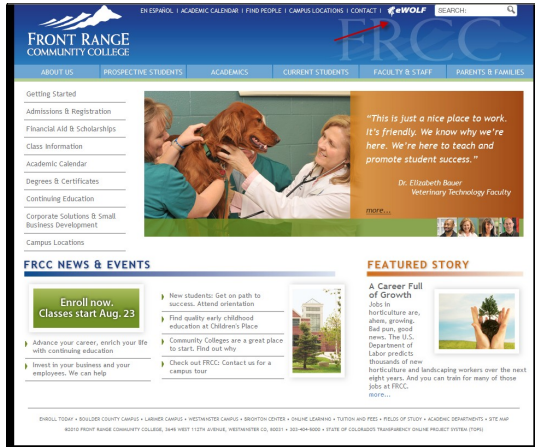


STEP BY STEP INSTRUCTIONS FOR ACTIVATING YOUR STUDENT EMAIL ACCOUNT

1. Start at www.frontrange.edu, then click on the  icon at the top right of the page to access your account.



2. Log in to your  account.

- Username = Your Student ID number (S0_____)
- Password: If this is your first time accessing your account, the initial password is your six-digit date of birth. (MMDDYY format)
- Click LOGIN.



3. Once you are in  click on the Student Email icon at the top right of the screen.



STEP BY STEP INSTRUCTIONS FOR ACTIVATING YOUR STUDENT EMAIL ACCOUNT

4. A Windows Live window will appear. (Be sure that you have pop-up blockers turned off)

- Enter your full student email address in the Windows Live ID field.
- If you do not know your student email address, please follow the directions below.
- Your initial password is your date of birth in a MonthDayYear format. Example: if your birthday is August 1, 1980 then the password would be August011980
- Click Sign In.

If you do not know your student email address, go back to eWOLF and click on the Student Tab.

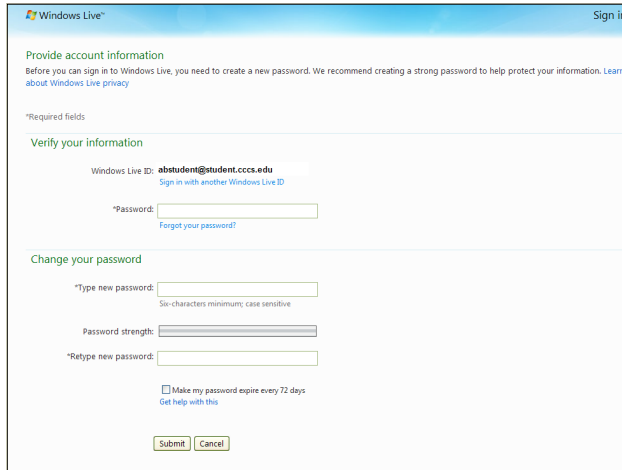
- In the Personal Information box on the right side of the screen, click on View/Change Email Addresses.

- Your student email address will be shown in the College Issued Student Email Account field. The format is normally your first initial, middle initial and last name. If there are multiple students in our system with the same format, you may see a number after the last name.
- Write your email address down for use in the next steps.

STEP BY STEP INSTRUCTIONS FOR ACTIVATING YOUR STUDENT EMAIL ACCOUNT

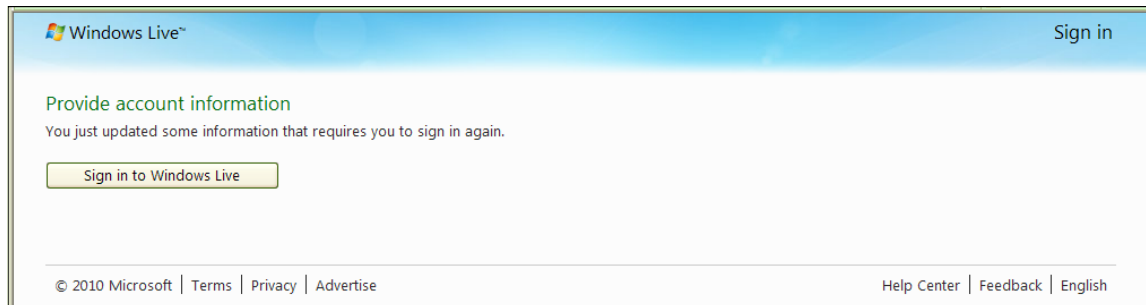
5. Windows Live will now ask that you create a new password.

- Enter the default password below your student email address.
- Go down to the Change Your Password area and type a new password.
- The password must be at least six characters and is case sensitive. You can use letters, numbers and symbols.
- Make sure it is one that you can remember and write it down for future use.



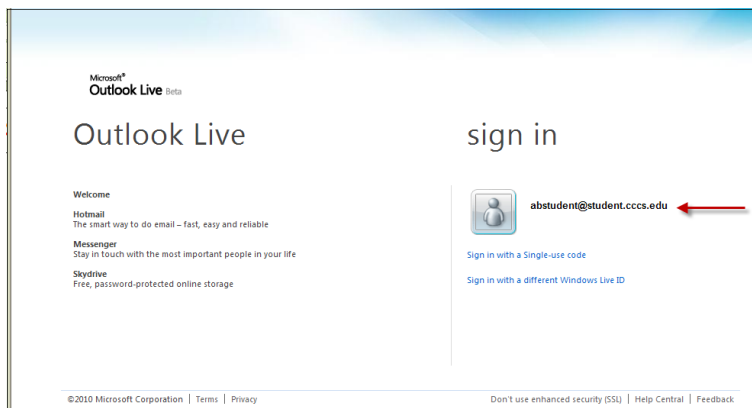
The screenshot shows the Windows Live 'Provide account information' page. It prompts the user to create a new password. The 'Verify your information' section shows the Windows Live ID as 'abstudent@student.cccs.edu'. Below this is a 'Password' field. The 'Change your password' section includes fields for 'Type new password', 'Password strength' (with a progress bar), and 'Retype new password'. There is also a checkbox for 'Make my password expire every 72 days' and 'Submit' and 'Cancel' buttons at the bottom.

6. You can now sign in to your account with your new password.



The screenshot shows the Windows Live 'Provide account information' page after the password has been updated. The message reads: 'You just updated some information that requires you to sign in again.' A 'Sign in to Windows Live' button is prominently displayed. At the bottom, there are links for '© 2010 Microsoft | Terms | Privacy | Advertise' and 'Help Center | Feedback | English'.

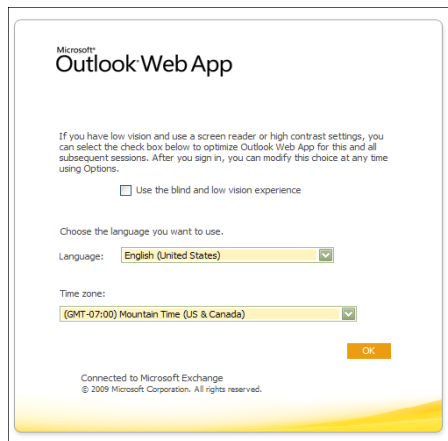
7. Click on your student email address, then enter your new password.



The screenshot shows the Outlook Live sign-in page. On the left, there is a 'Welcome' section with links for 'Hotmail', 'Messenger', and 'Skydrive'. On the right, the 'sign in' section displays the email address 'abstudent@student.cccs.edu' with a red arrow pointing to it. Below the email address are two options: 'Sign in with a Single-use code' and 'Sign in with a different Windows Live ID'. The footer contains '© 2010 Microsoft Corporation | Terms | Privacy' and 'Don't use enhanced security (SES) | Help Central | Feedback'.

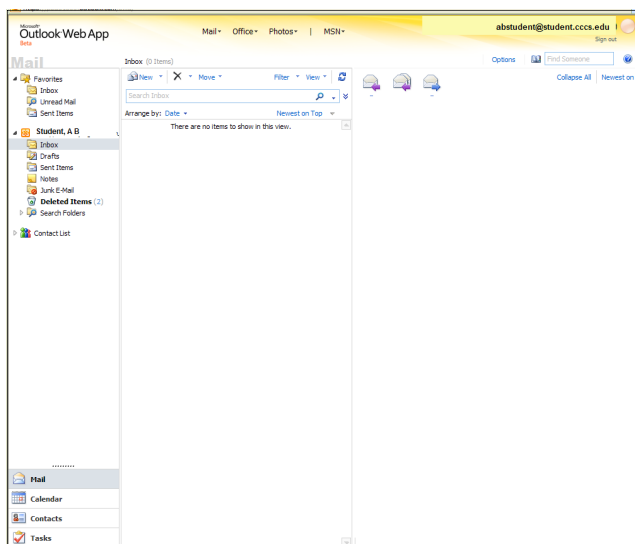
STEP BY STEP INSTRUCTIONS FOR ACTIVATING YOUR STUDENT EMAIL ACCOUNT

8. Windows Live would like you to set up your local time zone. Click Ok when you are done with this step.



Great job! You have now activated your student email address!

- Monitor your student email account often for important messages. It is the official means of communication at FRCC.
- You will remain signed in to your email account through eWOLF and should not need to log in each time you access your account. Just click on the Student Email icon in eWOLF and it will take you to your email.



Need additional help? Please call your home campus or stop by the Information Desk.

Boulder County Campus	303-678-3722
Brighton Center	303-404-5099
Larimer Campus	970-226-2500
Westminster Campus	303-404-5000

Our 24/7 Help Desk is also available at 1-888-800-9198