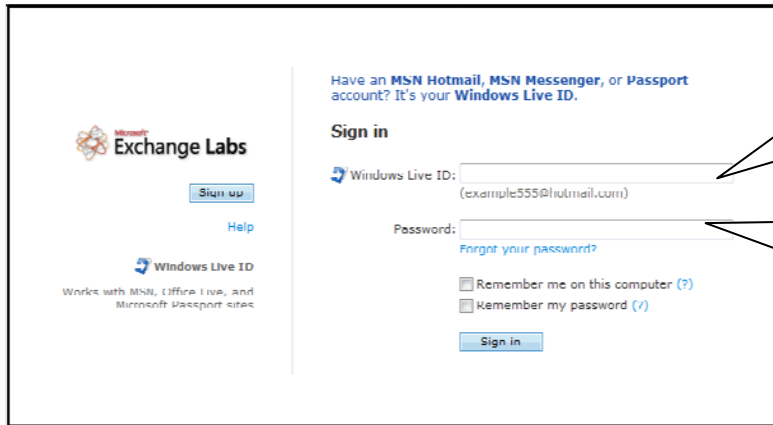


Setting up your new email account

You must use Internet Explorer 7 for the setup process. Firefox or Safari will NOT work.

Step 1

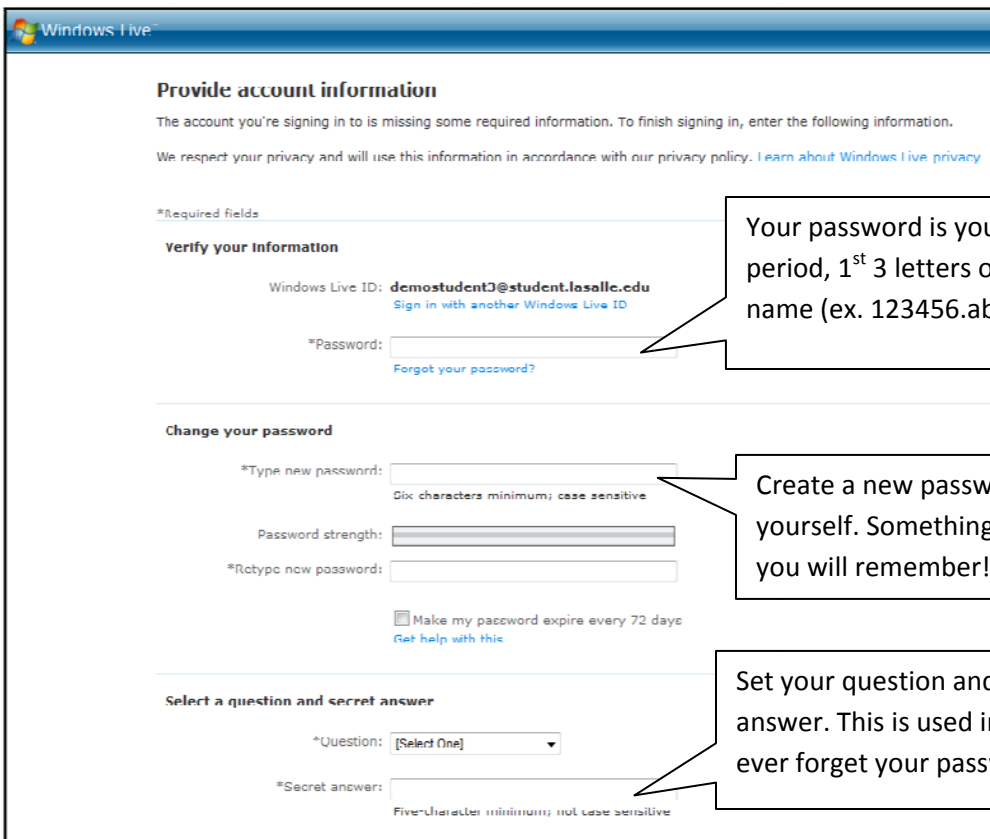
Open Internet Explorer 7 and go to <http://www.outlook.com>. You will be prompted to log in with your Windows Live ID and password.



Your Windows Live ID is your mylasalle username followed by @student.lasalle.edu (ex. smithj1@student.lasalle.edu)

Your password is your birthday, followed by a period, followed by the first 3 letters of your last name (ex. 123456.abc)

Step 2- The next step is to provide your account information.



Your password is your birthday, period, 1st 3 letters of your last name (ex. 123456.abc)

Create a new password for yourself. Something that you will remember!

Set your question and security answer. This is used in case you ever forget your password.

Add an alternate e-mail address

Alternate e-mail address:

Retype alternate e-mail address:

Your information

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

*birth year: [Why is this required?](#)
Example: 1999

Review and accept the Agreements

Clicking **I accept** means that you agree to the [Windows Live service agreement](#) and [Privacy Statement](#).

Callout 1: Add an alternate email address. This step is optional. If you forget your password in the future, it will be emailed to this address

Callout 2: Set your country and your birth year

Callout 3: Click the button to accept the license agreement

Step 3

Click the button to Sign in to Windows Live.

Windows Live™

Provide account information

You just updated some information that requires you to sign in again.

Enter your Windows Live ID and password. Your Windows Live ID is your mylasalle username followed by @student.lasalle.edu (ex. smithj1@student.lasalle.edu) and your password is the NEW password you set in the previous step.

Microsoft Exchange Labs

[Help](#)

Windows Live ID
Works with MSN, Office Live, and Microsoft Passport sites

Have an **MSN Hotmail**, **MSN Messenger**, or **Passport** account? It's your **Windows Live ID**.

Sign in

Windows Live ID: (example555@hotmail.com)

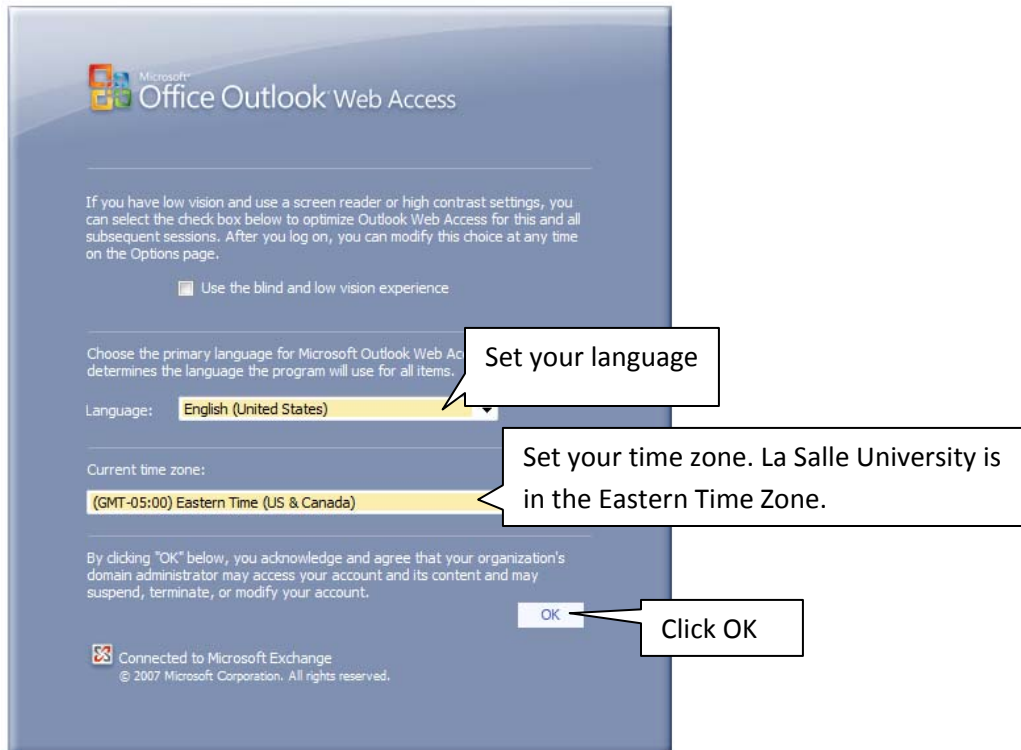
Password: [Forgot your password?](#)

Remember me on this computer (?)

Remember my password (?)

Step 4

You now need to set your language and time zone preference for Outlook Web Access.



The screenshot shows the Microsoft Office Outlook Web Access setup interface. At the top, it says "Microsoft Office Outlook Web Access". Below that, there is a checkbox for "Use the blind and low vision experience". The main section is titled "Choose the primary language for Microsoft Outlook Web Access" and "Language:" with a dropdown menu set to "English (United States)". Below that, "Current time zone:" has a dropdown menu set to "(GMT-05:00) Eastern Time (US & Canada)". At the bottom, there is an "OK" button. Three callout boxes point to these elements: "Set your language" points to the language dropdown, "Set your time zone. La Salle University is in the Eastern Time Zone." points to the time zone dropdown, and "Click OK" points to the OK button.

Microsoft Office Outlook Web Access

If you have low vision and use a screen reader or high contrast settings, you can select the check box below to optimize Outlook Web Access for this and all subsequent sessions. After you log on, you can modify this choice at any time on the Options page.

Use the blind and low vision experience

Choose the primary language for Microsoft Outlook Web Access. The language you select determines the language the program will use for all items.

Language: **English (United States)**

Current time zone: **(GMT-05:00) Eastern Time (US & Canada)**

By clicking "OK" below, you acknowledge and agree that your organization's domain administrator may access your account and its content and may suspend, terminate, or modify your account.

Connected to Microsoft Exchange
© 2007 Microsoft Corporation. All rights reserved.

Your new email account is now set up and ready to use!

If you have any problems or questions, please submit a ticket at the [Web Help Desk](#) or call ResNet Helpdesk at 215 951-1788.