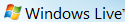


# First Time Setup for Live@edu

The first time you use the new e-mail system you will need to provide some information. This information is needed to verify your age and assist in resetting your account. Please fill out the information as you see below

 Windows Live™

Provide account information  
Before you can sign in to Windows Live, you need to choose a new question and secret answer and provide your location and birth year. If you forget your password, you can provide this information to verify your identity. [Get help with this](#) | [Learn about Windows Live privacy](#)

\*Required fields

Verify your information

Windows Live ID: **garytest@my.stjohns.edu**  
[Sign in with another Windows Live ID](#)

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

**Enter Your Password**  
Your default password will be Sj + Stormcardnumber  
(Example Sj12345678)

Select a question and secret answer

\*Question:

\*Secret answer:   
Five-character minimum; not case sensitive

**Please Select a question and secret answer. This will help you if you need to reset your account in the future**

Add an alternate e-mail address

Alternate e-mail address:

Retype alternate e-mail address:

**Enter your St John's Email address here so reset information can be sent to you.**

Your information

\*Country/region:   
[Why is this required?](#)

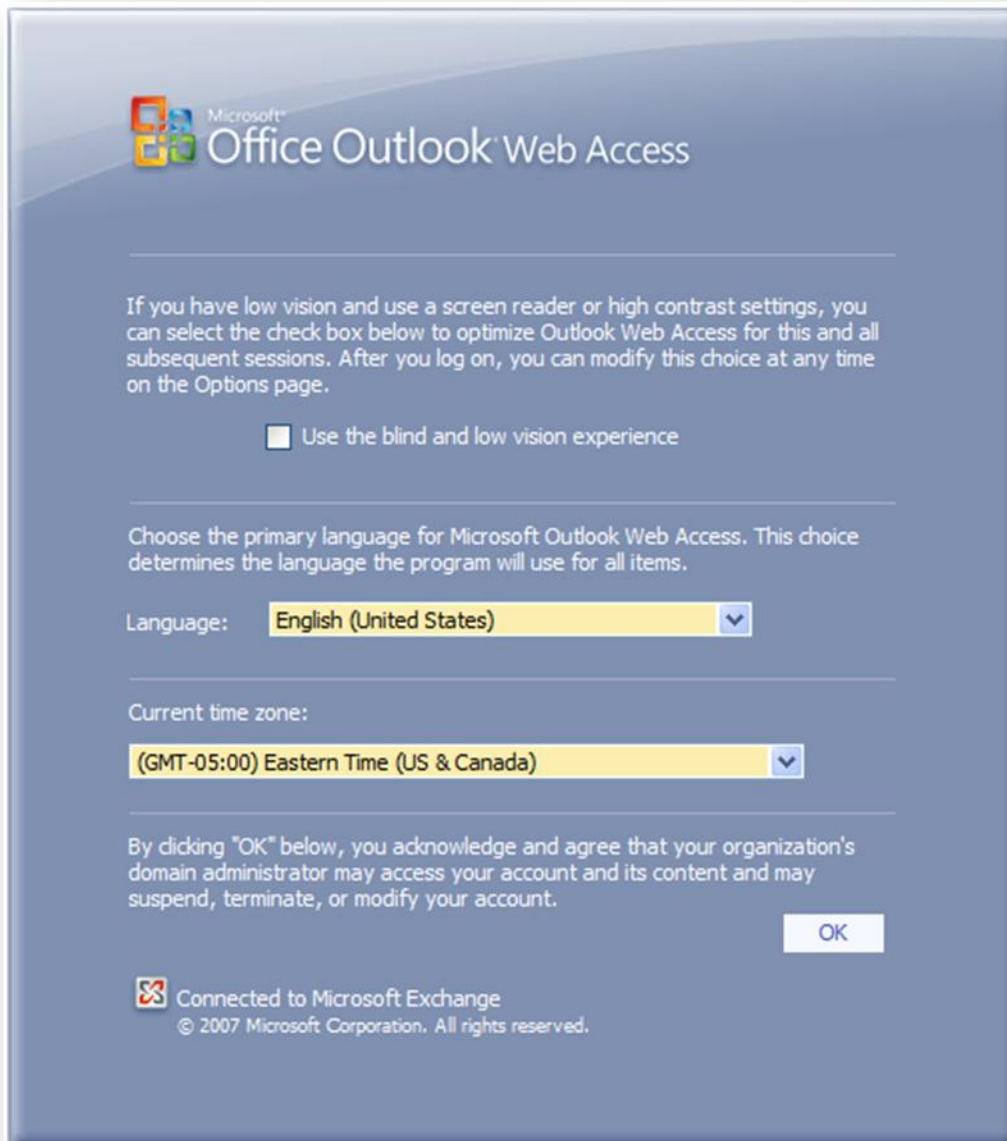
\*Birth year:   
Example: 1999  
[Why is this required?](#)

**This information is required to determine if you are a child and need parental permission. Enter United States, New York, and 11439. Enter the year you were born.**

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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Once you have accepted you will be asked if you need low vision settings, your primary language, and your timezone(see picture below). Click on the OK Button once you have setup these options. You can always change these settings in your options page at a later time.



Microsoft®  
**Office Outlook Web Access**

If you have low vision and use a screen reader or high contrast settings, you can select the check box below to optimize Outlook Web Access for this and all subsequent sessions. After you log on, you can modify this choice at any time on the Options page.

Use the blind and low vision experience


Choose the primary language for Microsoft Outlook Web Access. This choice determines the language the program will use for all items.

Language: **English (United States)** ▼

Current time zone:  
**(GMT-05:00) Eastern Time (US & Canada)** ▼

By clicking "OK" below, you acknowledge and agree that your organization's domain administrator may access your account and its content and may suspend, terminate, or modify your account.

**OK**

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You will now be taken to your email page.