

Steps to Activate and Access “Whitworth Live” (Windows Live™) Outlook web access e-mail accounts

Before you begin, CLOSE ALL E-MAIL/OUTLOOK windows (including personal e-mail and instant messaging). Then follow these instructions step-by-step:

1. Go to www.outlook.com and **enter your NEW format e-mail username (example: jsmith09@my.whitworth.edu) and your original default password (Whitworth I.D. number hyphen first initial in lower case: example 1234567-j).**
2. Provide the requested account information:
 - Select a question and its secret answer.
 - Add an alternate e-mail address. *This is optional.* (Do NOT use @whitworth.edu.)
 - Enter your country/region information and birth year.
 - **NOTE:** You will receive a prompt requiring you to enter your country or region and birth year. These are required to determine whether you are in a country or region that requires parental permission for access to the site. *There may be a delay in the birth-year prompt, depending on which Windows Live™ features you access.*
3. **IMPORTANT! Change your password immediately** to a more secure one. Select **Options** (top right on screen), then **Change your password** in the **Shortcuts to other things you can do** box on the right.
4. To access help for all services, click on **Home**, then pull down **More** and select **All Services** at the bottom on the list. Choose the hyperlink you want to go to; once you’re there, select the Help button (the blue circle with a question mark – usually on the far right of the screen).
 - OR go to <http://help.outlook.com>

NOTE: The global address list in Windows Live™ Outlook web access will not include faculty and staff addresses until after Dec. 31, 2009. We recommend that you add frequently used addresses to your contacts list.

If you need assistance, please call the Whitworth Help Desk at 509.777.3911.

And please read the important information on the next page.



Whitworth Information Systems, in partnership with Microsoft, is implementing new e-mail accounts for **all Whitworth students.**

When will the changes occur?

1. **All Whitworth students' incoming e-mail will be forwarded to @my.whitworth.edu accounts effective Oct. 1.** You will still have access to your @whitworth.edu account for the purpose of accessing and saving old e-mails. However, you will not receive any new e-mail in this account.
2. **Effective Dec. 31, Whitworth students will have access to their new Windows Live™ accounts only;** @my.whitworth.edu, and the old @whitworth.edu accounts will be turned off and inaccessible.
3. **It is your responsibility to forward any data you wish to keep from your old account,** as it will no longer be accessible to you as of Dec. 31. (This includes email, contacts, calendar events, tasks, etc.)

Here's the deal:

All students are receiving a **Whitworth Live** (Windows Live™) Outlook web access account through Whitworth and **students must be signed in by Oct. 1!**

1. The format of the e-mail name will be [username@my.whitworth.edu](#). (*The username is your Whitworth network and current e-mail username*).
2. Students are encouraged to begin using this new account as soon as possible, and to notify all contacts and subscriptions to begin sending to the new account.

Here's how to activate your new account:

1. Follow [Steps to Activate and Access Windows Live™ Outlook](#) web access e-mail accounts.
2. Notify all of your contacts of, and change your subscriptions to, your new e-mail address.
3. Forward e-mails you would like to save from the old account to the new account.

What are the benefits?

1. E-mail accounts are **FREE** lifetime accounts, and can continue to be used after graduation.
2. E-mail account storage is 10GB!
3. Students have access to a comprehensive suite of additional Outlook Live services, including:
 - Skydrive, with 25GB storage
 - Office Live Workspace
 - Outlook Calendar
 - Instant Messenger
 - Plus all the other features that go with Windows Live™.
4. All of these services are accessible from any Internet-capable device.