

SETTING UP WINDOWS LIVE MAIL IN THE MYSJC PORTAL

A Windows Live Mail account has already been created for you at San Juan College. But before you can use this account, it must be setup in the MySJC Portal and activated. Follow the simple steps below, [from the MySJC Portal](#), to activate your Windows Live Mail account.

1. **Enter your credentials:** This step stores your San Juan College email address and password so that each time you enter the MySJC Portal, you are notified of unread emails in your Windows Live Mail account.
 - a. Click the [Enter your credentials](#) link in the Windows Live Mail box



- b. On the **Provide POP3 Email Account Information** screen, enter your San Juan College email address and password and click **OK**.

A screenshot of a web form titled "Provide POP3 Email Account Information". The form has a yellow header bar with the title. Below the header, there is a warning icon and the text "Use this page to provide the information specified to access the enterprise application." The form is divided into two sections. The left section is titled "Logon Information" and contains the instruction "Type the account information for the enterprise application." The right section contains two input fields: "Username" with the value "portalstudent@my.sanjuacollege.edu" and "Password" with masked characters "*****". Below the password field is a checkbox labeled "Sign in automatically." At the bottom right of the form are two buttons: "OK" and "Cancel".

2. **Activate Windows Live Mail:**
 - a. After entering the correct credentials, you will see the Windows Live Mail display below. Click on the **You have no unread messages** link to access your student email account.



- b. The first time you login to Windows Live Mail, you will be asked to re-enter your password and to answer several security questions. After you fill in your answers, click **OK**. You will then be taken to your Windows Live Mail account. A sample activation screen is shown on the next page.

Windows Live™

Provide account information

*Required fields

Verify your information

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

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

Select a question and secret answer

*Question:

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

Add an alternate e-mail address

Alternate e-mail address:

Retype alternate e-mail address:

Your information

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

*State:

*ZIP code:

*Birth year:
Example: 1999

Review and accept the Agreements

- All Done!** Now, each time you enter the MySJC Portal, you will see the number of unread email messages in your Windows Live Mail account.

