

Introducing my.EITC.edu

Powered by Microsoft Live@edu

Beginning January 2009, EITC is introducing a new home for student e-mail; my.EITC.edu. More than just a new name, the move will provide students with enhanced e-mail features and collaboration tools powered by Microsoft.

What is Live@edu?

Microsoft Live@edu is an Internet-based mail system and collaboration tool suite designed specifically for educational institutions. Like other Internet-based mail systems, you can access your e-mail from any computer with an Internet connection, at school or at home.

Live@edu e-mail uses the Outlook Web Access interface. If you have ever used Microsoft Outlook, the Outlook Web Interface should look very familiar.

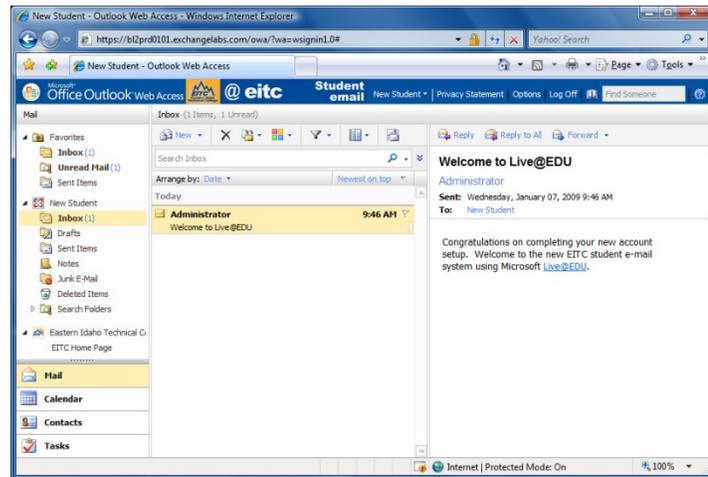


Figure 1 - A view of the EITC/Live@edu e-mail interface and inbox

Your Live@edu account is yours for life. It will remain active even after graduation. Use your account to stay connected with EITC and other students. Keep in touch and grow your network through Live@edu.

Accessing your account

To log into your account, point your browser to:

www.exchangelabs.com

Click on the address bar at the top of Internet Explorer. Then type in the address above.



Figure 2 - Internet Explorer address bar

Live@edu uses a Windows Live ID to authenticate users and direct you to your account. If you are not already logged into your account, you will be redirected to the Windows Live login screen.

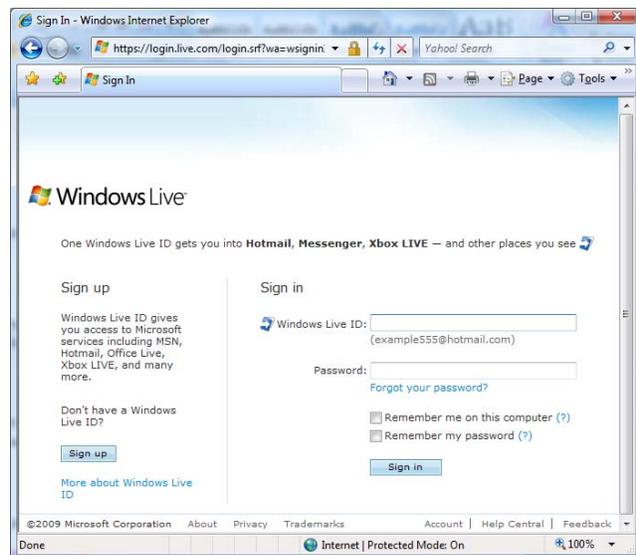


Figure 3 - Windows Live ID login screen

When you sign into your account for the first time, Windows Live will prompt you to complete your Live ID account setup. Once this is complete, you will be taken to your new e-mail account's inbox.

For support, contact the IT helpdesk:

Phone: (208) 680-6874

Online: <http://10.5.1.49:8080/ehelpdesk/login.jsp>



What are my username and password?

Your e-mail account username will be the same as your username to log onto EITC computers:

<firstname>.<lastname>@my.eitc.edu

For example, Bob Jones would be bob.jones@my.eitc.edu. In the event of a duplicate name, a number will be appended to the end of the name. So Mr. Jones might become bob.jones34@my.eitc.edu. If you're not sure of your username, contact the IT Help Desk at 680-6874,

To log into your e-mail the first time, use the temporary password of "password". As soon as you log in you will be prompted to create a new password.

Completing the Windows Live account setup

Before accessing your e-mail, you must complete the setup of your Windows Live account. This is a one-time process and will only take a few moments.

You must complete each of these steps:

- 1) Enter your assigned password, which is simply "password"
- 2) Select a new password
Your password should be at least eight characters in length and include at least three different character types (upper and lower case letters, numbers, and symbols)
- 3) Select a secret question and answer
This will be used if you ever forget your password
- 4) Enter your location and year of birth
Windows Live is used to authenticate many Microsoft services and must verify your age and location to meet local laws that govern Internet access for minors
- 5) Click the "I accept" button at the bottom of the screen.

After clicking accept, you will be prompted to sign back into Windows Live. Enter your username and your new password. You will be prompted to confirm your language, time zone, and accessibility options. Once you have done so, your setup is complete and you will be redirected to your new e-mail account inbox.

For support, contact the IT helpdesk:

Phone: (208) 680-6874

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The screenshot shows the Windows Live account registration process. It is divided into several sections:

- Verify your information:** Shows the Windows Live ID as `new.student@my.eitc.edu`. A red arrow points to the password field with the text: "This is your original password which for new accounts is 'password'".
- Change your password:** Includes fields for "Type new password" (with a strength indicator showing "Strong"), "Retype new password", and a checkbox for "Make my password expire every 72 days". A red arrow points to the password field with the text: "Now you will create a new password. We recommend at least eight characters and 3 of the 4 character types (upper case letters, lower case letters, numbers, and symbols)". Another red arrow points to the strength indicator with the text: "Windows Live checks your password strength based on the characters you choose".
- Select a question and secret answer:** A dropdown menu for "Question" is open, showing options like "Mother's birthplace", "Best childhood friend", etc. A red arrow points to the dropdown with the text: "Optional: To keep your account secure, you should change your password periodically". Another red arrow points to the "Secret answer" field with the text: "Your secret question will be used if you ever forget your password".
- Your information:** Includes fields for "Country/region" (United States), "State" (Idaho), "ZIP code" (83404), and "Birth year" (1986). A red arrow points to the "State" field with the text: "This section is used to check your age against local laws governing Internet access by minors".
- Review and accept the Agreements:** A section at the bottom with "I accept" and "Cancel" buttons.

Figure 4 - A condensed view of the Windows Live account registration screen