## **E-mail Account Set-up**

Go to www.nwosu.edu

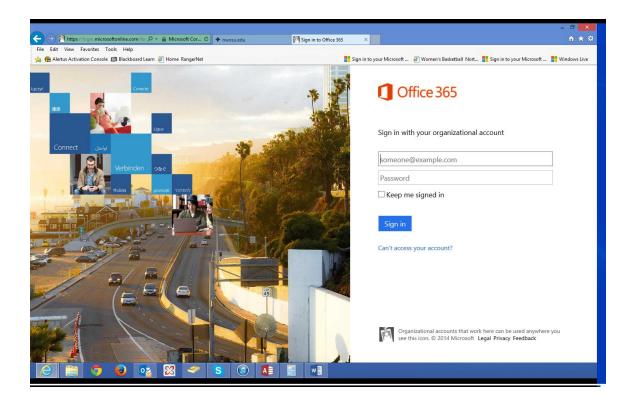
Click on E-Mail Access Click on Student E-Mail Access

Type your complete e-mail address in the email address field. (You may need to click on Sign in with a different account)

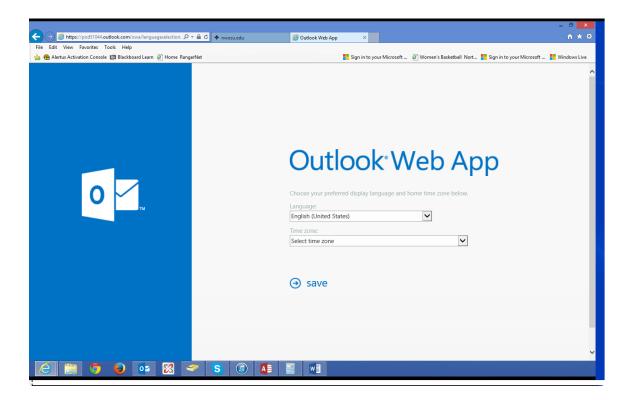
The e-mail address will be your first initial, middle initial, last name, and the last 2 digits of your student ID number. Jane A. Doe whose **student ID** is 1111-22222 would have the e-mail address jadoe22@rangers.nwosu.edu. The student ID is <u>NOT</u> your Social Security Number.

Next, key your password.

The first time you log on the password will be your student ID. Click "Sign in".



Chose a Time Zone and click Save.



To change your password click on the clog icon in the upper right hand corner and choose Options.

← → 📴 https://pod51044.outlook.co		- Outlook×		
File Edit View Favorites Tools H 👍 😤 Alertus Activation Console 💷 Blac		🚦 Sign in to your Microsoft 🗿 Women's Basketball Nort 🚏 Sign in to your Microsoft 🚦 Windows Live		
Office 365		Outlook Calendar People JANE DOE 🔻 🌣 ?		
⊕ new mail «		Refresh Set automatic replies Display settings Manage apps		
<ul> <li>Favorites</li> <li>Inbox</li> <li>Sent Items</li> <li>Drafts</li> </ul>		Offline settings Change them Options Office 365 settings		
⊿ JANE DOE				
Inbox Drafts Sent Items Deleted Items Junk Email Notes	· - ) There are no items to show in this view.	Select an item to read. Click here to always select the first item when I sign in.		
TASKS				
🥭 📋 🆻 👂	oz 🔀 🛹 S 🕡 👫 📰 📲			

Click Change your Password.

→ → https://pod51044.outlo	ok.com/ecp/?ffr=owa&iowapara ♀ ♀ ♀ ♀ ↓ ♦ nwosu.edu	– □ × © my account - Outlook Web× ♠ ★ ♡
File Edit View Favorites Tool		
🌸 🏶 Alertus Activation Console 💷 Blackboard Learn 🗿 Home RangerNet		👫 Sign in to your Microsoft 🗿 Women's Basketball Nort 👬 Sign in to your Microsoft 👫 Windows Live Outlook Calendar People 🕶 🔂 ?
Oncesos		
$\odot$		
options	my account connected accounts	
account	Photo	shortcuts to other things you ca $\land$
organize email		See email from all your accounts in one place
groups		Set up an automatic reply message
site mailboxes		Connect your mobile phone or device to your account
settings		Connect Outlook to this account
5		Forward your email
phone	General Display name: JANE A DOE	Change your password
block or allow	User ID: JANEADOE22 @RANGERS.NW	Import your contacts from an existing email account
apps		
	Mailbox Usage	
	23.96 KB used. At 49.5 GB you won't be able to ser mail.	nd
	contact numbers	~
2 3 6	D 03 🕅 🛹 S 🕼 🚺	

Key your old password (student ID) then type a new password, confirm it and click Save.

					- 0	×
← → I https://portal.office.com/changepassword.aspx	💿 my account - Outlook Web App 🚺 Edit Profile	×			1 1	★ 🌣
File Edit View Favorites Tools Help		-	_			
🖕 🍘 Alertus Activation Console 💷 Blackboard Learn 🦉 Home RangerNet	Sign in to your Microsoft					_
1 Office 365	Outlo	ook Calendar	People •••	JANE A DOE	- Ø	?
						~
Office 365 settings						
5						
	User ID:					
me	janeadoe22@range	rs.nwosu.edu				
JANEADOE22@RANGERS.NWOSU.EDU	* Old password:					
software						
Install and manage software.	* New password:					
instan and manage software.						
	* Confirm new pass	word:				
password		, nordi				
Change your password.						
language	save	cancel				
English (United States)						
English (onned states)						
get started						
View the get started experience.						$\checkmark$
				_	>	
A = 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0						

Strong passwords have the following characteristics:

- Contain both upper and lower case characters (e.g., a-z, A-Z)
- Have digits and punctuation characters as well as letters e.g., 0-9, !@#\$%^&\*()\_+|-=\`{}[]:";'<>?,./)
- Are at least eight alphanumeric characters long.
- Are not based on personal information, names of family, etc.

Passwords should never be written down or stored on-line. Try to create passwords that can be easily remembered. One way to do this is create a password based on a song title, affirmation, or other phrase. For example, the phrase might be: "One way I can remember my password" and the password could be: "Ow1crMp#" or "1Wic?mp/" or some other variation.