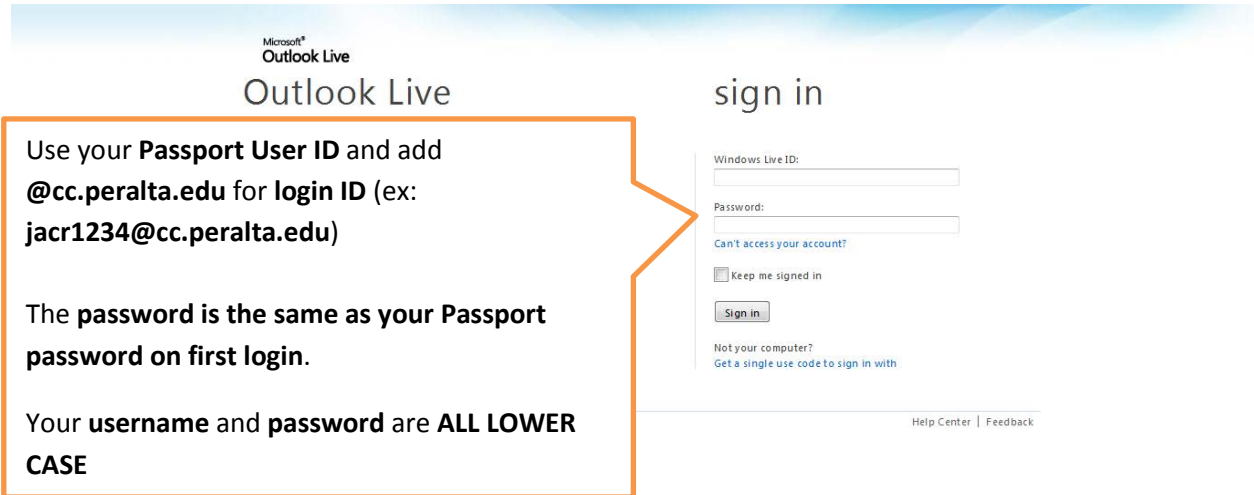


Your Student Email

How to log in:

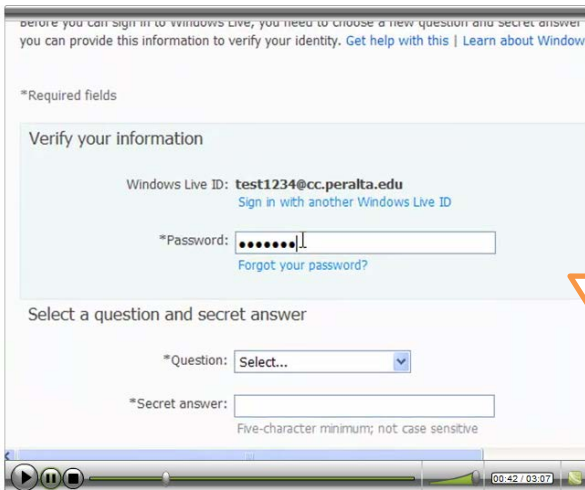
Go to www.outlook.com



The screenshot shows the Microsoft Outlook Live sign-in page. On the left, a callout box contains the following text:

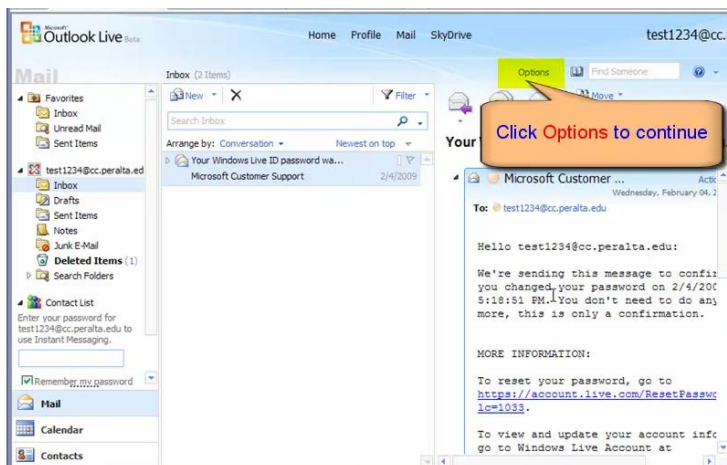
- Use your **Passport User ID** and add **@cc.peralta.edu** for **login ID** (ex: **jacr1234@cc.peralta.edu**)
- The **password** is the same as your **Passport password** on first login.
- Your **username** and **password** are **ALL LOWER CASE**

The sign-in page itself includes fields for Windows Live ID and Password, a 'Sign in' button, and links for account recovery. The URL bar shows 'www.outlook.com'.



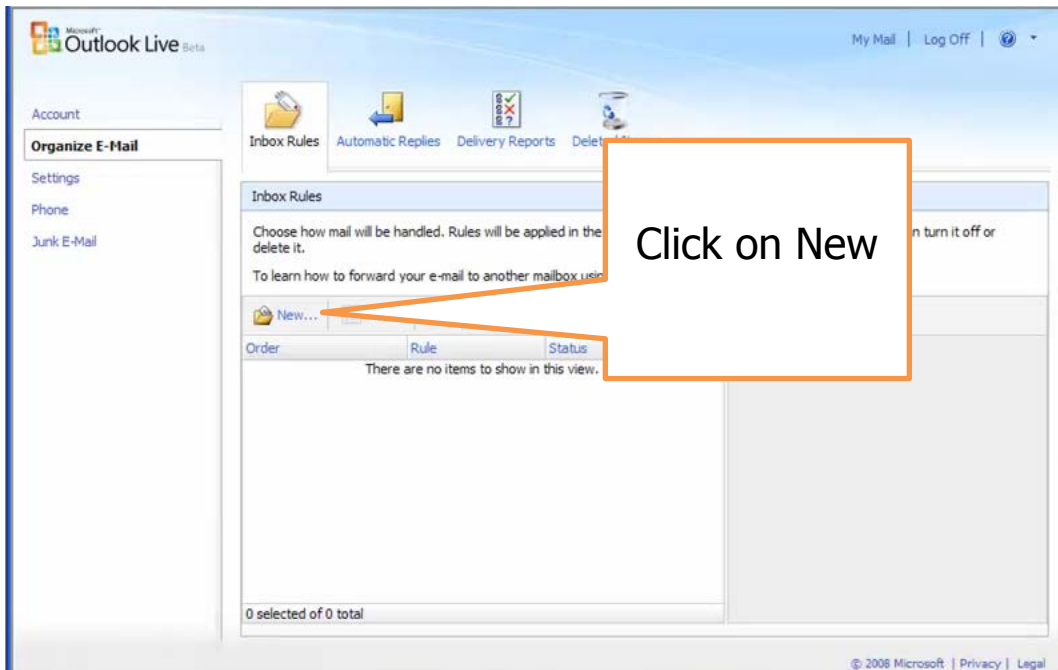
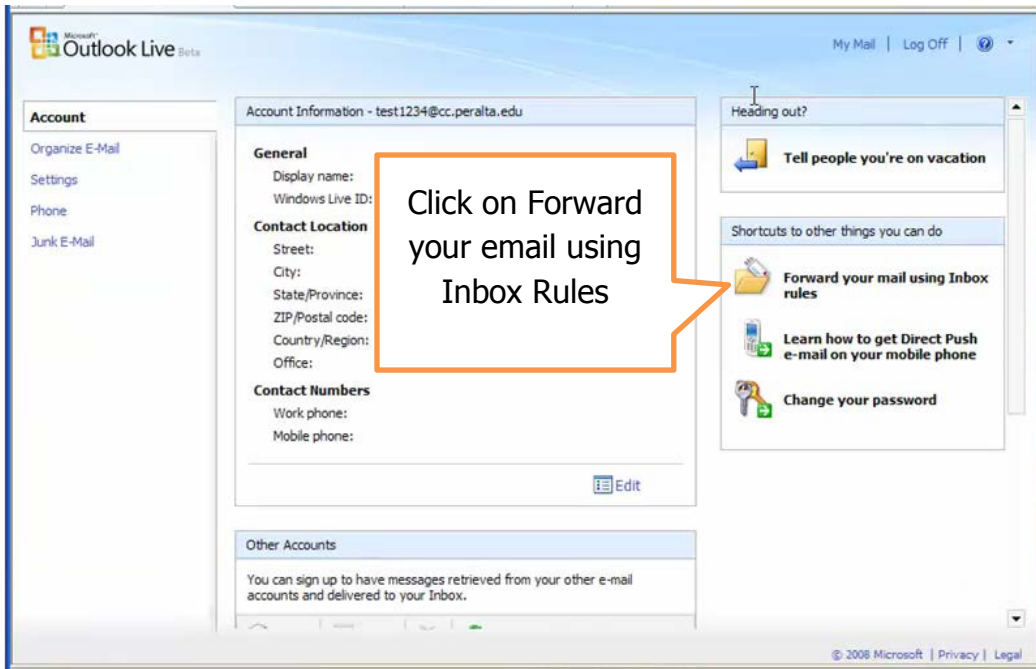
This screenshot shows the account verification step. It prompts the user to verify their information for the Windows Live ID 'test1234@cc.peralta.edu'. The user is asked to enter their password and to select a security question and answer. The interface includes a 'Forgot your password?' link and a note that the secret answer must be at least five characters long and is not case sensitive.

The first time you log in to your student email you will be asked to input some information, such as a secret question and an alternative email. It is important to set this up, as you can use this if you forget your password to your Peralta email account and need to get log in information to reset your password

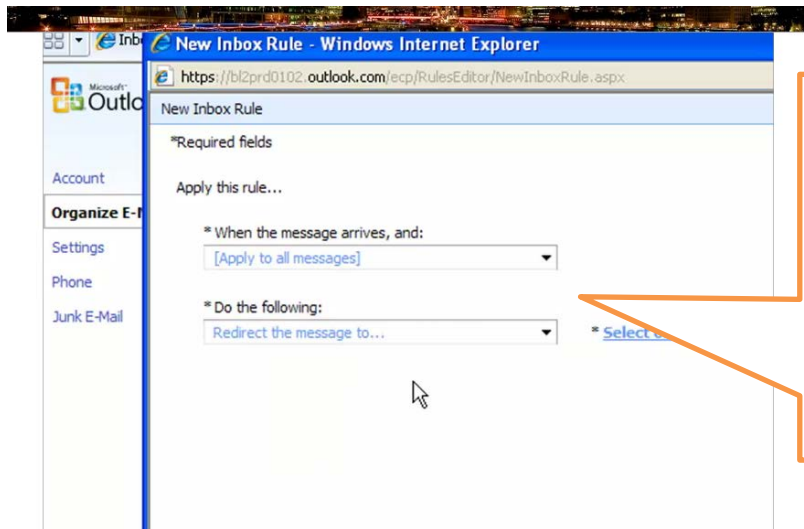


The screenshot shows the Outlook Live interface with a callout box pointing to an email. The callout box says 'Click Options to continue'. The email is from Microsoft Customer Support and is a confirmation message regarding a password change. The email content includes:

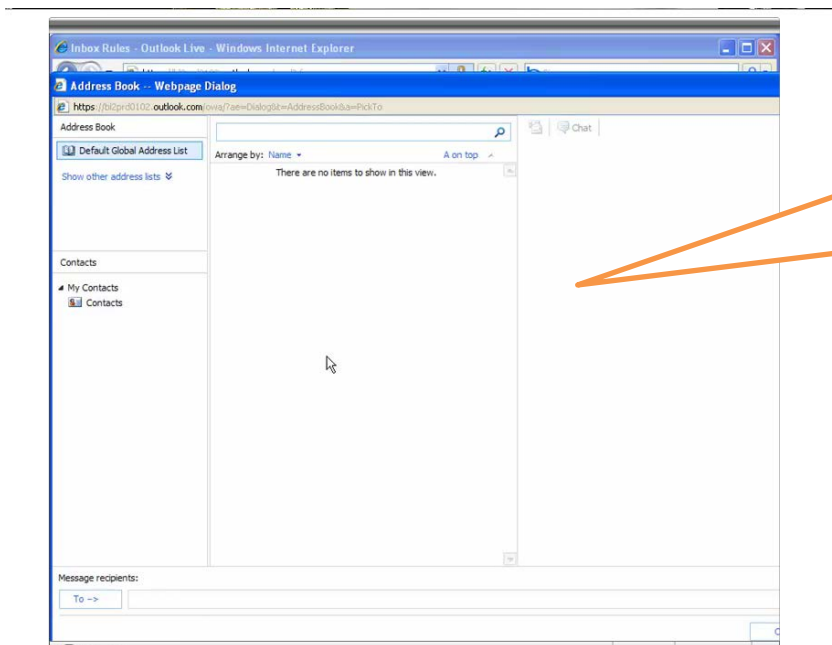
- Greeting: Hello test1234@cc.peralta.edu:
- Message: We're sending this message to confirm you changed your password on 2/4/2009 5:18:51 PM. You don't need to do anything more, this is only a confirmation.
- More Information: To reset your password, go to <http://account.live.com/ResetPassword?ic=1033>.
- Footer: To view and update your account info go to Windows Live Account at



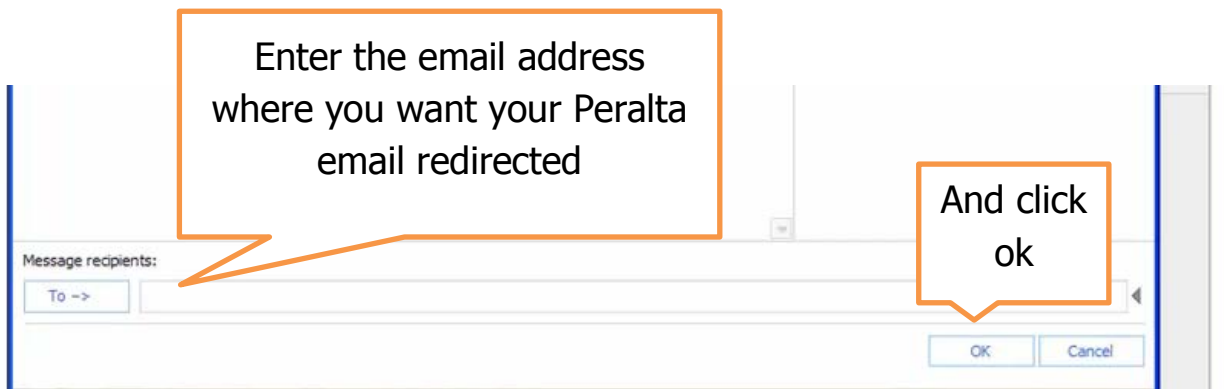
For the new rule you are creating choose:



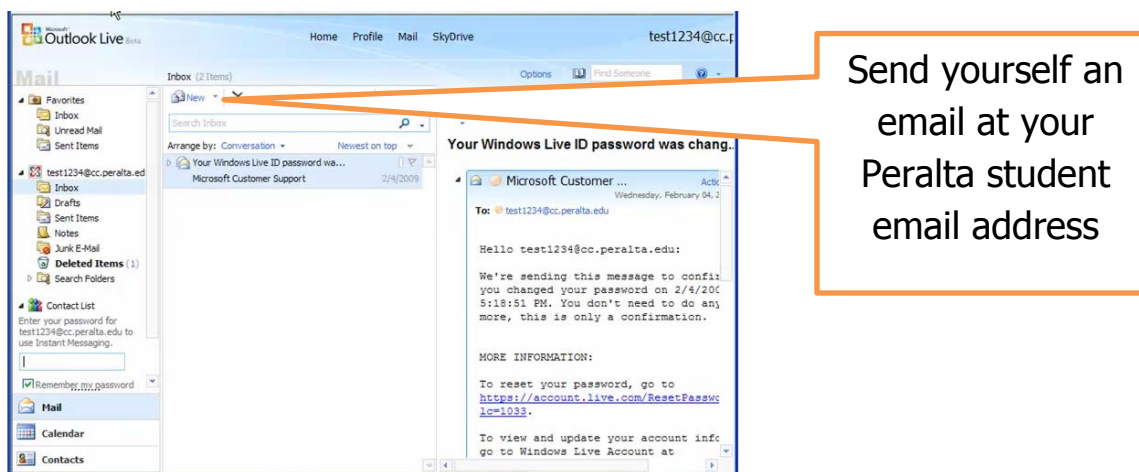
Apply to All Messages
And
Redirect the message to...



You will be
redirected to
this address
book screen



You are almost done! But first, test your email redirect!



You should receive the message in your student email account AND in the email address where you have redirected your email.

