Getting Started with my.stlcc.edu

Windows Live
This page provides step-by-step activation instructions for your my.stlcc.edu student e-mail account. First, you must locate your assigned e-mail address. Current credit students and employees of the college are provided with free e-mail accounts through my.stlcc.edu. Then, you must activate your account with Windows Live. For more information, please visit: www.stlcc.edu/studentemail.

Where do I find my my.stlcc.edu e-mail address?
You can find out your my.stlcc.edu student e-mail address by clicking on the blue What is my Student E-mail Address? Find out! button in the left-hand column at www.stlcc.edu/studentemail.
1. Type in your student ID "A" number – make sure you use a capital "A."
2. Click the Submit button.
3. Your new student e-mail address is listed under E-mail address. Be sure to write it down.

How do I activate my my.stlcc.edu e-mail address?
1. Click the yellow LOGIN to my.stlcc.edu Student E-mail button on the top of the right-hand column of www.stlcc.edu/studentemail, or go to http://mail.live.com.
2. Sign in with your @my.stlcc.edu e-mail address as the Windows Live ID.
   (Be sure to log off any other Windows Live accounts, i.e. Hotmail, before logging in to your my.stlcc.edu student e-mail account.)
3. Type your student ID "A" number as the first-time password. Make sure it starts with a capital "A."
4. Click the Sign in button.
5. The first time you log in, you will be prompted to Provide account information.
   In the Verify your information field, re-enter your student ID "A" number as the password – remember to use a capital "A."
In the **Change your password** field, enter the password you want to use for accessing your my.stlcc.edu student e-mail account.

![Password Change](image1.png)

In the **Select a question and secret answer** field, you’ll need to select one of the questions and provide a secret answer that is easy for you to remember, but hard for others to guess.

![Select Question](image2.png)

If you forget your Windows Live password, the e-mail address entered in the **Add an alternate e-mail address** field will be used to send you your password.

![Add Alternate Address](image3.png)

The **Your information** field is important because it is required to reset your password using the security question you entered above.

- Select United States
- Select state where you reside
- Enter your zip code
- Enter your year of birth

![Your Information](image4.png)

6. Review and accept the Microsoft Windows Live service agreement and Privacy Statement by clicking **I accept**.

7. A screen will appear indicating you just updated your personal information and password. Click the **Sign in to Windows Live** button. Log in with your @my.stlcc.edu e-mail address and the new password you entered.

![Sign in](image5.png)

**Congratulations!** Now you are logged in to your new my.stlcc.edu student e-mail account. For more information, go to [www.stlcc.edu/studentemail](http://www.stlcc.edu/studentemail).