

Setting up your Henderson E-Mail

- 1) Go to www.hotmail.com.
- 2) Your Windows Live ID is your full student E-mail address.
- 3) Your default password is the first 4 digits of your birthday followed by the last 4 digits of your Social Security Number.
- 4) Select "Sign in".
- 5) Now you will be asked to change your password. Make sure to select one that you will remember.
- 6) Now you may be asked to type in a secondary e-mail address. This allows a new password to be sent to that address if you forget your password.
- 7) Lastly, select "Sign in to Windows Live".
- 8) Now you will be logged out and asked to sign in again.

The screenshot shows the Windows Live sign-in page. The title is "sign in". Below it, the text "Student E-Mail Address" is written in red. A red arrow points to the "Windows Live ID:" field, which contains the email address "ab123456@reddies.hsu.edu". Another red arrow points to the "Password:" field. Below the password field, there is a link "Forgot your password?". There are two checkboxes: "Remember me" (checked) and "Remember my password" (unchecked). A red box labeled "Optional" is drawn around these checkboxes. A red arrow points to the "Sign in" button, which is labeled "Sign in" in red. At the bottom, there are links for "Not your computer?", "Get a single use code to sign in with", and "Show saved Windows Live IDs". The footer contains "Use enhanced security (SSL) | Help Center | Feedback".

The screenshot shows the Windows Live password change page. The title is "Change your password". The "Windows Live ID:" field contains "@reddies.hsu.edu". Below it, the text "Sign in with another Windows Live ID" is visible. The "*Password:" field is highlighted with a red arrow and labeled "Default Password" in red. Below the password field, there is a link "Forgot your password?". The "Type new password:" field is highlighted with a red arrow and labeled "New Password" in red. Below it, the text "Password strength:" is visible. The "*Retype new password:" field is highlighted with a red arrow and labeled "Select" in red. There is a checkbox "Make my password expire every 72 days". At the bottom, there are "Submit" and "Cancel" buttons.

The screenshot shows a small dialog box titled "Provide account information". The text inside says "You just updated some information that requires you to sign in again." Below the text, there is a "Sign in to Windows Live" button, which is highlighted with a red arrow and labeled "Select" in red.

Please contact the HelpDesk if you have any questions.

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