

# First Time User Login

1. Using a web browser, access <http://mail.live.com>
  - a. Sign in using your email address: [username@tigers.sgc.edu](mailto:username@tigers.sgc.edu)
  - b. Enter your password – default password is the first 2 letters of last name plus the last 4 digits of Tiger ID. The first letter of the password must be capitalized.
  - c. Click Sign in

**Figure: Initial Login**



**IMPORTANT:** When using a public computer, uncheck this option to preserve the security of your e-mail account.

2. Enter your default password.
3. Enter your new password twice.
4. Country/region and Birth year are optional fields.
5. Click I accept.

**Figure: Reset Password**

Windows Live™ Sign in

**Provide account information**  
The account you're signing in to is missing some required information. To finish signing in, enter the following information.  
We respect your privacy and will use this information in accordance with our privacy policy. [Learn about Windows Live privacy](#)

\*Required fields

**Verify your information**

Windows Live ID: **testadd@tigers.sgc.edu**  
[Sign in with another Windows Live ID](#)

\*Password:   
[Forgot your password?](#)

**Change your password**

\*Type new password:   
6-character minimum; case sensitive

Password strength:

\*Retype new password:   
 Make my password expire every 72 days

**Your information**

\*Country/region:

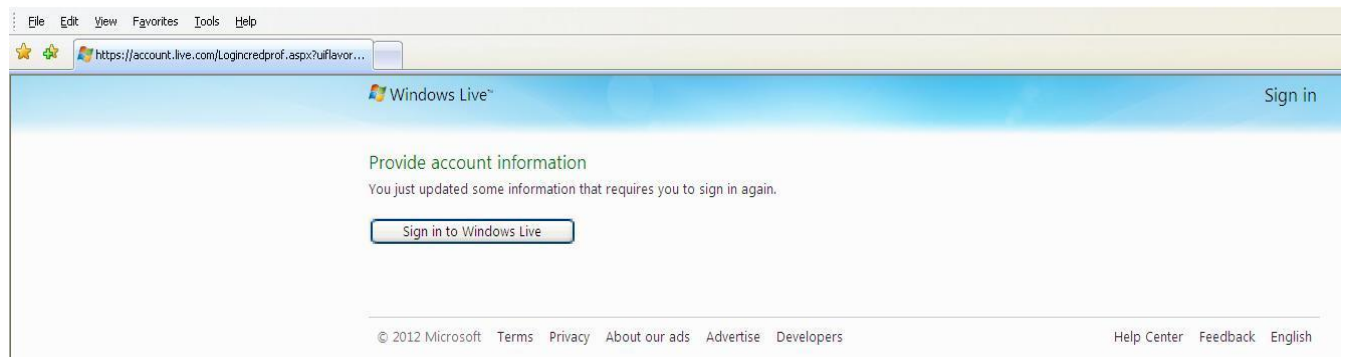
\*Birth year:   
Example: 1999

**Review and accept the Agreements**  
Clicking **I accept** means that you agree to the [Windows Live service agreement](#) and [Privacy Statement](#).

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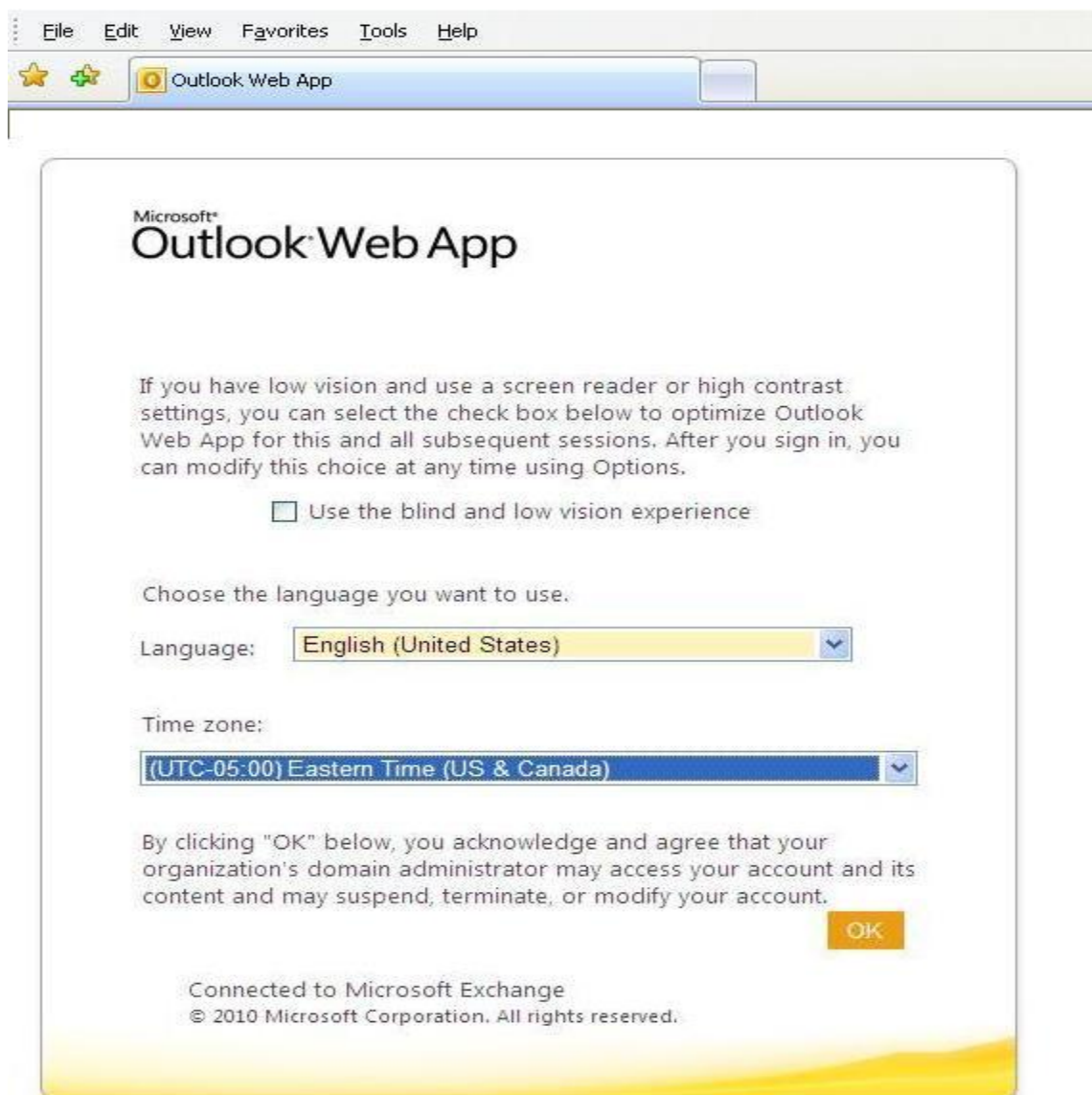
6. Make sure that you use a strong password – check the strength here.
  - a. Strong passwords should be between 7-15 characters in length.
  - b. Should not be a word that can be found in a dictionary.
  - c. Should contain a combination of all these character types: uppercase letters, lowercase letters, numbers, and symbols.

**Figure: Verify Identity**



7. Click sign in to Windows Live.
8. Enter email address and new password, click Sign In.
9. Select Language and Time Zone, click OK

**Figure: Outlook Web App**



10. Click the drop down arrow to the right of the More menu to access SGC Links to Self-Service Banner and GeorgiaVIEW.

Figure: SGC Links

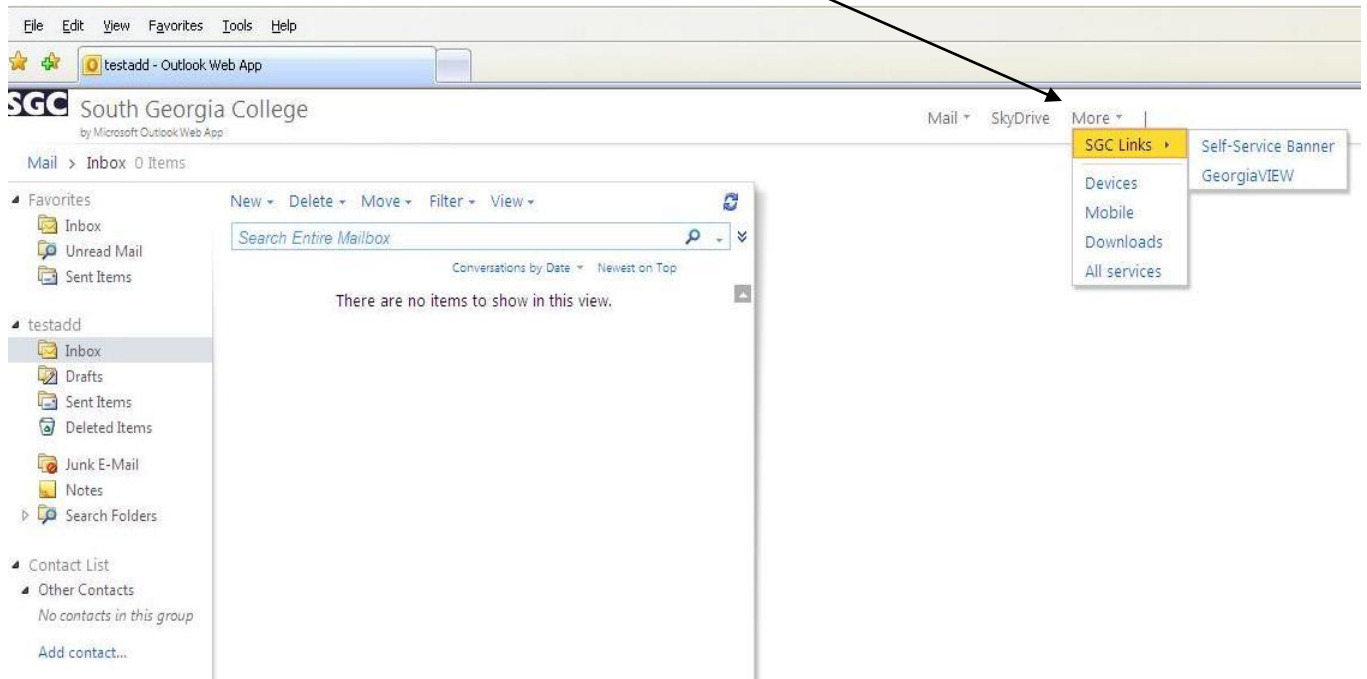
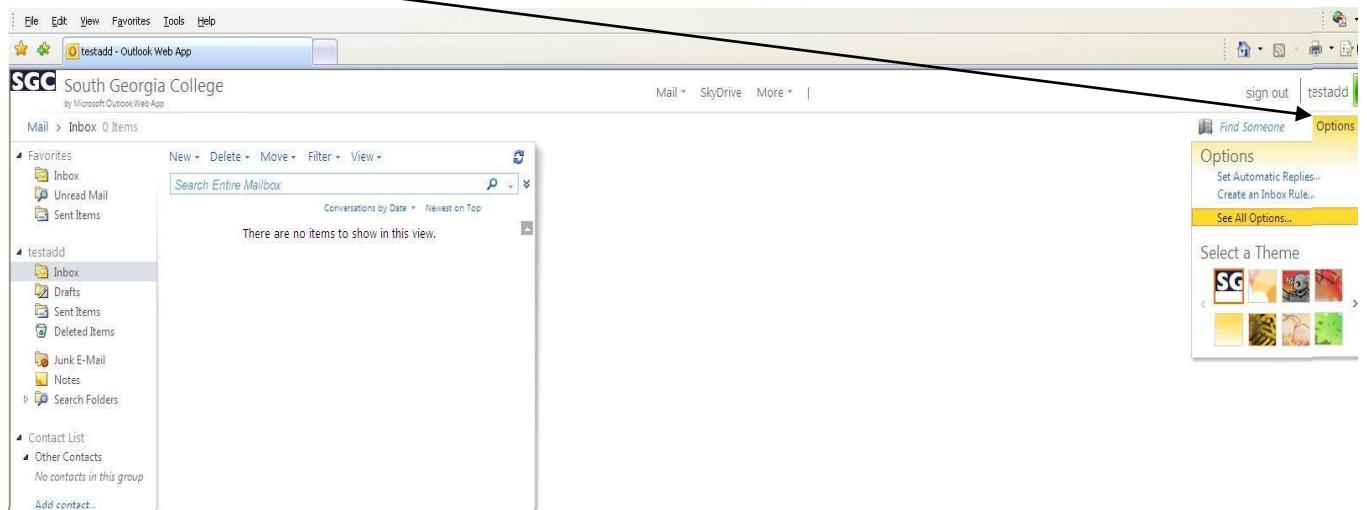


Figure: Options



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The screenshot shows the Outlook Web App interface. At the top, there is a browser menu with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The address bar shows 'My Account - Outlook Web App'. The page header includes the South Georgia College logo and the text 'South Georgia College by Microsoft Outlook Web App'. Below the header, there is a navigation bar with 'Mail > Options'. On the left, there is a sidebar menu under the heading 'Account' with options: 'Organize E-Mail', 'Groups', 'Settings', 'Phone', and 'Block or Allow'. The main content area is titled 'Account Information - testadd' and contains several sections: 'General' with 'Display name: testadd' and 'Windows Live ID: testadd@tigers.sgc.edu'; 'Mailbox Usage' with a progress bar and text '4.53 KB of mailbox space used. At 9.67 GB you won't be able to send mail.'; and 'Contact Numbers' with 'Work phone:' and 'Mobile phone:' fields, and a link for 'Settings for POP, IMAP, and SMTP access...'. Below this is an 'Edit' button. At the bottom of the main content area, there is a 'Like it? Don't like it?' section with a thumbs up icon and text 'We'd like to know what you think.' and a thumbs down icon with text 'Please give us feedback.'. On the right side, there is a 'Shortcuts to other things you can do' section with several icons and links: 'See e-mail from all your accounts in one place', 'Tell people you're on vacation', 'Learn how to get Direct Push e-mail on your mobile phone', 'Connect Outlook to this account', 'Forward your e-mail', 'Change your password', and 'Import your contacts from an existing e-mail account'.