## How to connect to Live@Edu for the first time.

## On the Web.

Using any web browser type in the following address (<u>http://www.outlook.com/taftcollege.edu</u>)

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- Enter your username and password into the sign in area of the webpage. Usernames are firstintiatlastname@taftcollege.edu. Example: <u>aagundez@taftcollege.edu</u>
- 2. The password default is tctctc.
- 3. If it does not work please contact IT to check your username and password
- 4. The web version of outlook will provide you access to your email from anywhere in the world and it can compatible with mobile devices such as cell phones or itouch.
- 5. It will not actually receive new mail until after Aug. 2 2010.

6. The system will ask you to change your password after you login. You will also be asked to fill in some basic information.

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- 7. Once this form is filled out press the I Accept button on the bottom of the page.
- 8. Click the login again button on the next page

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9. Chose your time zone from the drop down list and then click Ok to continue the login process



10. Congratulations you have logged into the system for the first time. From this point on you will

go straight to the email page after logging in.