bottom left, there is a small icon and the text "Connected to Microsoft Exchange" and "© 2007 Microsoft Corporation. All rights reserved."

Finally you will be taken to Outlook Web Access. Where you will compose email, setup Contacts etc.



Your email account is now setup.