Student Email Activation Directions

Please follow these instructions to access and activate your new email account.

1. Using your Web browser, go to mail.live.com.

2. Enter your Shelton State Windows Live ID. This ID consists of your first initial, last name, and the last 4 digits of your student ID number followed by “@bucs.sheltonstate.edu” without the quotes.

3. Your initial password is your birthday in the format mmdyyyy.

4. Once you log into the site:
   a. You’ll have to choose a new password. You must enter this password twice.
      
   b. You’ll also have to choose a “secret question” from a list of possible questions in case you forget your password.

   c. Enter your secret answer.
d. You may enter an alternate e-mail address if you so choose. In the event you forget your password, Microsoft will use this address to send you information on resetting your password. This is optional.

Add an alternate e-mail address

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e. Select “Alabama” for state and enter your ZIP code. You must also enter your correct birth year. (The default year is 1984.)

Your information

- Country/Region: United States
- State: Alabama
- ZIP code: 35405
- Birth year: 1984

f. Click the “I accept” button.

Review and accept the Agreements

Clicking I accept means that you agree to the Windows Live service agreement and Privacy Statement.

I accept  Cancel

5. Congratulations! You now have a Shelton State student email address.