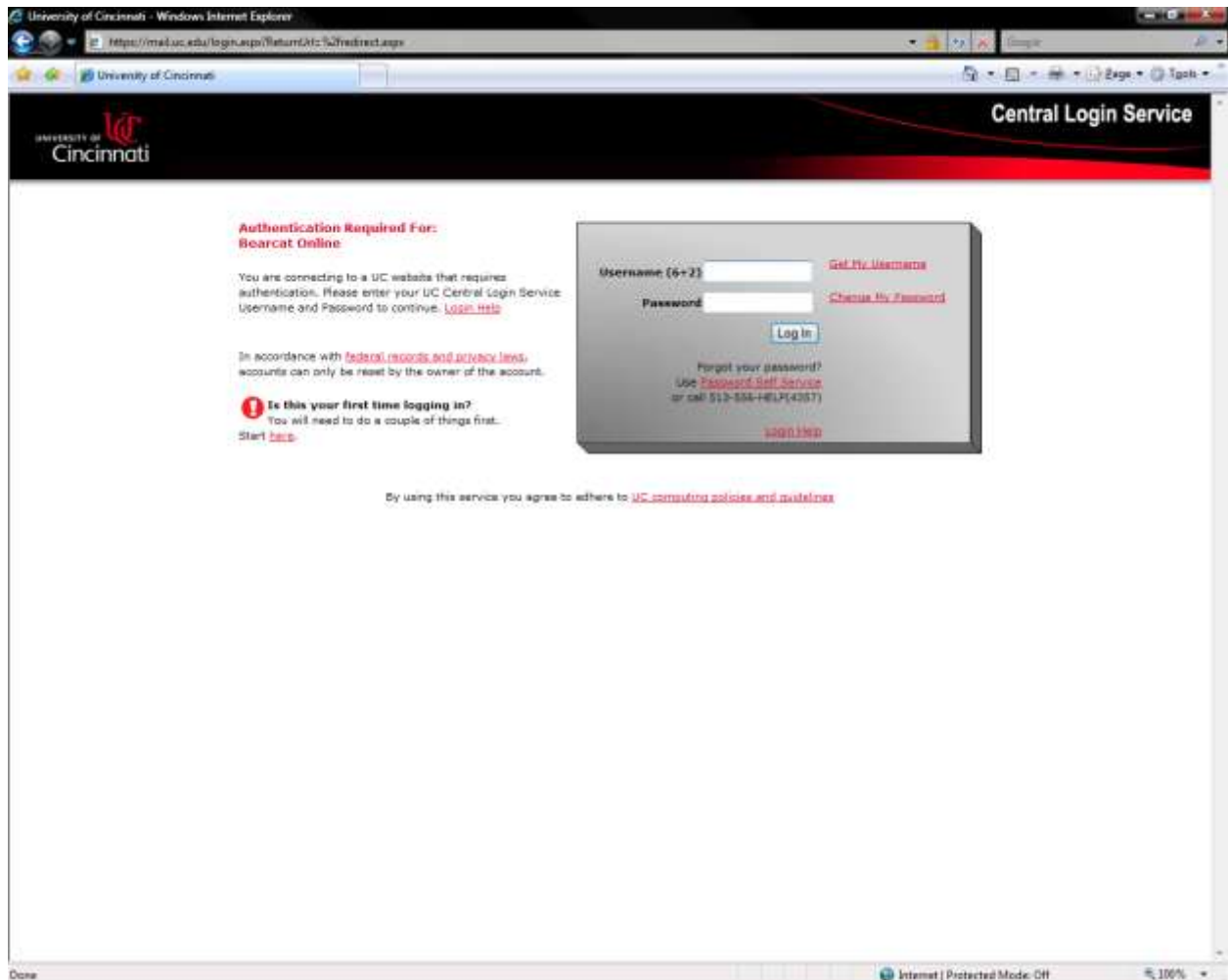


How to activate your new UConnect e-mail account.

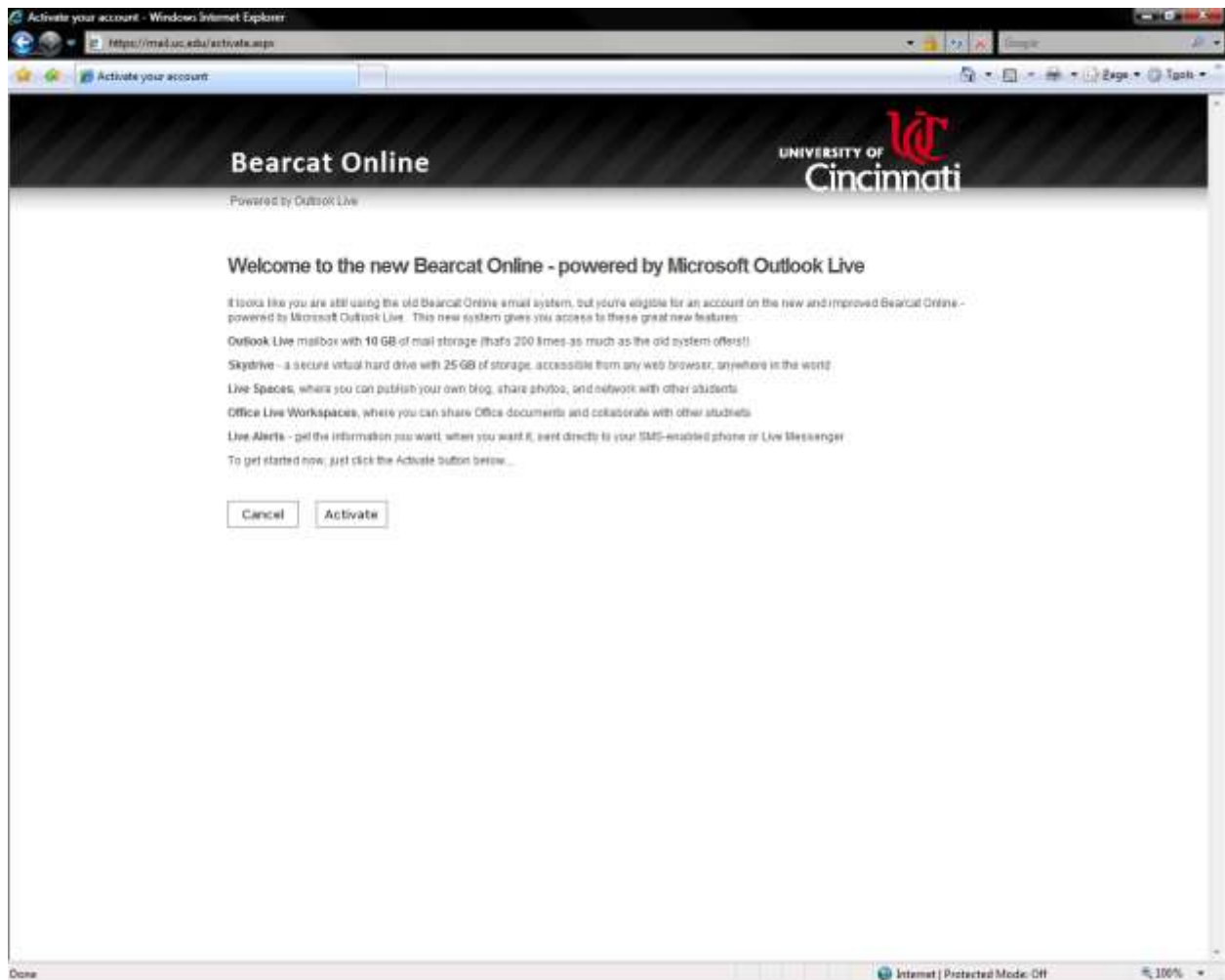
Step 1: go to <https://mail.uc.edu>. The following screen is displayed



Step 2: Enter your userid and you Central Login Service password.

- a) If a person is not yet eligible to activate a UConnect account, an error page will appear.
- b) If your UConnect account is already activated, this will take you to it.

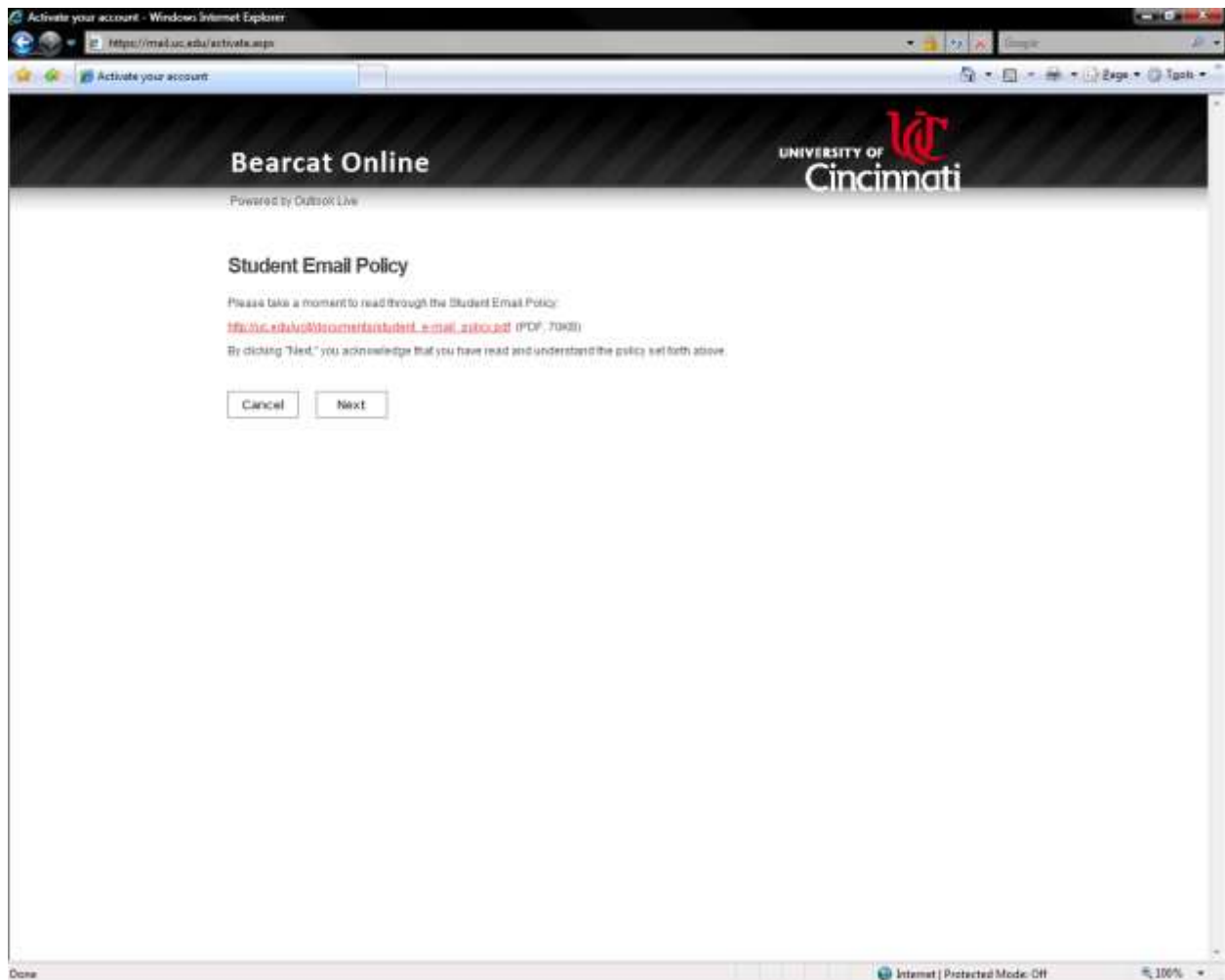
Otherwise, the next screen appears:



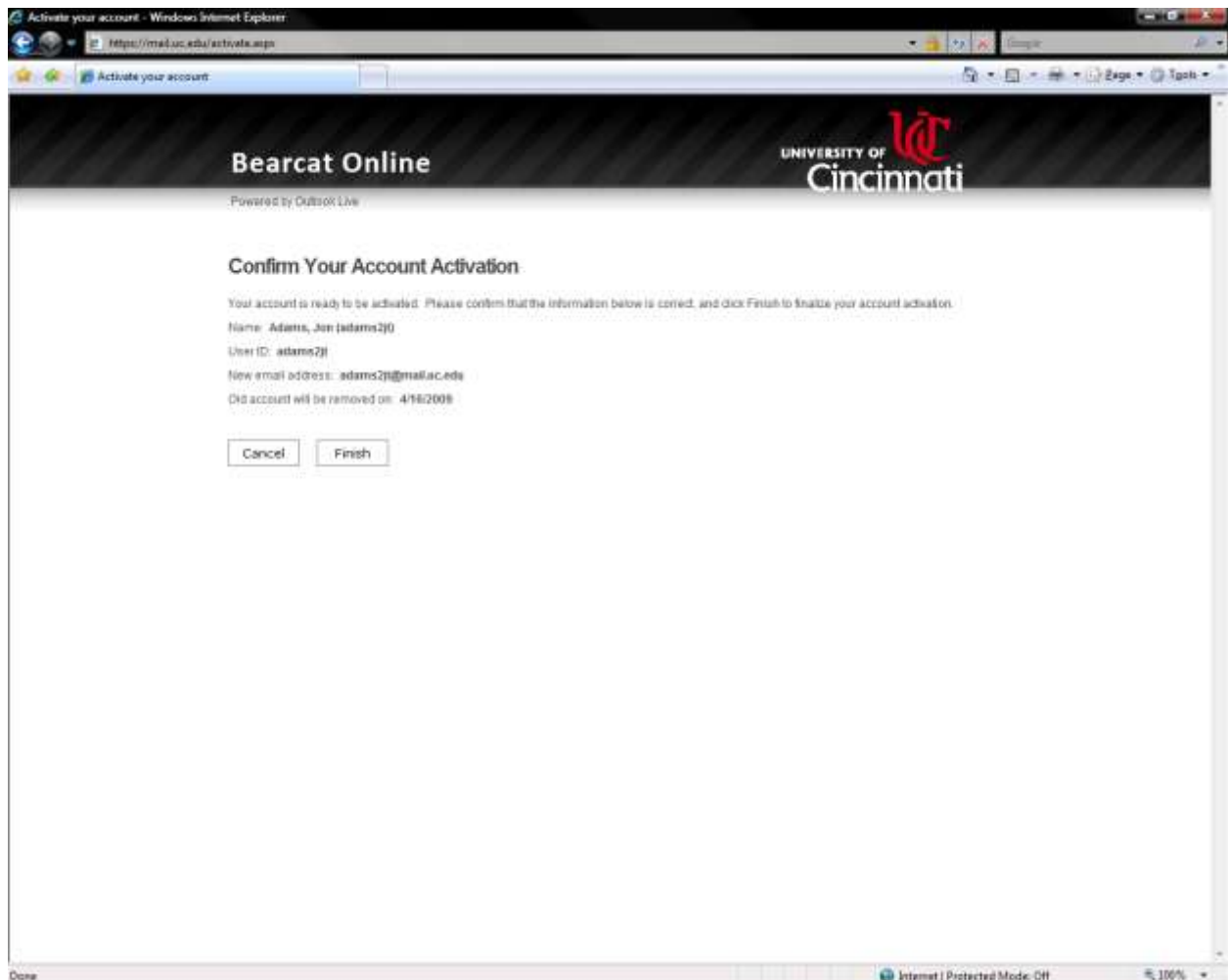
STEP 3: Click the Activate button



STEP 4: Read this page carefully and click Next to proceed.



STEP 5: User is asked to review the “acceptable use policy” and agree to it.



STEP 6: User reviews a summary of the changes to be made, and finalizes the activation request.

STEP 7: After 5 minutes, the account has been provisioned on Outlook Live. After 10-15 minutes, the user receives an "activation message" in his or her old mailbox.

STEP 8: User logs into the portal (as in STEP 1) with the new password (which works immediately in Active Directory), and is sent to the Windows Live "new user" page. You will be asked to enter your password again, select a question and secret answer, enter an alternate email address, Confirm your region and birthdate and accept the Microsoft User agreement. This screen will only appear once, the first time you log in. Subsequent logins will take you directly to you inbox.

Account - Windows Live - Windows Internet Explorer

https://account.live.com/...
Account - Windows Live

Windows Live™

Provide account information
Before you can sign in to Windows Live, you need to choose a new question and secret answer and provide your location and birth year. If you forget your password, you can provide this information to verify your identity. Get help with this | [Learn about Windows Live privacy](#)

*Required fields

Verify your information

Windows Live ID: **sanforej@mail.uc.edu**
[Sign in with another Windows Live ID](#)

*Password:
[Forgot your password?](#)

For security purposes, enter the password for the account you're trying to sign in to.

Select a question and secret answer

*Question:

*Secret answer:
Five character minimum; not case sensitive

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:
Example: 1990

Internet 100%