

Accessing your college email account

Your college email account is hosted on Windows Live. You have access to email, file storage and Office Live.

In Internet Explorer go to <http://home.live.com>

Sign In:

Your Windows Live ID is your username@students.asfc.ac.uk

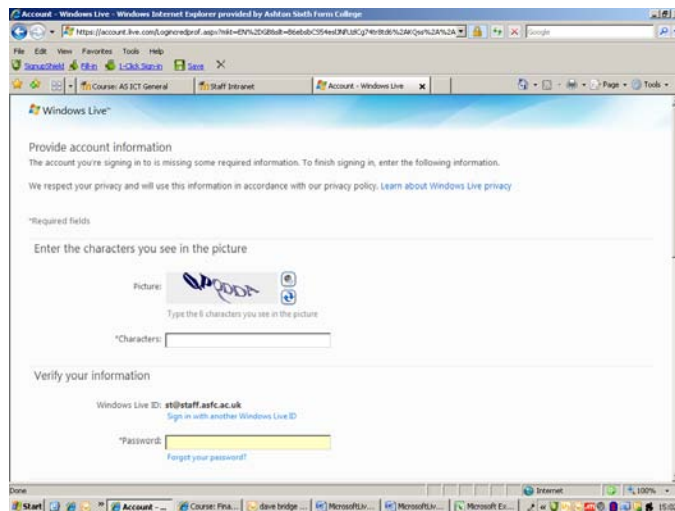
eg smithjohnp@students.asfc.ac.uk

Your password is set to 'X' and your Admission Number e.g. X76543

Provide account information...

You must supply the additional information requested on the next screen

Confirm the 6 character challenge by typing in the characters **exactly** as they are displayed in the box



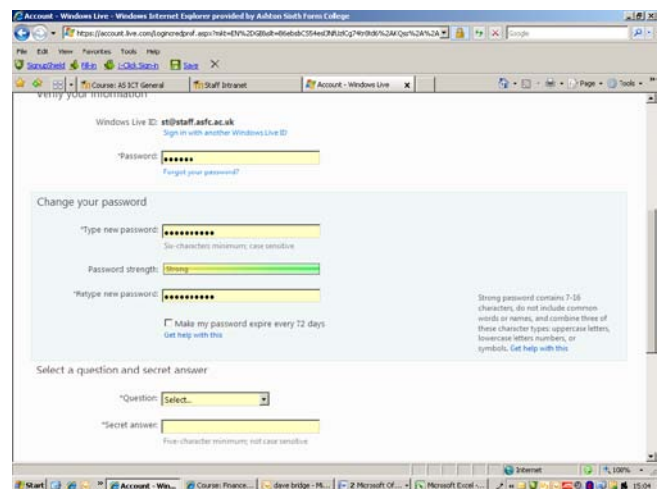
The password required is X plus your Admission Number

You can then choose a new password. **Please be careful when choosing a new password as college technicians cannot recover this for you.**

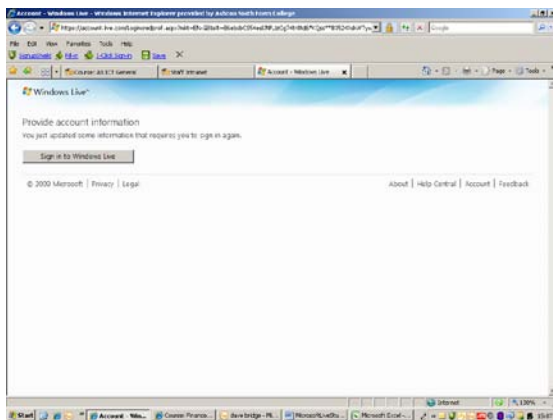
Set up your Question and Security Answer by choosing a question from drop-down box and then providing an answer

To help you recover forgotten passwords you can set up an alternative email address to receive your password but this is not essential

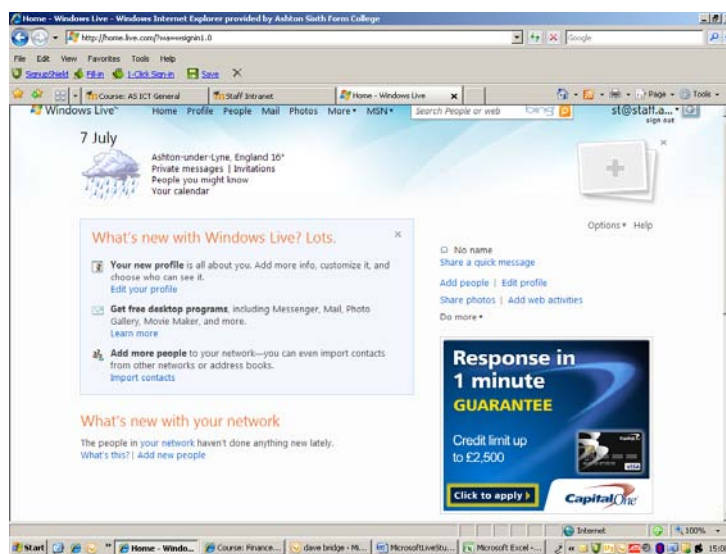
Complete additional information required and then press the **Submit** button.



Sign in (again – with your new password)



The next image is what you will see when you log in to your account. Mail can be accessed through the mail link.



When you access your mail account you will be asked for the year of your birth and then you must click the **Accept** button to accept the normal rules for using an email account.

You have a mailbox allowance of 10Gb and data storage of 25Gb. This can be accessed by selecting **SkyDrive** from the **More** drop-down.

