

## *Student Email Access (Instructions)*

1. Open your web browser (eg. Internet Explorer or Firefox).
2. Type in <http://www.outlook.com> in the address (URL) bar.
3. Type in your provided Windows Live ID (that is your email address) and Password and click "Sign In"
4. You will then be prompted to change your password for your email. To do this, just type in your current password (provided) and then a new password and click "Submit"
5. Then click "Sign In to Windows Live".
6. Type in your Windows ID and new password to sign in to Outlook
7. Select the time zone "(UTC+12:00) Aucland, Wellington and click "OK".
8. In future all you will need to do is go to [www.outlook.com](http://www.outlook.com) and sign in with your Windows Live ID and the password you set earlier.

The image displays two screenshots of the Outlook sign-in process. The left screenshot shows the 'sign in' page with the following elements: a 'sign in' heading, a 'Windows Live ID:' field containing 'joe.bloggs123456@students.mrgs.school.nz', a 'Password:' field with masked characters, a 'Can't access your account?' link, a 'Keep me signed in' checkbox, a 'Sign in' button, and a 'Not your computer? Get a single use code to sign in with' link. The right screenshot shows the 'Verify your information' and 'Change your password' steps. It includes a 'Verify your information' section with 'Windows Live ID: joe.bloggs123456@students.mrgs.school.nz', a 'Sign in with another Windows Live ID' link, a '\*Password:' field with masked characters, and a 'Forgot your password?' link. Below this is the 'Change your password' section with a '\*Type new password:' field, a '6-character minimum; case sensitive' note, a 'Password strength: Medium' indicator, a '\*Retype new password:' field, and a 'Make my password expire every 72 days' checkbox. At the bottom are 'Submit' and 'Cancel' buttons.

This is a web-based email, just like your Hotmail, gmail or Yahoo accounts. This means that you can sync it with your smart-phone, your laptop, personal computer, tablet, or i-pad, using MSOutlook or any other email software. It is recommended that you set up some sort of automatic notification of emails and messages.

**Start using your school email address today for all your school-related communications**