



## 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](http://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](http://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.**

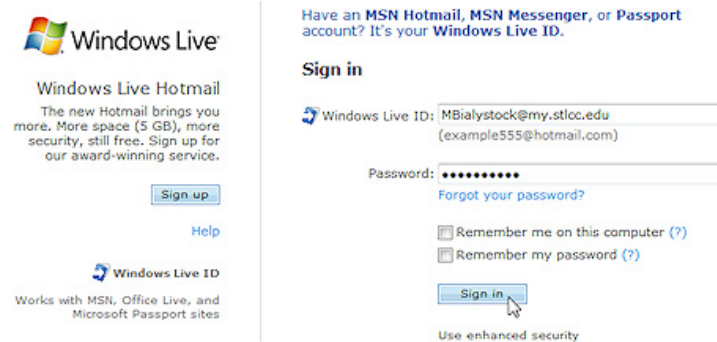


### How do I activate my my.stlcc.edu e-mail address?

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](http://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.

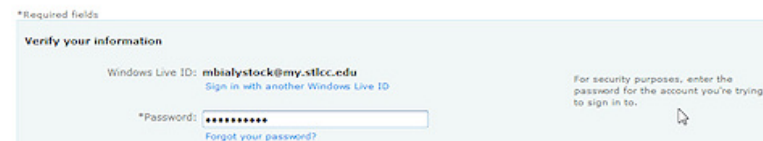


5. The first time you log in, you will be prompted to **Provide account information**.

In the **Verify your information** field, re-enter your student ID "A" number as the password – remember to use a capital "A."

#### 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](#)



In the **Change your password** field, enter the password you want to use for accessing your my.stlcc.edu student e-mail account.

**Change your password**

\*Type new password: [password field]  
Six-characters minimum; case sensitive

Password strength: **Strong**

\*Retype new password: [password field]

Make my password expire every 72 days  
[Get help with this](#)

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 a question and secret answer**

\*Question: [dropdown menu]  
[Select One]  
Mother's birthplace  
Best childhood friend  
Name of first pet  
Favorite teacher  
Favorite historical person  
Grandfather's occupation

\*Secret answer: [text field]  
not case sensitive

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 an alternate e-mail address**

Alternate e-mail address: max@emersoncenter.org

Retype alternate e-mail address: max@emersoncenter.org

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**

\*Country/Region: United States  
[Why is this required?](#)

\*State: Missouri

\*ZIP code: 63102

\*Birth year: 1956  
Example: 1999  
[Why is this required?](#)

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

**Review and accept the Agreements**

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

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.

### Provide account information

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

**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).