

# How to access your Whitworth e-mail account:

1. On the Whitworth website, [www.whitworth.edu](http://www.whitworth.edu), go to the "Quick Links" drop-down box which can be found at the top right side of the page. Click the drop-down box and select "E-mail (Student)".

The screenshot shows the Whitworth University website in a Windows Internet Explorer browser window. The address bar displays <http://www.whitworth.edu/>. The website header features the Whitworth University logo and navigation links: Admitted Students | Current Students | Parents | Faculty & Staff | Alumni. Below the header is a green navigation bar with links: Admissions | About Us | Academics | Student Life | News | Athletics. A search box labeled "Search Whitworth" is in the top right corner. A "Quick Links" dropdown menu is open, listing various services. The "E-mail (Student)" option is highlighted with a black oval. Other options in the menu include Blackboard, Bookstore, Calendars, Campus Events, Career Services, Center for Faith & Learning, Commencement, Commitment to Diversity, Office of Career Services, E-mail (Staff), Employment Opportunities, Financial Aid, H1N1 Flu Preparations, Health & Safety, Library, Local Accommodations, President's Home Page, Registrar's Office, Strategic Plan, Student Accounting Services, Virtual Tour, and WhitNet. The main content area includes a "Campus News" section with a "View All" link and a "STUDENT PROFILES" section with a "+ Click to View" button. The browser's status bar at the bottom shows "Internet" and a 150% zoom level.

2. Enter your full e-mail address and password (i.e. [jdoe25@my.whitworth.edu](mailto:jdoe25@my.whitworth.edu)). Your temporary password is your student I.D. number followed by a hyphen and the first letter of your first name (i.e. 1234567-j). If you do not know your e-mail address or I.D. number, please call the admissions office at 800-533-4668. If your password has expired, please call the technology help desk at 509.777.3911.

The screenshot shows a Windows Internet Explorer browser window displaying the Outlook Live Beta sign-in page. The browser's address bar shows the URL: [http://login.live.com/login.srf?wa=wsignin1.0&rpsnv=11&ct=1274978060&rver=6.0.5286.0&wp=MBI\\_KEY&wreply=https:%2F%2Foutlook.com%2Fowa%2F&id=260563](http://login.live.com/login.srf?wa=wsignin1.0&rpsnv=11&ct=1274978060&rver=6.0.5286.0&wp=MBI_KEY&wreply=https:%2F%2Foutlook.com%2Fowa%2F&id=260563). The page features the Microsoft Outlook Live Beta logo and the text "Outlook Live" and "sign in". On the left, there are links for "Welcome", "Hotmail" (described as "The smart way to do email – fast, easy and reliable"), "Messenger" (described as "Stay in touch with the most important people in your life"), and "Skydrive" (described as "Free, password-protected online storage"). On the right, there is a sign-in form with fields for "Windows Live ID:" and "Password:", a "Forgot your password?" link, and two checkboxes for "Remember me" and "Remember my password". A "Sign in" button is located at the bottom of the form. The browser's status bar at the bottom shows "Done" and "Internet" with a 150% zoom level.

Welcome to Windows Live - Windows Internet Explorer

http://login.live.com/login.srf?wa=wsignin1.0&rpsnv=11&ct=1274978060&rver=6.0.5286.0&wp=MBI\_KEY&wreply=https:%2F%2Foutlook.com%2Fowa%2F&id=260563

File Edit View Favorites Tools Help

Microsoft® Outlook Live Beta

# Outlook Live

# sign in

**Welcome**

**Hotmail**  
The smart way to do email – fast, easy and reliable

**Messenger**  
Stay in touch with the most important people in your life

**Skydrive**  
Free, password-protected online storage

Windows Live ID:

Password:

[Forgot your password?](#)

Remember me  
 Remember my password

Done Internet 150%