



# GETTING STARTED WITH CAMPUS EMAIL P.1

This guide is intended to help you login to your campus email for the first time. You should have your registration form, as they are required for logging in for the first time. There are other guides available for completing other tasks once logged into your email.

1. Open a browser window (either Mozilla Firefox OR Internet Explorer ) and go to <http://mail.live.com>.

2. At the login page (shown right) type your username and password as follows:

- a. **Username** – *this is the same as your Blackboard login, without the “clev-“* Last Name + First Initial + the Last 3 digits of your Student ID #\* + @student.clevelandcommunitycollege.edu  
Example: doej999@student.clevelandcommunitycollege.edu
- b. **Password**

Your password will be your Student ID #\*  
Example: 1234999

\*Your student ID # can be found on your registration form and the front of your ID card.

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

	Cleveland Community College	Registration Statement	Statement Date
	137 South Post Rd Shelby, NC 28152		
	Student ID	Student Name	
	123499	←	
	Course / Title	Cred	Days
			Times
			Room

- 3. When you first login you will be taken to a verification page. At this page you will:
  - a. Confirm your password. Simply re-enter the same password (above) again.
  - b. Select a question and secret answer. You can see the questions you have to choose from at right. This question and answer should be something that most people would not be able to answer.
  - c. You may also enter an alternate email address, though this is not required.
  - d. You then select your country/region (United States) and enter your birth year.
  - e. Then click  .

\*Question:

\*Secret answer:   
Best childhood friend  
Name of first pet  
Favorite teacher  
Favorite historical person  
Grandfather's occupation

4. The first time you login you will see the image below. Type the letters you see in the image, into the text box and click Continue.

Type the characters you see in this picture  
8 characters

Type characters:

This helps us prevent automated programs from creating accounts and sending spam.  
[Get help with this](#)

5. Welcome to your new Cleveland Community College campus email account!