The following outlined procedure will guide you through the activation process of your Windows Live Mail account.

1. Open your Web browser (i.e. Internet Explorer) and go to: http://mail.live.com

2. Enter your current DeVry or Keller student e-mail account.

   Enter your password.

   Click [Sign in].

   **Note:** If you need to verify your student email address do the following:
   - Go to your student portal (https://my.devry.edu)
   - Log in with your DSId and password
   - Click on the My Student Email link

   Your email account will be displayed as shown on the images to the right.

   **Student Email**
   - Your Student Email address: name@my.devry.edu
   - or
   - **Student Email**
   - Your Student Email address: name@my.devry.edu
3. The **Windows Live** activation process will require that you change your initial password.

```
Windows Live ID: ittraining@keller.edu
Password: ********
Forget your password?
Type new password: ********
  Six-characters minimum; case sensitive
Password strength: Strong
Retype new password: ********

Submit  Cancel
```

- Enter your current password.
- Type your new password.
- Retype your new password.
- Strong passwords are recommended. **Note:** Strong passwords contain 7-16 characters, do not form common names or words.
- Checking this box will expire your password every 72 days.

4. **Optional**—Next, retype your new password again.

```
Retype your password
This helps protect your information. Why?

ittraining@keller.edu
Forgot your password?

Sign in with a different account
Use standard security
```

- Click **[Sign in]**.
5.

The **Windows Live** activation process will verify your information. This step is required to provide login information if a user forgets or loses his/her password.

Type your new password entered in step 3.

Use the pull-down menu to select a question.

Type a secret answer for the selected question.

Enter an alternate e-mail address.

Retype your alternate e-mail address.

Click **[Submit]**.

7.

**Review and accept the Agreements**

Clicking **I accept** means that you agree to the **Windows Live service agreement**

Click [I accept] to complete your Windows Live Mail account activation.
Your Windows Live Mail main page will be displayed as shown above.

This completes the activation procedure of your Windows Live Mail account.