



TENNESSEE WESLEYAN COLLEGE

*****IMPORTANT STUDENT EMAIL ACCOUNT INFORMATION*****

Hello and welcome to the fall 2009 term at Tennessee Wesleyan College!

TWC has created an Outlook Live for Live@edu e-mail account for you! This account helps ensure the flow of official e-mail from TWC to you and will not be affected by changes in your other e-mail addresses, mail programs, or your Internet service provider. You are encouraged you to use this account as your primary e-mail address.

*****Sign in for the first time***

Your account is ready to go. Just sign in, register your account and you'll be up and running.

To connect to Outlook Live:

1. Go to www.twcnet.edu (Tennessee Wesleyan College's Home Page)
2. Click on the Current Student button on the left side and then the top button for Student Email or Click on the Get to Know feature in the bottom right corner of the Home Page.
3. You can look through the Step-by-Step Directions link or move straight to the Access Your Account link.
4. Use the following credentials to sign in:

This information was provided to you during Check-In in the form of this letter with your log-in ID and password. The form for fall 2009 was bright orange.

Tip: If you are on a public computer, you want to deselect the Remember me on this computer option.

5. Click Sign in.
6. Complete the Windows Live account registration by verifying your account information, selecting a question and secret answer, and providing your location and birth year. If you forget your password, this information will help verify your identity. This step is only completed upon your first log-in. You will be prompted to change your password immediately.

*****Change your password***

The Campus Information Technology Department created the temporary password that you use to sign in for the first time, but you are required to change this password upon registration so that you're the only one who knows your password. After this initial set-up you can change your account password anytime at <http://help.outlook.com/en-us/140/bb896611.aspx> .

7. Choose your account and log-in for first access to your mailbox. Select the Language (English) and Time Zone (Eastern – US and Canada.) You will only have to answer these questions the first time you log-in.

8. After you register with Windows Live, your mailbox is displayed. If you encounter sign-in problems, see FAQs: Sign-in and Password Issues at <http://help.outlook.com/en-us/140/bb896612.aspx> .

After you sign in for the first time, your Outlook Live for Live@edu account is yours forever!*

Tip: Add www.twcnet.edu to your favorites list to make it easy to sign in.

****Get help with Outlook on the Web**

For help, see Outlook on the Web <http://help.outlook.com/en-us/140/default.aspx> .

****Features**

With your new Outlook Live for Live@edu account, you get:

- **Access from anywhere.** Use any Web browser to access your mailbox from any computer that has an Internet connection.
- **Access to your other e-mail accounts.** Use this account to send and receive mail from your other e-mail accounts. You can also use other e-mail programs to connect to your mailbox.
- **Voice mail in your mailbox.** Receive and listen to voice mail messages in your mailbox.
- **Access your mail from your mobile phone.** Use your mobile phone to access your e-mail, voice mail, contacts, and calendar information.
- **Chat with friends and family.** Use Outlook Live for Live@edu to chat with friends, family, and colleagues, just as you would with any instant messaging service.

If you experience problems at any point, please contact the Campus Information Technology Department at 423-746-5334 .

*The my.twcnet.edu email account is yours forever as long as you continue enrollment and graduate from the College. If you separate from the College prior to graduation, your email account will be disabled. If you wish to discontinue your email account after graduation, you may do so by sending a request to twcmis@twcnet.edu but you will miss valuable alumni information.