

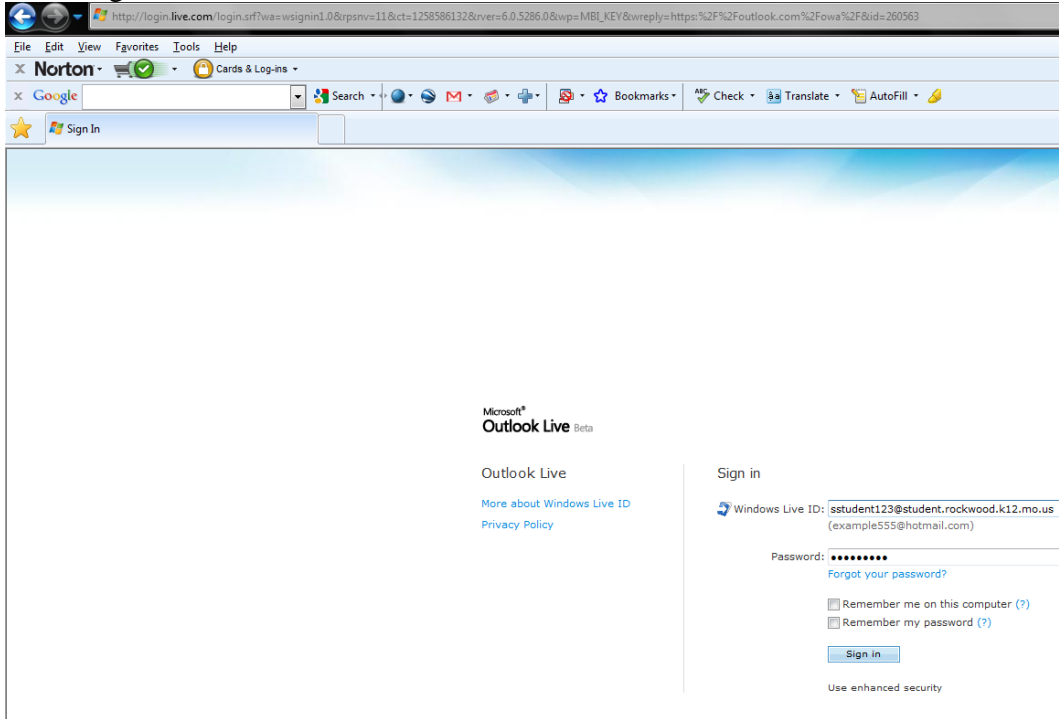
Directions for setting up student e-mail with Live@edu

Open <http://outlook.com> (it will redirect to a long path)

Enter your Windows Live ID (it is your computer login combined with our student.rockwood.k12.mo.us domain - for example sstudent123@student.rockwood.k12.mo.us)

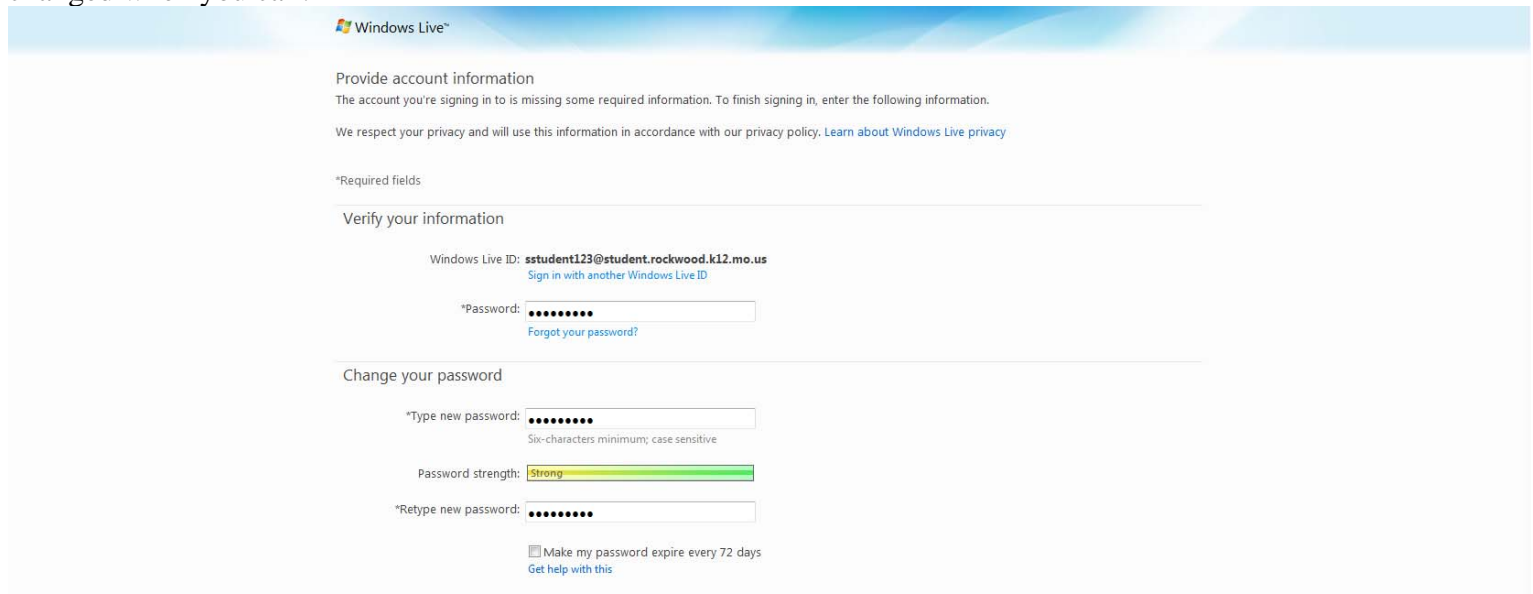
Enter your password (first login = student09)

Click Sign In



The screenshot shows a browser window with the URL <http://login.live.com/login.aspx?wa=wsignin1.0&rspsrv=11&ct=1258586132&uver=6.0.5286.0&wp=M&KEY&wreply=https%3F%2Foutlook.com%2Fowa%2F&id=260563>. The browser's address bar shows "Norton" and "Cards & Log-ins". The page content includes the Microsoft Outlook Live logo, a "Sign in" section with a Windows Live ID field containing "sstudent123@student.rockwood.k12.mo.us" and a password field with masked characters. There are checkboxes for "Remember me on this computer" and "Remember my password", and a "Sign in" button. A link for "Forgot your password?" is also present.

You will then be prompted to complete a short registration page and change your password. Once you've completed the information click the Submit button. You may want to use a family email address or another account if you have one so you can receive a password reminder notice. You may also contact the Technology Help Desk between 7:00 and 4:30 PM Monday through Friday to request a password reset. It will be changed within 24 hours, but will not be changed when you call.



The screenshot shows the Windows Live registration page. It starts with the "Windows Live" logo and a heading "Provide account information". Below this, it says "The account you're signing in to is missing some required information. To finish signing in, enter the following information." and "We respect your privacy and will use this information in accordance with our privacy policy. [Learn about Windows Live privacy](#)".

Under the heading "Verify your information", there is a field for "Windows Live ID" containing "sstudent123@student.rockwood.k12.mo.us" and a link "Sign in with another Windows Live ID". Below this is a "Password" field with masked characters and a "Forgot your password?" link.

Under the heading "Change your password", there is a "Type new password" field with masked characters and a note "Six characters minimum; case sensitive". Below this is a "Password strength" indicator showing "Strong" with a green bar. There is also a "Retype new password" field with masked characters. At the bottom, there is a checkbox "Make my password expire every 72 days" and a link "Get help with this".

Change your password

*Type new password:
Six-characters minimum; case sensitive

Password strength: **Strong**

*Retype new password:

Make my password expire every 72 days
[Get help with this](#)

Select a question and secret answer

*Question:

*Secret answer:
Five-character minimum; not case sensitive

Add an alternate e-mail address

Alternate e-mail address:

Retype alternate e-mail address:

Your information

*Country/region:
[Why is this required?](#)

*State:

*ZIP code:

If you forget your password, we'll need this information and your secret answer to verify your identity and allow you to reset your password.

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Click Sign in to Windows Live button

Windows Live™

Provide account information

An error occurred while updating your information. The information may or may not have been saved. Please sign in again to continue with the flow.


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Enter your Windows Live user name (e.g. sstudent123@student.rockwood.k12.mo.us) and your new password
Click Sign in button

Microsoft®
Outlook Live Beta

Outlook Live
[More about Windows Live ID](#)
[Privacy Policy](#)

Sign in

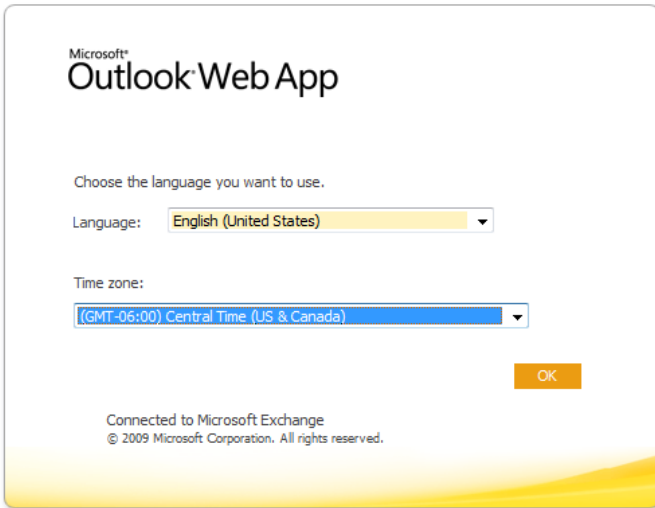
 Windows Live ID:
(example555@hotmail.com)

Password:
[Forgot your password?](#)

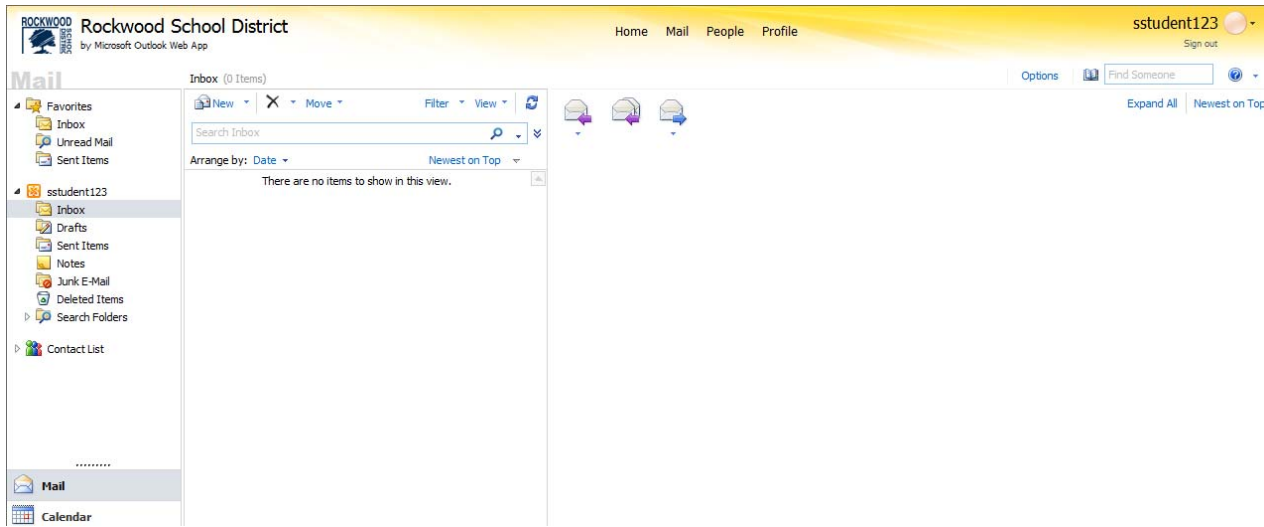
Remember me on this computer (?)
 Remember my password (?)

Use standard security

You will need to set the time zone - Select (GMT -06:00) Central Time (US & Canada)
Click OK



This is what the mailbox looks like the first time you open it



The next time you log-in to your Live@edu account, you will be prompted to enter your birth year. After entering your birth year, you will be directed to you inbox.

In accordance with regulations 6320 and 6321, do not enter personal information into the profile portion of Live@edu. Students who violate this could have their e-mail privileges revoked.