

# MHCC Student Email

## Getting Your Email Address

MHCC now has email addresses for students. To find out what your email address is, you will need to visit the MHCC Portal at <http://my.mhcc.edu> and follow the following instructions. Once you know your email address, you will need to return to this document and follow some additional instructions to complete the email setup process.

Let's start with how to find your email address on the MHCC Portal.

1. Open your choice of browsers and go to the MHCC home page – <http://www.mhcc.edu>.
2. In the upper right hand corner of the MHCC home page there is a link to My MHCC. Click on that link. ( See figure 1)



Figure 1 - My MHCC Link

3. Log into the MHCC Portal. If you have not logged in before your login name is your student ID number and your password is your 6 digit birth date. ie (MMDDYY = 011164)
4. Once logged in, click on the Personal Info link just to the right of your name at the top of the page. (See figure 2)



Figure 2 - MHCC Portal Personal Info Link

5. On the next screen that loads, click on the Biographical Info tab. (See figure 3)



Figure 3 - Biographical Info Tab

6. Scroll down to the section titled "Other Addresses". Here you will find your MHCC email address. It will look something like this – [a.student1@saints.mhcc.edu](mailto:a.student1@saints.mhcc.edu). Write down this email address. You will now use it to setup your email address on Windows Live.
7. You can now logout of the MHCC Portal and continue with setting up your MHCC email on Windows Live.

## Setting-Up Your Email on Windows Live

1. Your email address is constructed from the first initial of your first name, a period and your last name including hyphens. A number is also assigned to insure that the email address is unique. Your email address does not include spaces or apostrophes. The address is @saints.mhcc.edu. So your email address may look like:

[a.student1@saints.mhcc.edu](mailto:a.student1@saints.mhcc.edu)

k.smith-jones4@saints.mhcc.edu

2. Your initial password is your six character birthday in the form MMDDYY. You will be required to provide a new password during your initial login.
3. Open your favorite web browser. The login URL is <http://login.live.com>. Type this into the address text box as shown below. This will take you to Windows Live ID, a Microsoft email hosting site based on their Hotmail email. The email is intended to be permanent for any our MHCC students and alumni. When you graduate, transfer or otherwise leave MHCC, you can continue using this email account. You can bookmark that URL for easy access. (See figure 4)

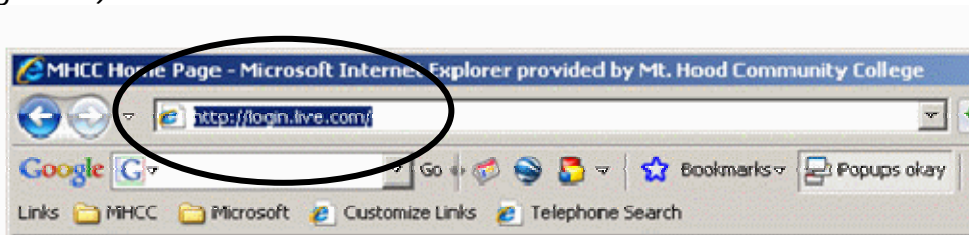


Figure 4 - Starting URL for MHCC Student Email

4. When the Windows Live ID page opens, you will need to enter your email address into the initial login page. (See "**Getting Your Email Address**" above to review how your email address is determined if needed.) Next enter your password. Your initial password is your 6 character birthday. If you are already a Windows Live user, you may need to click the link to login as a different user. (See figure 5)

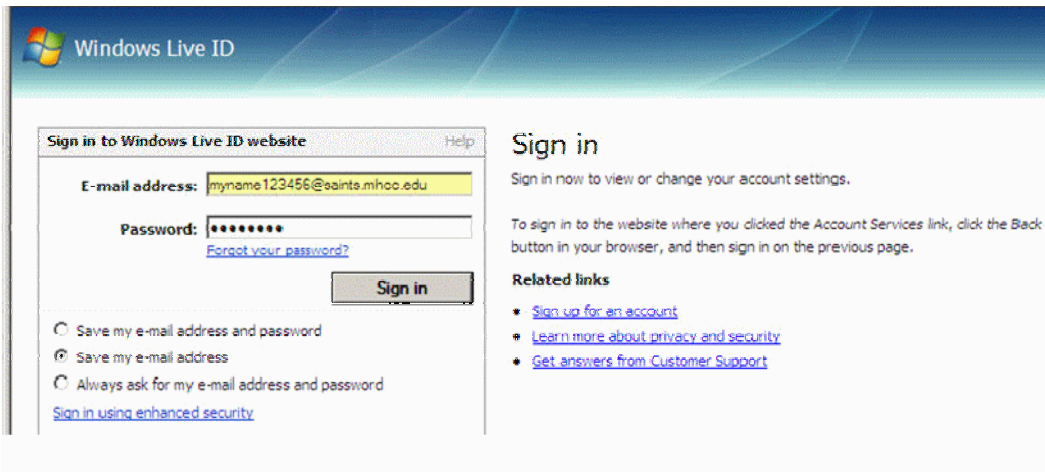


Figure 5 - Windows Live ID

5. After login, you are required to change your initial password. You must first provide the password with which you used to login (your birthday) and then choose a new password. The password strength indicator will change as you type. The rules for setting a new password are included on the web page. **Please keep track of your new password.** Once you change it we have no way to discover what it is or to change it for you. Click the submit button to complete this task. (See figure 6)

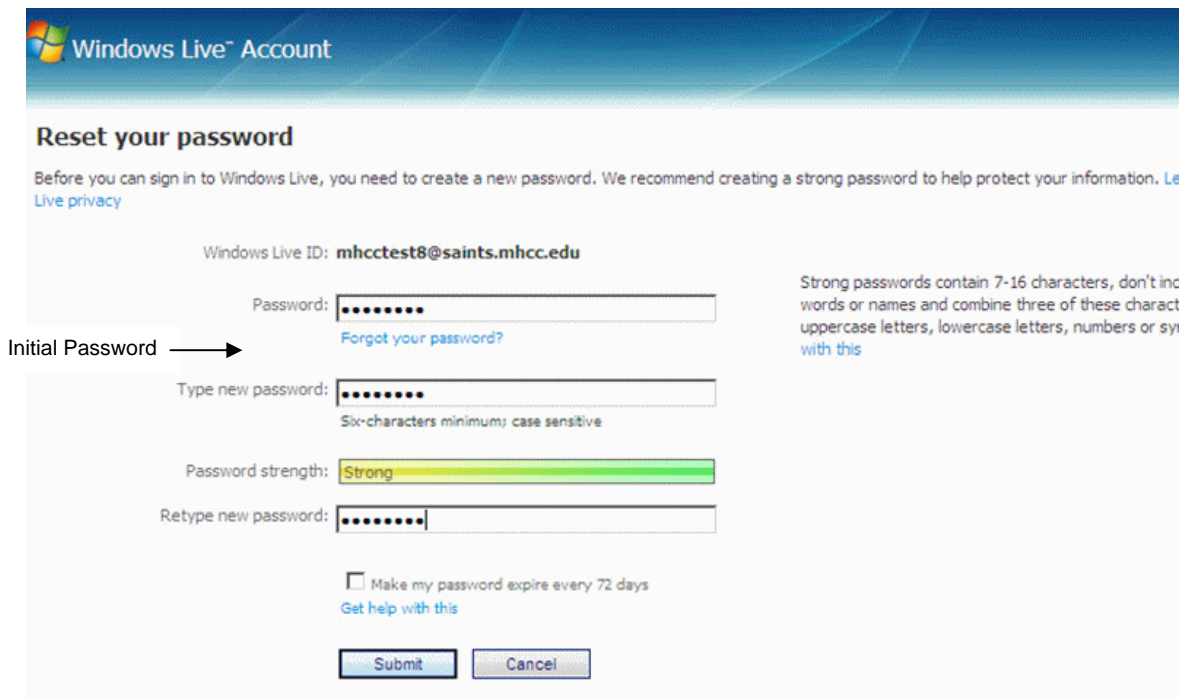


Figure 6 - Password Reset

6. Once you click the submit button, you are logged out and sent to a screen to log back in using your new password. Enter your new password in the password text box. (See figure 7)

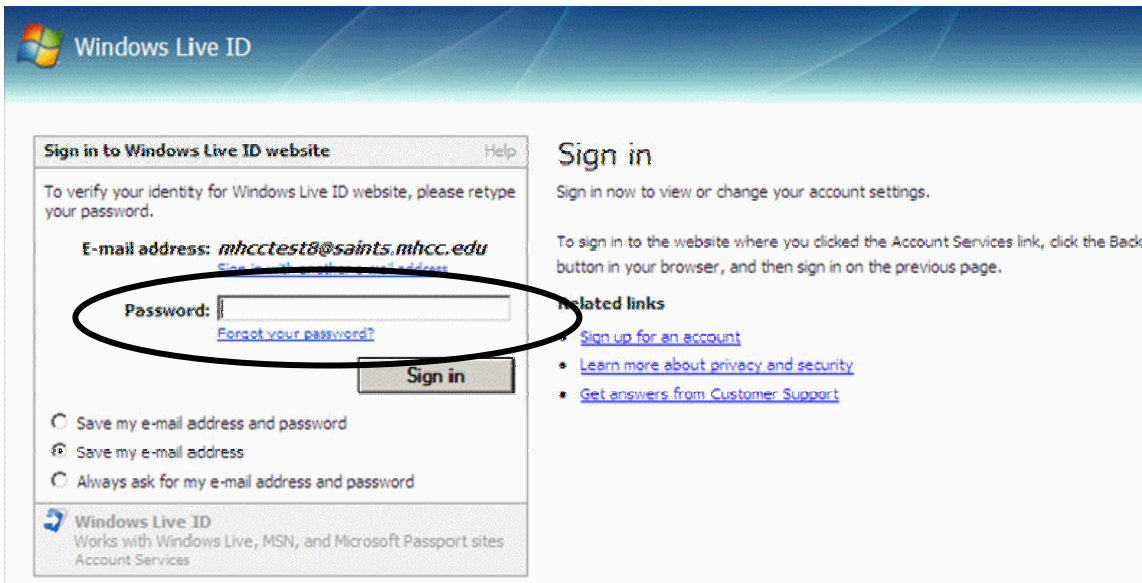


Figure 7 - Re-Login with new password

7. Now that you have logged in using your new password, you are required to provide some information so that if you forget your password, you have a way of retrieving it. You must provide your password on this screen and then provide a secret answer to a question of your choosing. Then provide an alternate email address to which your password information can be sent. Please do not ignore this step. It is the best way to recover your password. Click the submit button when the form is completed. (See figure 8)

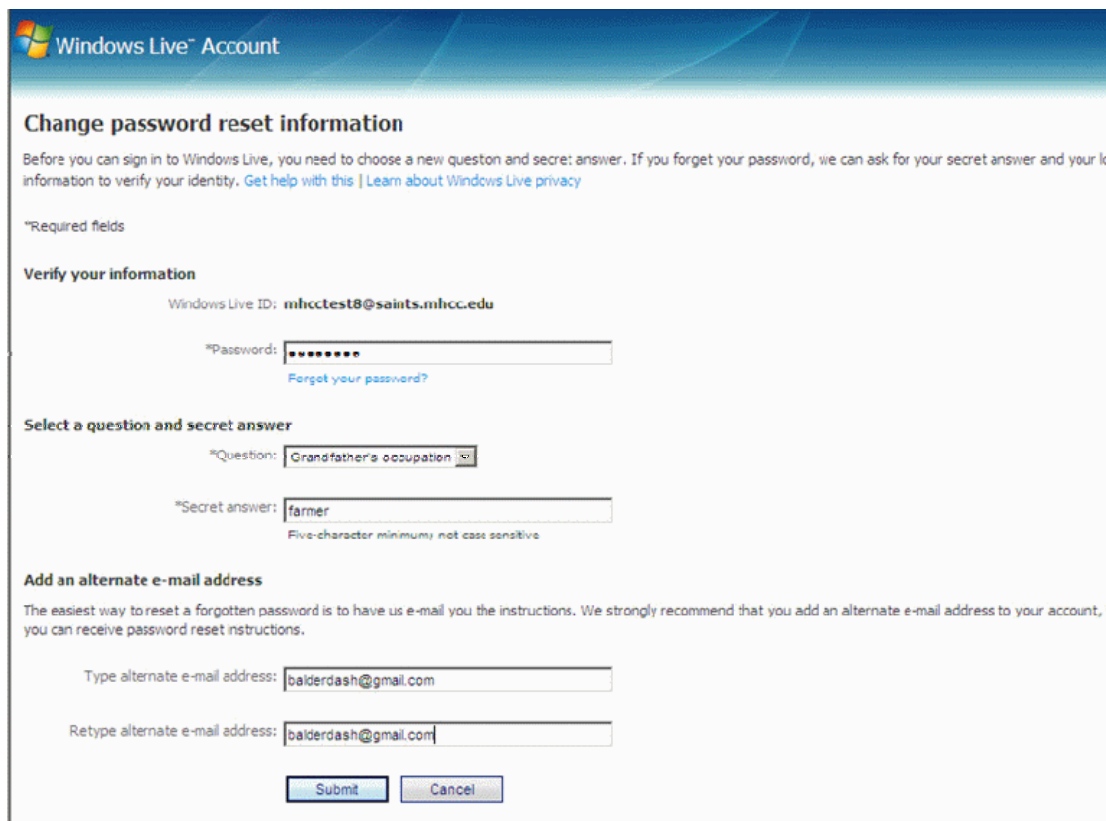
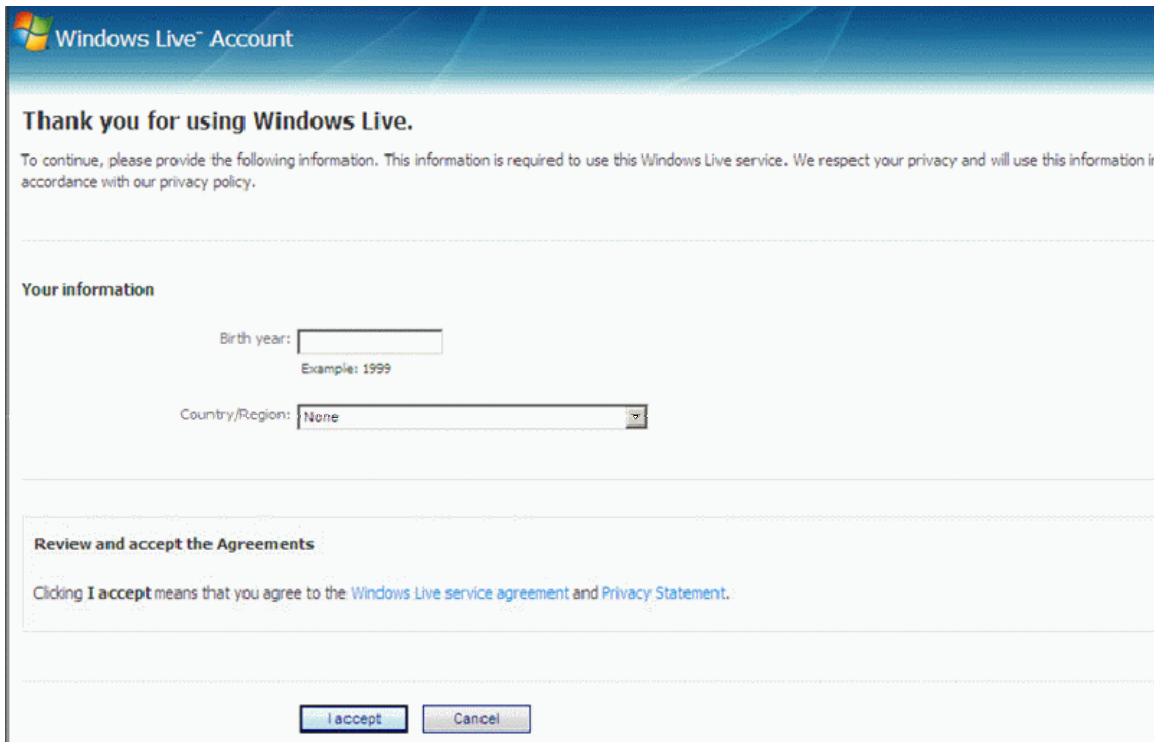


Figure 8 - Password recovery information

8. Once you have clicked on the submit button a new screen will load. You will need to provide your birth year and country. This sets the time zone for your email and calendar. Then click the button to accept the agreements. (See figure 9)



**Figure 9 - Your information – Birth Year and Country**

9. You are now ready to start using your new MHCC email account. The next screen shows your information about your account and allows you to manage various portions of it. Click on the Browse Services link. (See figure 10 & 11)



**Figure 10 - Windows Live Messenger**

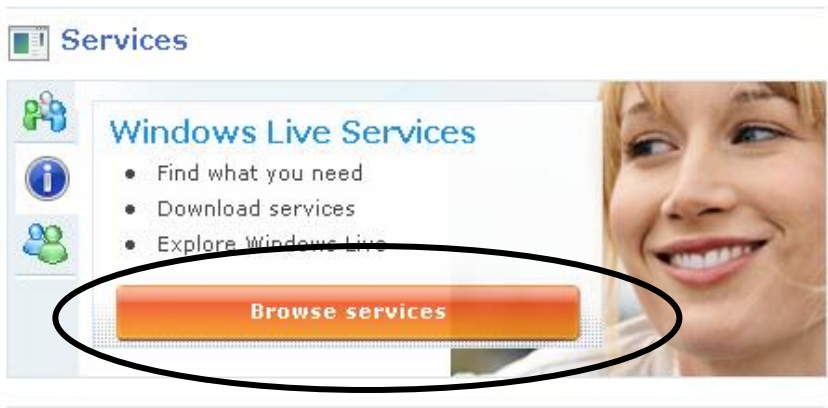


Figure 11 - Windows Live Services – Browse Services

10. On the next screen, click on the Hotmail link. (See figure 12)

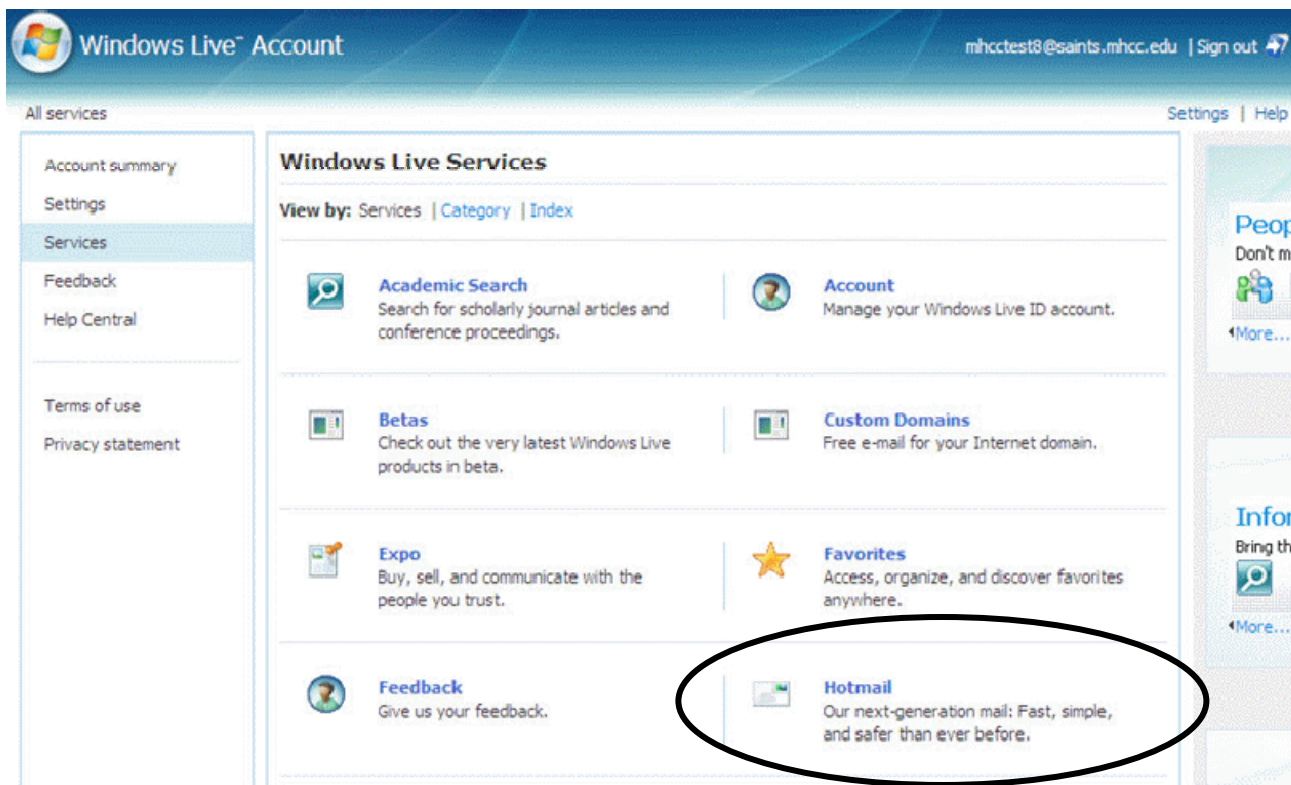


Figure 12 - Link to Hotmail

11. Once you have clicked on the Hotmail link, your Windows Live home page opens. You will now need to click on the Inbox link to open your Inbox. Once inside your Inbox, read the welcome email. Among other things, it contains information on customizing the look of your new email account. You may want to save this message to use as a reference at a later date. (See figure 13)

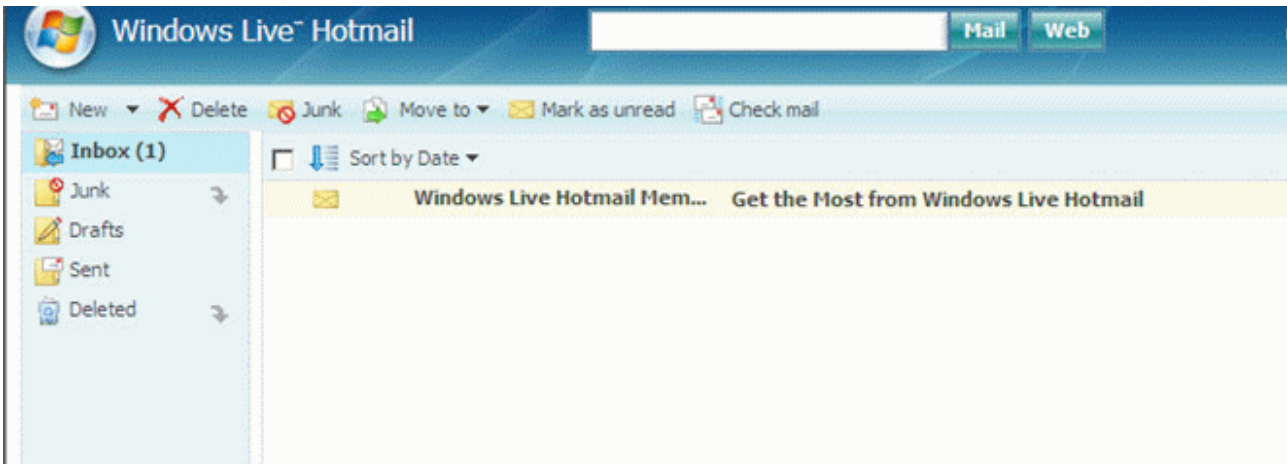


Figure 13 - MHCC Student Email Inbox with Welcome message

12. You may be asked to help stop spammers by filling in a small form like the one below. If you can't read the image, you can use one of the buttons on the right to either select a new image or to play an audio recording of the image. If you fail the first time, try again. (See figure 14)

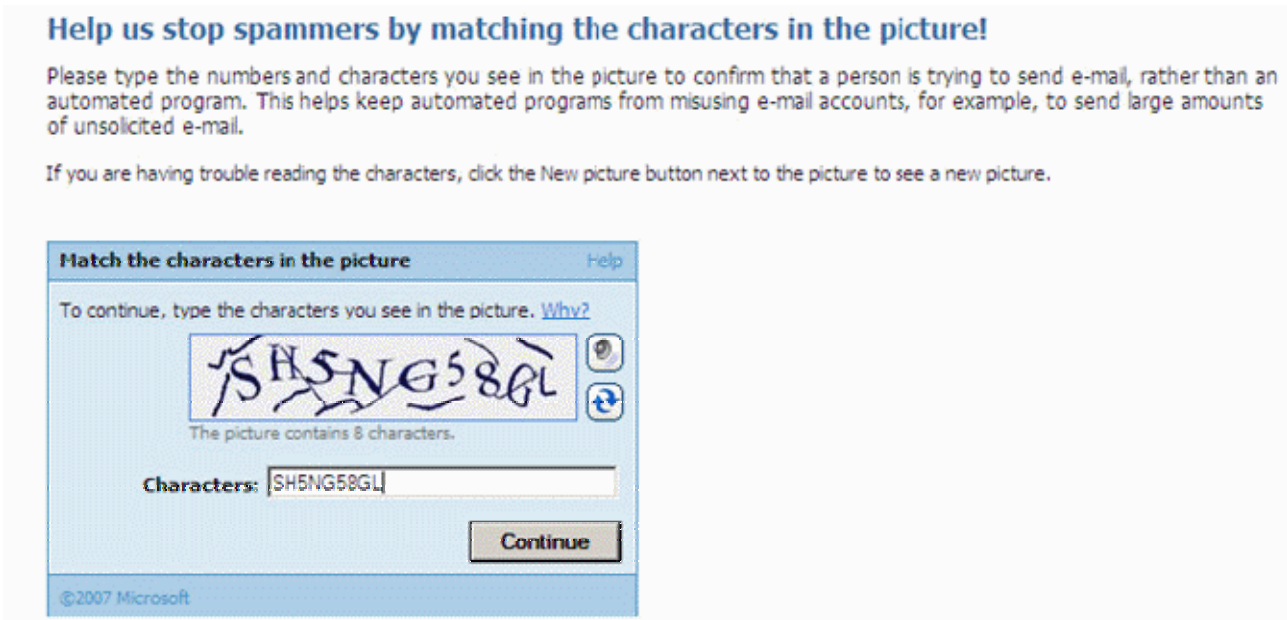
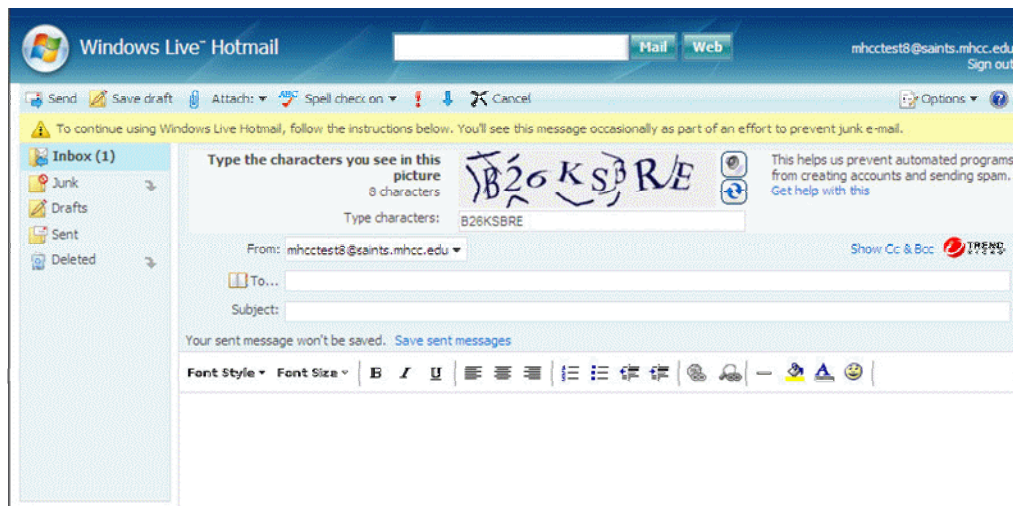


Figure 14 - Help stop spammers request form

13. And you may receive a prompt to do something similar to it when sending your first email. It doesn't happen every time. (See figure 15)



**Figure 15 - Spam stopper within an email**

14. Other Technical issues to remember:

- You must access your account at least once every 365 days for it to remain active.
- If the account owner doesn't log in at least once every 180 days, though, we will clear out the in-box to minimize storage costs.
- 2 gigabytes of storage between mail, calendar and contacts is allowed for each account.
- In addition to email, Windows Live offers calendar and address book as well as calendar sharing. Hotmail and Windows Live both support iCal, so students can send meeting requests to email systems supporting iCal. For example, students can send calendar invites to Exchange users and vice versa.

15. After your initial account setup and login you will need to use a different URL for future logins. Here is the correct URL to log into your MHCC Student email account: <http://mail.live.com>. Once on this web page use the email address assigned to you and the password you created at setup.

**Adding Your Email to your “My Pages” in the MHCC Portal**

Now you have an email address and you have completed the Windows Live setup, there is one more part of the process – make your address available for use on the MHCC Portal. Complete the following steps to finish the process.

1. Log on to the MHCC Portal as you did in the first section of this document.
2. Click on the “My Pages” tab. (See figure 16)



**Figure 16 - My Pages tab**

3. On the left hand side navigation, find the link to the Message Center and click on it. (See figure 17)

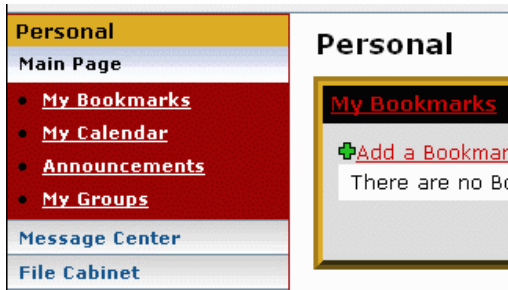


Figure 17 - Message Center link

4. Move your mouse to hover over the word "Manage" just under the portlet title Message Center. A link to Manage Email Account will drop down. Click on that link. (See figure 18)

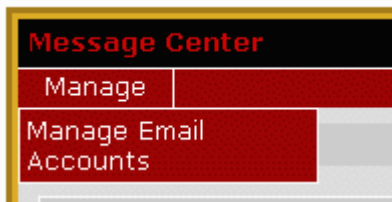


Figure 18 - Manage Email Account link

5. In the new portlet that opens, click on the "Add a New Account" link. (See figure 19)

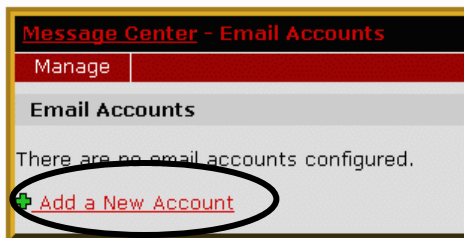


Figure 19 - Add a New Account link

6. In this portlet, start by clicking on the drop-down box to display the email source choices and then click on MyMHCC. (See figure 20)

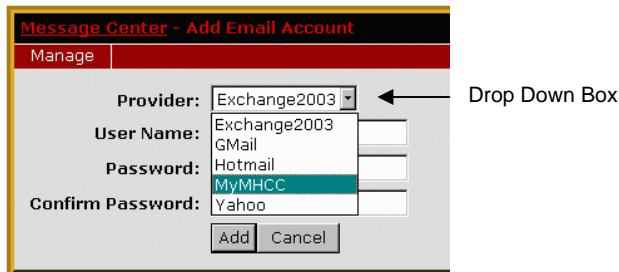



Figure 20 - Email Source Drop-Down Box

7. Next fill the rest of the text boxes in this portlet. Make sure to use your email address as the User Name and the new password you setup earlier. When all text boxes are completed, click "Add". (**NOTE:** when typing in your email address only use the portion before the @. For example – "M.Student5". **DO NOT** add the @saints.mhcc.edu.

8. Once you click the Add button from the instruction above, you will be returned to a portlet that will show the newly added email address. Click the radio button in front of the address, then click Save.
9. To log into your new MYMHCC email account from the Portal, hover your mouse over the word "Manage" just above your email address. Click on "Sign on to Email". (See figure 21)



**Figure 21 - Sign on to Email**

10. This will open a new window for your web browser and take you directly to Windows Live for you to log in to your MyMHCC email. Type in your password and click Sign In.
11. When the next window opens, Click on . Then the Browse Service icon. And finally the Hotmail icon. Click on the Inbox link to the left to open your Inbox.

\* Be aware screens on Windows Live are subject to change without notice.