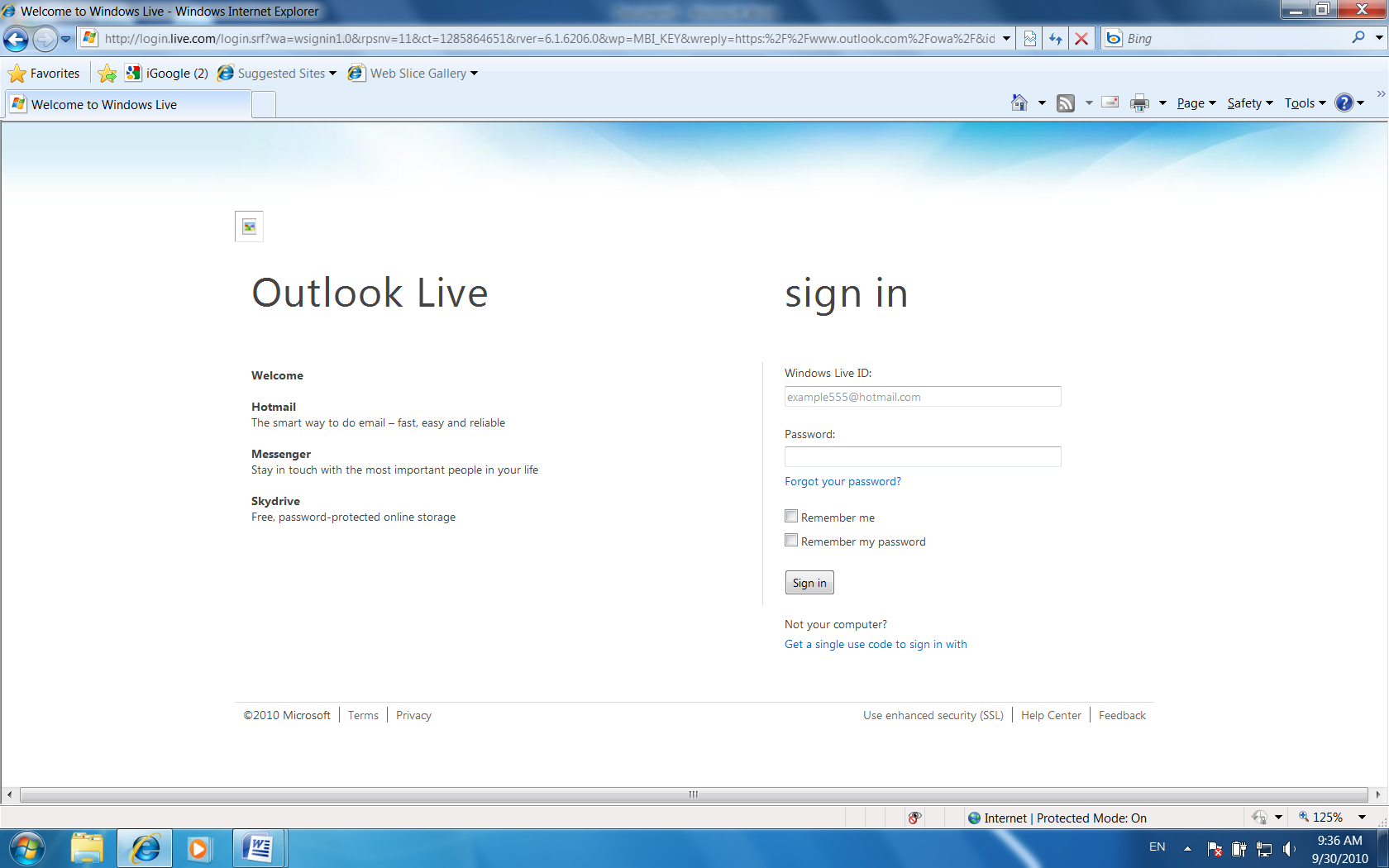
**How to set up student E-mail**

**Step 1**

This is the login page for Outlook.

1. Type in your Passport User ID and add @cc.peralta.edu for Windows Live ID.
2. The password is the same as your passport password on first login.

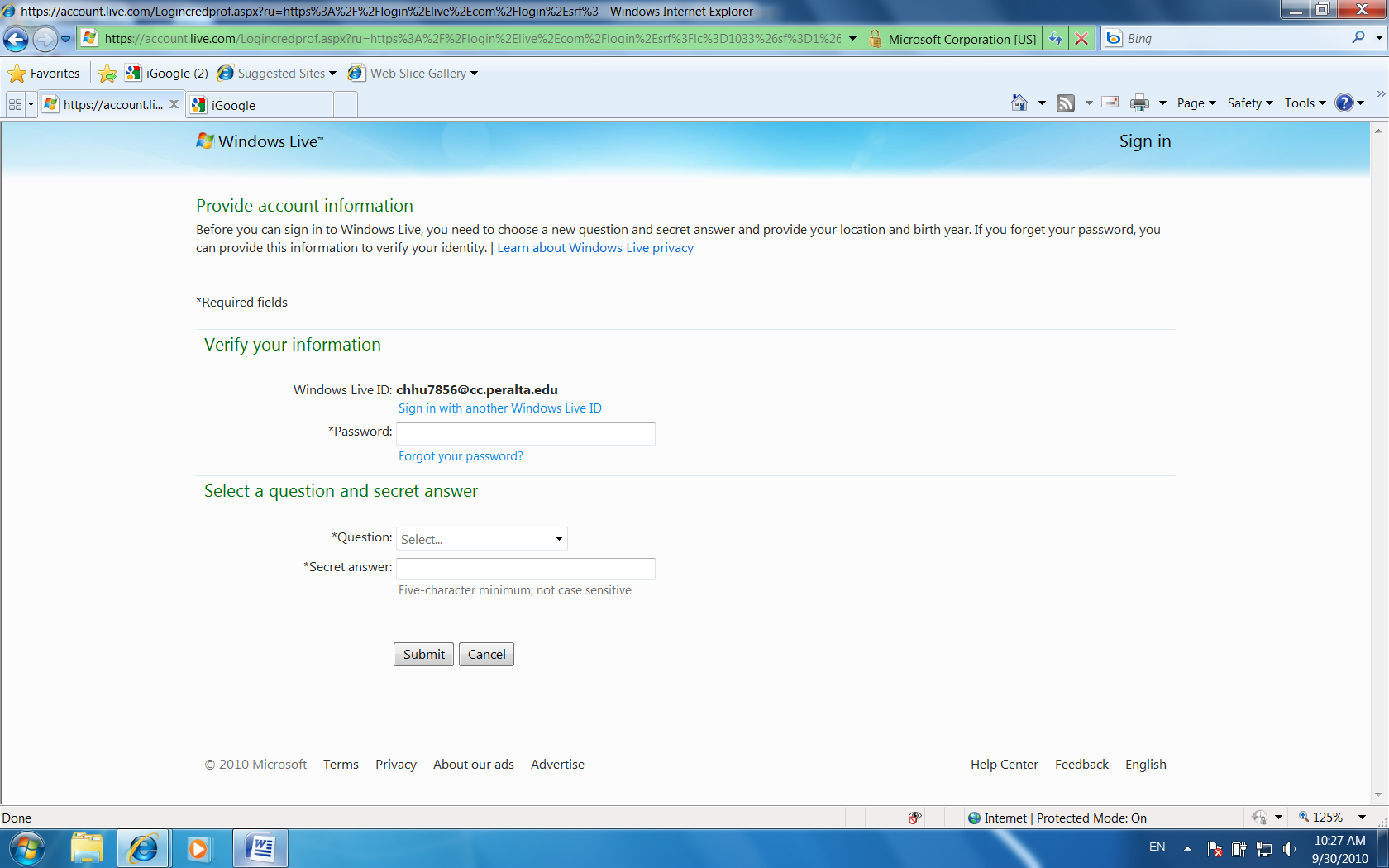
Note: Your username and password are ALL LOWER CASE.



**Step 2**

Provide account information

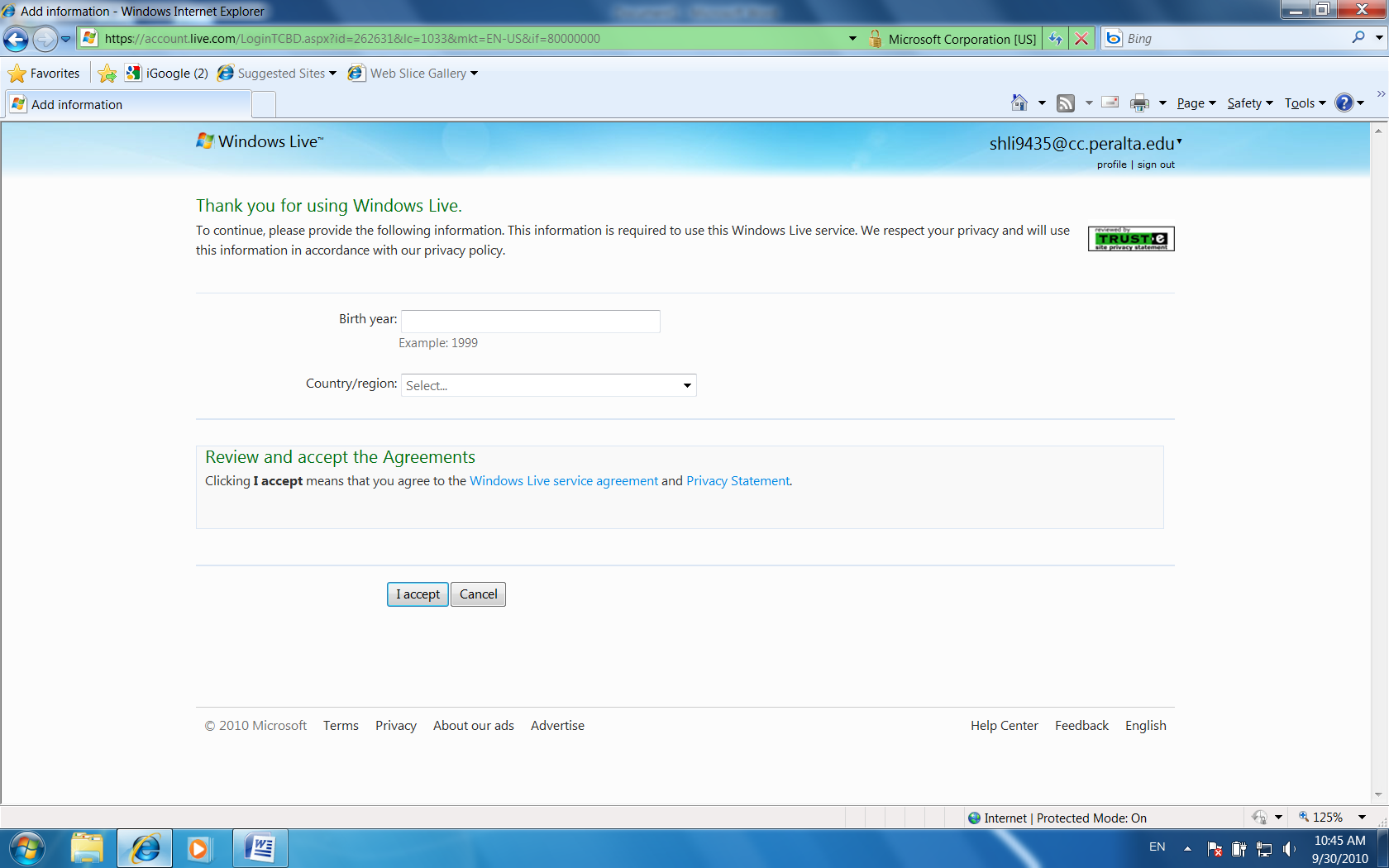
1. Put in your login and password.
2. Select a question.
3. Type the answer to the question you selected.
4. Clicking “submit”



**Step 3**

Continue to provide the information

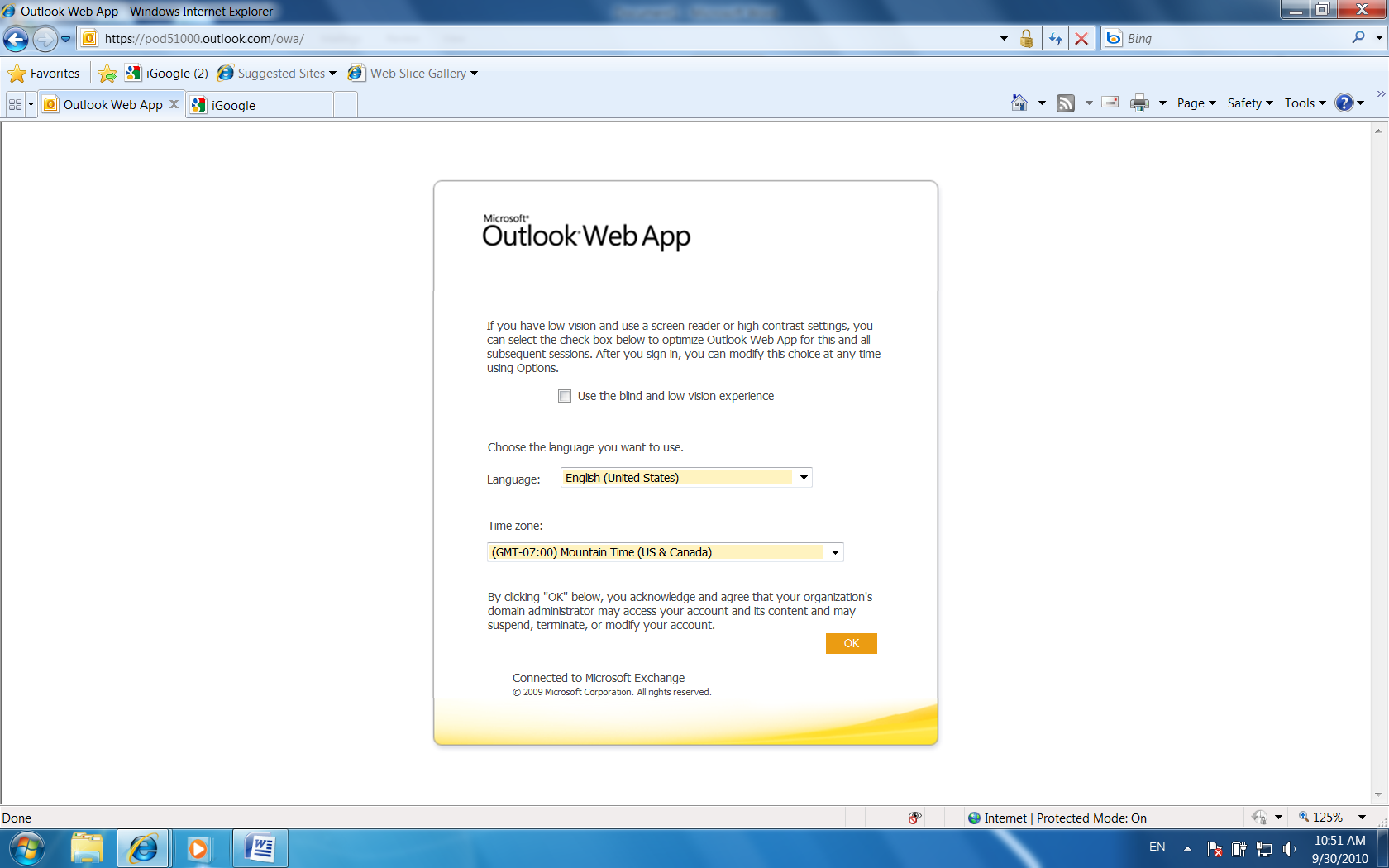
1. Put in your birth year.
2. Select country/region (united states).
3. Click “I accept”.



**Step 4**

Outlook Web App

1. Choose the language you want to use.
2. Select a time zone (Pacific Time US & Canada).
3. Click “ok”



**Step 4**

Congratulations!

Your student E-mail has been set up!

