

Windows Live Mail Student Reference Guide

The following outlined procedure will guide you through the activation process of your **Windows Live Mail** account.

1.

Open your Web browser (*i.e.* Internet Explorer) and go to: <http://mail.live.com>

2.

Have an **MSN Hotmail**, **MSN Messenger**, or **Passport** account? It's your **Windows Live ID**.

Sign in

Windows Live ID:
(example555@hotmail.com)

Password:

[Forgot your password?](#)

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

Use enhanced security

Enter your current DeVry or Keller student e-mail account.

Enter your password.

Click **[Sign in]**.

Note: If you need to verify your student email address do the following:

- Go to your student portal (<https://my.devry.edu>)
- Log in with your DSI# and password
- Click on the **My Student Email** link

Your email account will be displayed as shown on the images to the right.

Student Email

Your Student Email address:
name@my.keller.edu

or

Student Email

Your Student Email address:
name@my.devry.edu

3.

The *Windows Live* activation process will require that you change your initial password.

The screenshot shows the Windows Live ID password change process. The Windows Live ID is `ittraining@my.keller.edu`. The current password field is masked with dots. The new password field is also masked, with a strength indicator showing "Strong". A checkbox for "Make my password expire every 72 days" is present. Callouts provide instructions: "Enter your current password.", "Type your new password.", "Strong passwords are recommended. Note: Strong passwords contain 7-16 characters, do not form common names or words.", "Retype your new password.", "Optional- Checking this box will expire your password every 72 days.", and "Click [Submit].".

4.

The screenshot shows the Windows Live ID sign-in process. The title is "Retype your password" with the subtitle "This helps protect your information. Why?". The Windows Live ID is `ittraining@keller.edu`. The password field is masked. A "Sign in" button is visible. Callouts provide instructions: "Next, retype your new password again." and "Click [Sign in].".

5.

The *Windows Live* activation process will verify your information. This step is required to provide login information if a user forgets or loses his/her password.

Verify your information
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
The easiest way to reset a forgotten password is to have us e-mail you the instructions. address to your account, where you can receive password reset instructions.

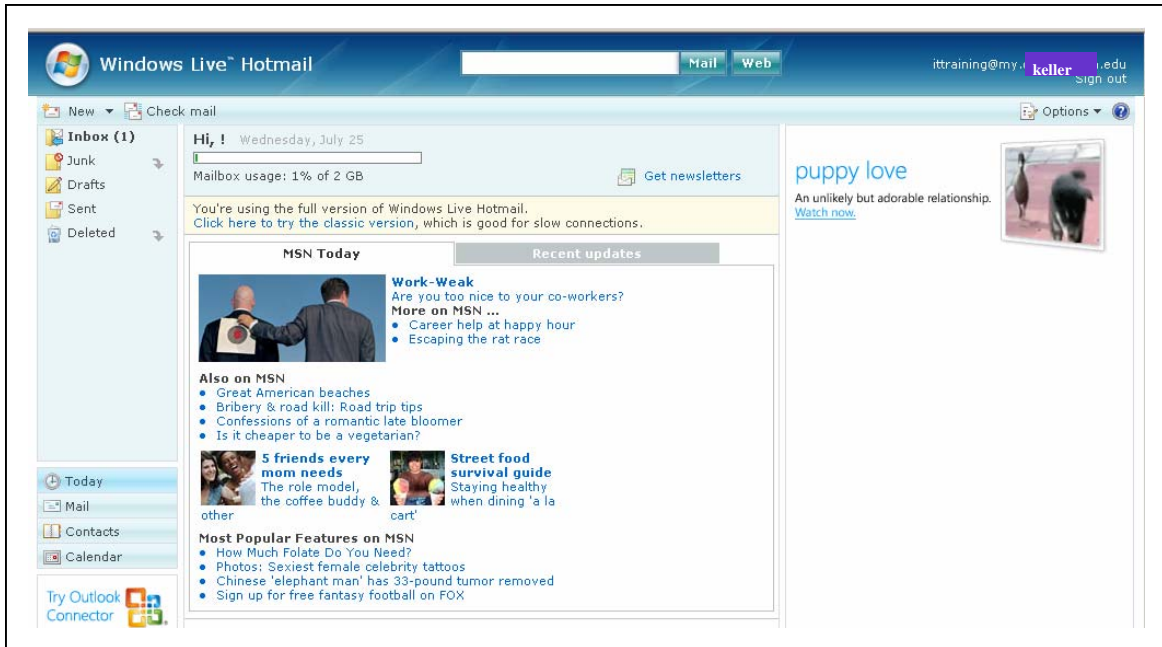
Type alternate e-mail address:
Retype alternate e-mail address:

Callouts:
- Type your new password entered in step 3.
- Use the pull-down menu to select a question.
- Type a secret answer for the selected question.
- Enter an alternate e-mail address.
- Retype your alternate e-mail address.
- Click [Submit].

7.

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

Callout:
- Click [I accept] to complete your Windows Live Mail account activation.



Your *Windows Live Mail* main page will be displayed as shown above.

This completes the activation procedure of your *Windows Live Mail* account.