1. In order to login to your new MCCC college email account for the first time, enter your MCCC email address in the Windows Live ID field (e.g. jsmit12455@my.monroeccc.edu), followed by your password (e.g. Js0097843!). Please see example to the right.

2. For security purposes, you will be asked to enter the password for the account again.

   Enter the same password as above (e.g. Js0097843!).

   Please see example to the right.

3. You will then be prompted to change your password. A strong password is required and must contain 7-16 characters. Do not include common words or names, and combine three of these character types: uppercase letters, lowercase letters, numbers, or symbols.

   Retype your new password and record it in a safe place for later use.

4. Select a secret question and enter a secret answer. These can be used to verify your identity if you forget your password.

5. It’s a good idea to add an existing alternate email address here. If you forget your password, Microsoft Outlook Live will send reset information to this alternate email address.

6. If you forget your password, Microsoft Outlook Live will need this information and your secret answer to verify your identity and allow you to reset your password.
| 7. Review the agreement and if you accept the terms, click “I accept”.
| 
| 8. At this point, you will be asked to login again.
Type in your MCCC email address in the Windows Live ID field as you did in step 1 (above).
Enter your newly set password from step 3 (above).

| 9. Once you have successfully logged in, you will see the Outlook Web Access screen as shown to the right.
Select the language.
Select the time zone. Most likely (GMT -5:00) Eastern Time (US & Canada)
Then click “OK”.

| Once this screen appears you have successfully logged into your MCCC student email account.
For further instructions on the use of Outlook Web Access, please go to the following.

**Outlook Web Access Help**