

Outlook Live Student Email - Getting Started

This pdf provides step-by-step first-time login instructions for your Outlook Live student e-mail account. Your email address will be your MultiPass name followed by @duq.edu. You can look-up your MultiPass username during initialization of your MultiPass account (www.duq.edu/multipass), login to DORI (www.duq.edu/dori), click the Mail Icon and be taken to the Outlook Live site and perform a special first-time login. Active students are automatically provisioned with Outlook Live email accounts.

HOW DO I GET MY OUTLOOK LIVE E-MAIL ADDRESS?

Your email address will be your MultiPass username followed by @duq.edu. (if your MultiPass username is student then your email address will be student@duq.edu) If you are unsure of your MultiPass username you can look it up during initialization of your account. To initialize your account visit www.duq.edu/multipass and click Initialize Your MultiPass and follow on-screen prompts, during this process you will be able to lookup your MultiPass username.

WHAT DO I NEED TO DO THE FIRST TIME I LOGIN TO OUTLOOK LIVE STUDENT EMAIL?

Login to DORI (www.duq.edu/dori), with your MultiPass credentials.

When the main DORI page is up, click on the Email Icon in the upper right corner, you will be directed to an Outlook Live page that prompts to "Provide account information".

We strongly recommend you follow the instructions we provide here to ensure your account is setup correctly. You need to re-enter your MultiPass password in the "Password" box.



Provide account information

The account you're signing in to is missing some required information. To finish signing in, enter the following information.

We respect your privacy and will use this information in accordance with our privacy policy. [Learn about Windows Live privacy](#)

*Required fields

Verify your information

Windows Live ID:

[Sign in with another Windows Live ID](#)

*Password:

[Forgot your password?](#)

The "Select a question and secret answer" is very important if you ever need to reset your password. Select one of the questions and provide a secret answer that is easy for you to remember, but hard for others to guess. You will need to re-type it exactly the same in the future, so make sure it is an answer that you feel you can re-type the same way many months from now.



Select a question and secret answer

*Question: Favorite historical person

[Select One]

*Secret answer: Mother's birthplace

Best childhood friend

Name of first pet

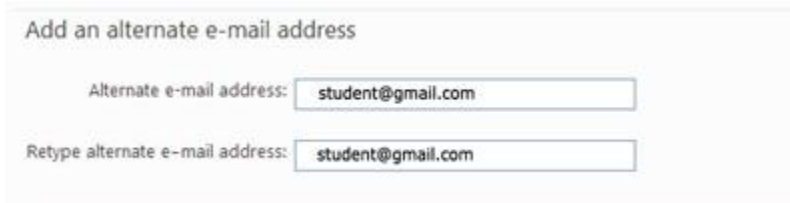
Favorite teacher

Favorite historical person

Grandfather's occupation

Not case sensitive

If you already have another e-mail address you regularly use, you may enter it in "Add an alternate e-mail address".



Add an alternate e-mail address

Alternate e-mail address: student@gmail.com

Retype alternate e-mail address: student@gmail.com

Complete the "Your information" section



Your information

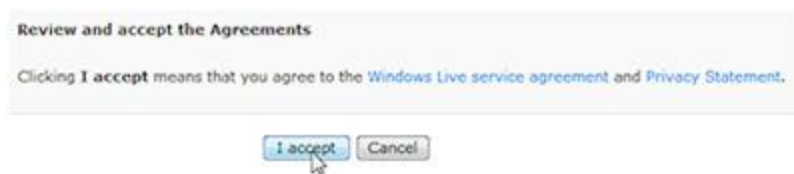
*Country/region: United States [Why is this required?](#)

*State: Pennsylvania

*ZIP code: 15282

*Birth year: 1990
Example: 1999
[Why is this required?](#)

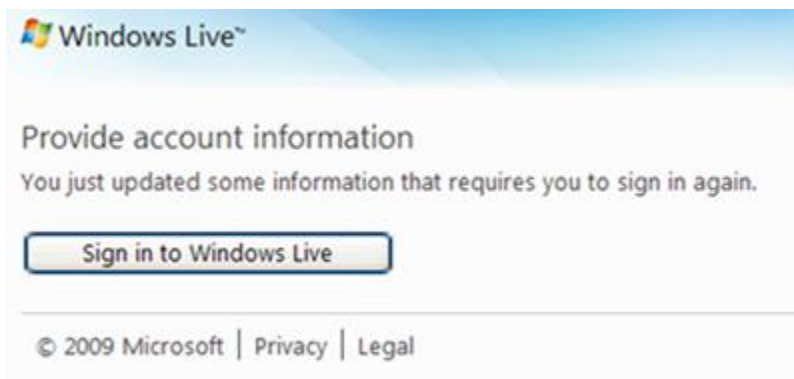
Review and accept the Microsoft Windows Live service agreement and Privacy Statement by clicking "I accept".



Review and accept the Agreements

Clicking **I accept** means that you agree to the [Windows Live service agreement](#) and [Privacy Statement](#).

A screen will appear indicating you just updated your personal information. Click the "Sign in to Windows Live" button.



Windows Live™

Provide account information

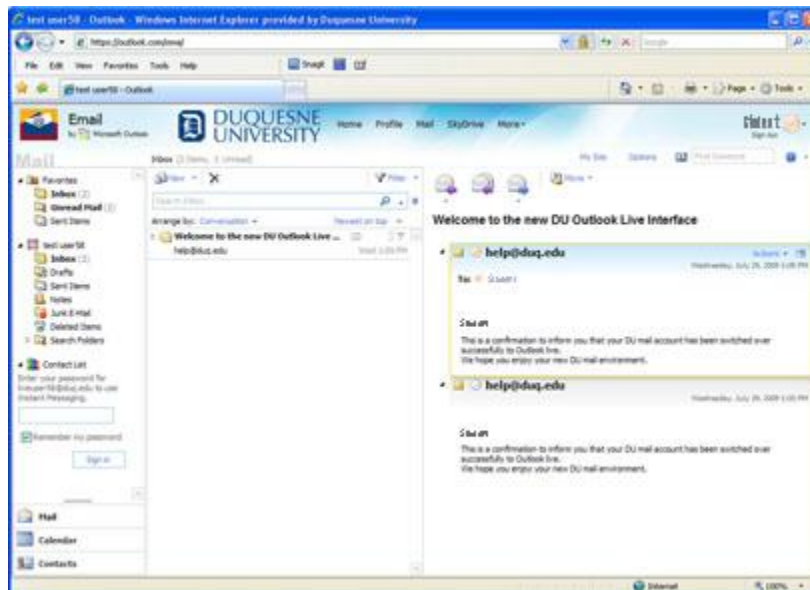
You just updated some information that requires you to sign in again.

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Login with your full @duq.edu e-mail address and your MultiPass password. A screen will appear that requires you to choose your language and time zone. Choose your selections then click "OK".



You will now be taken to your Outlook Live Inbox.



What are the other Microsoft Outlook Live features?

Duquesne's new email also provides access to the following Microsoft services for students only:

- Messenger-- IM integrated
- Mobile – Anytime Access.
- SkyDrive –25GB Online Storage. Private and Shared.
- Spaces – Create your own web space.
- Office Live Workspace – Save, Access and Share Files Online.
- Windows Live Writer - Create blogs.



Please note: Duquesne University manages the email feature of the new environment; all other services are provided directly by Microsoft.