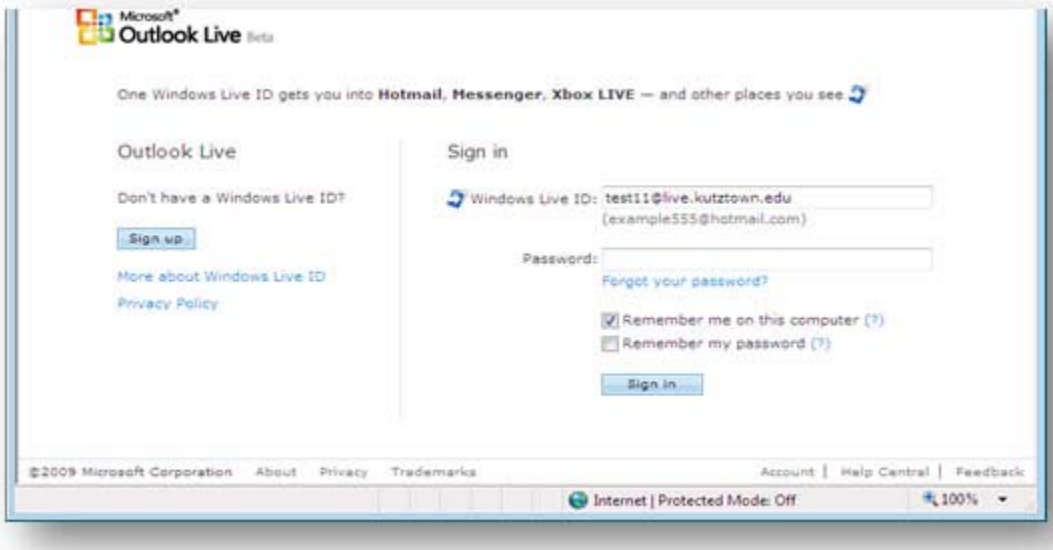
Live.Kutztown.Edu Account Set Up

1. Logon to Outlook Live at https://outlook.com with your username@live.kutztown.edu and the password you received from Online Student Services.
   Note: If you have not received your password, logon to OSS and check….



2. Verify your Information by typing the password you just used to logon to Outlook.com

3. You are required to change your password
   Note: Make sure your password is "strong." Microsoft considers a strong password to be minimum 7 characters and must include 3 of the 4 character types
   - Upper case
   - Lower case
   - Number
   - Special (!,@,#,$, etc)

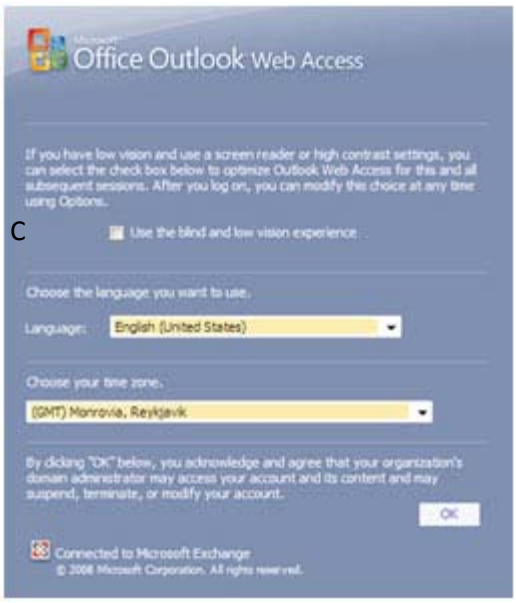
The next couple steps are important and will be used to reset passwords if they are forgotten

4. Select a security question and Secret answer
    - Choose something easy to remember, but difficult for other to guess

5. Add an alternate e-mail address
    - This step is not necessary, but is recommended if you already have a personal account setup. A password will be sent to the email address listed here if your current password is forgotten. This information can be filled out at a later date.

6. Fill out Country, State, Zip and Birth year
    - **Note**: **Please be accurate with your birth year.** You could be sent to a children's website if the systems believes you are too young. You must verify your age with a credit card once you are sent to the children's site.
    - You may use either KU's zip, 19530, or the zip of your home address. This information can be changed later.

7. Click "I Accept" and logon to https://outlook.com with your live.kutztown.edu and new password.
8. The first time you login, you may be shown an Account Settings page. Select "My Mail" from the top right corner.
9.



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Eastern Time - When you login to your mailbox for the first time you will be asked to select your time zone. Please Select **(GMT-0500) Eastern Time (US & Canada)**.
Otherwise, it will appears as though you are receiving your mail 5 hours after it is sent.