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 are have ever used Microsoft Outlook, the Outlook Web Interface should look very familiar.
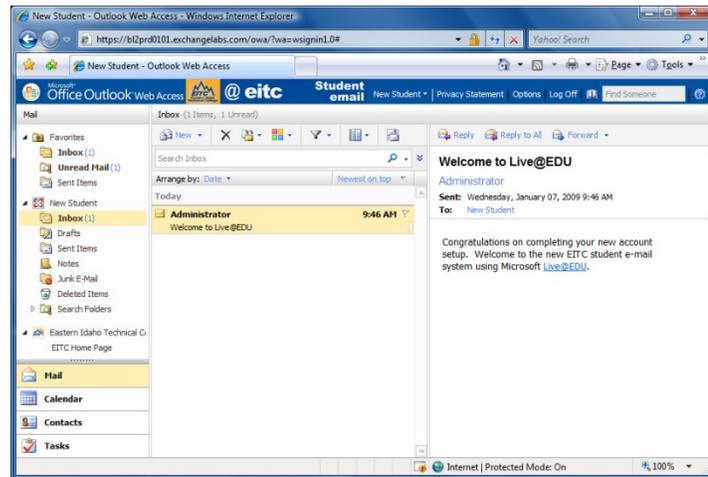

Figure 1 - A view of the EITC/Live@edu e-mail interface and inbox

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.
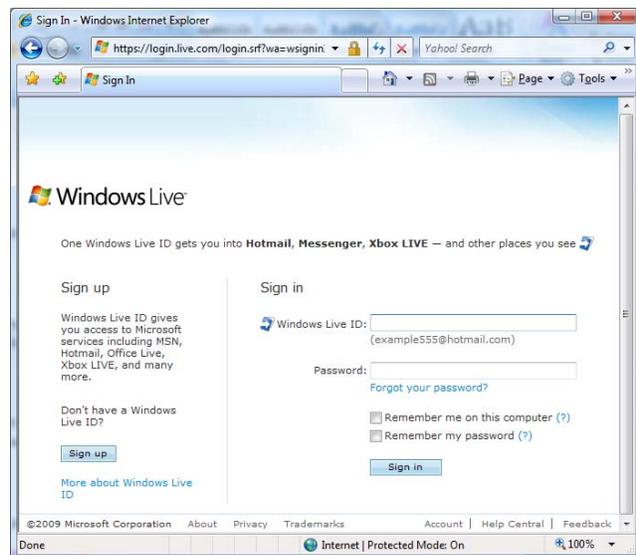

Figure 3 - Windows Live ID login screen

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**

EITC Eastern Idaho Technical College

Student email

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

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

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
Online: **http://10.5.1.49:8080/ehelpdesk/login.jsp**