

STANDARD OPERATING PROCEDURES


Student Email


Shortcuts to other things you can do...


On the main page, look below your name in the upper right hand corner, you will see **Options** click there.


Then click on **See All Options...**


Shortcuts to other things you can do


 See e-mail from all your accounts in one place

 Tell people you're on vacation

 Learn how to get Direct Push e-mail on your mobile phone

 Forward your e-mail

 Change your password

 Import your contacts from an existing e-mail account

From this area you can click on each subject and it will take you through the process on how to accomplish each.



### STANDARD OPERATING PROCEDURES

It's important to know how to change your password and setup your security info.  
Click on **Change your password** then the screen will go to **Account overview**

**Account security**  
We can help you resolve issues with your account more quickly if we have a phone number or an email address where we can send a code.

Password: \*\*\*\*\* [Change](#)

Security Info: This keeps your account safe and helps you reset your password. [Manage](#)

Old password:

[Forgot your password?](#)

Type new password:

6-character minimum; case sensitive

Password strength:

Retype new password:

Make my password expire every 72 days

[Save](#) [Cancel](#)

To change your password click here  
Change your password then **Save**



**STANDARD OPERATING PROCEDURES**

Security Info: This keeps your account safe and helps you reset your password.

Manage

To setup your Security Info: click here

Follow the directions as to setting up an alternate email address and a mobile phone to help you reset your password should you forget it.

**STANDARD OPERATING PROCEDURES**

## Manage security info

Account ► Security info

If you ever lose access to your account, we'll use the security info below to help you recover it.

### Mobile phone

United States (+1) ▼  
(425) 555-0100

### Alternate email address

user@example.com

### Trusted PC

To add a trusted PC to your account, you need to have Windows Live Essentials installed. [Install Windows Live Essentials](#)

### Security question

If you don't remember your secret answer, pick a different question.

Default secret question? [Change](#)

Save



## STANDARD OPERATING PROCEDURES

### Security question

If you don't remember your secret answer, pick a different question.

Click on **Change** and select a question and respond with your *Secret Answer*  
Then click on **Save**

## STANDARD OPERATING PROCEDURES

To forward your email click on



**Forward your e-mail**

 My Account

 **Connected Accounts**

### Connected Accounts

You can connect your Outlook Web App account to your other e-mail accounts. This lets you use your Outlook Web App account to send and receive messages from the connected accounts.

 New...  Details  

Account Name	Status	Action
There are no items to show in this view.		

0 selected of 0 total

### Forwarding

Forward my e-mail to:

Keep a copy of forwarded messages in Outlook Web App

Enter your email address in the field above



## STANDARD OPERATING PROCEDURES

Forwarding

Forward my e-mail to:

Keep a copy of forwarded messages in Outlook Web App

[✓ Start Forwarding](#)

Then click on **Start Forwarding**

[✗ Stop Forwarding](#) [✓ Save](#)

Then click on **Save**

To **Stop Forwarding** go back to this screen and click on Stop Forwarding  
**Save** your changes