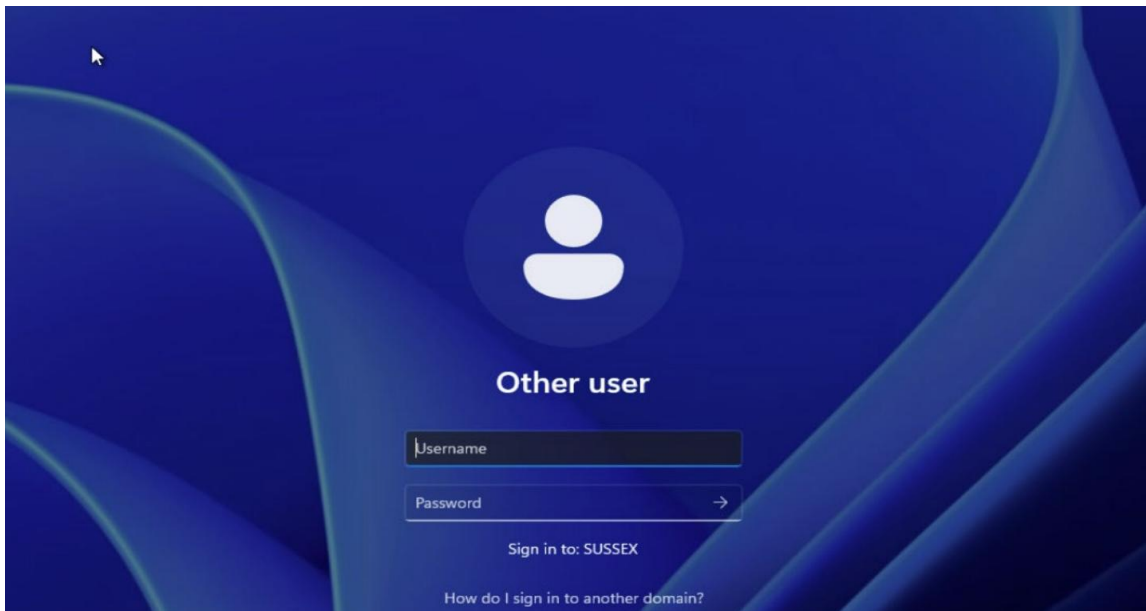


Setting the password for your student email account from a campus PC for the first time

- Logging into your Outlook account **on the web** requires the use of the @student.sussex.edu part of your email address.
 - However, logging into PCs on campus (for example, in a computer lab) **only then would you omit** the @student.sussex.edu part of your email address. **You will no longer log in as “student” using the “stu95” password.**
- When you are sat down in front of a campus PC (ex. in a computer lab)
 - o You should see “Other user” in the middle of the screen, with a “username” and “password” field.



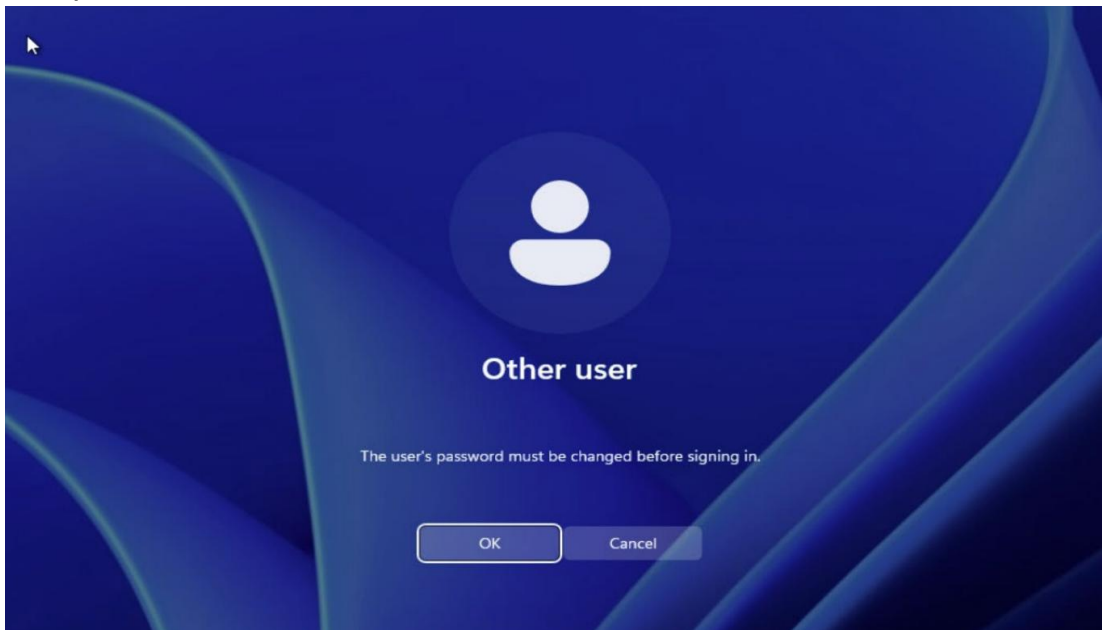
- Your username is the first part of your student email address. For example, if your student email address was jdoe@student.sussex.edu, you would type simply “jdoe” in the username field.

Enter your temporary password in the “Current password” field. Your temporary password is created using the following format:

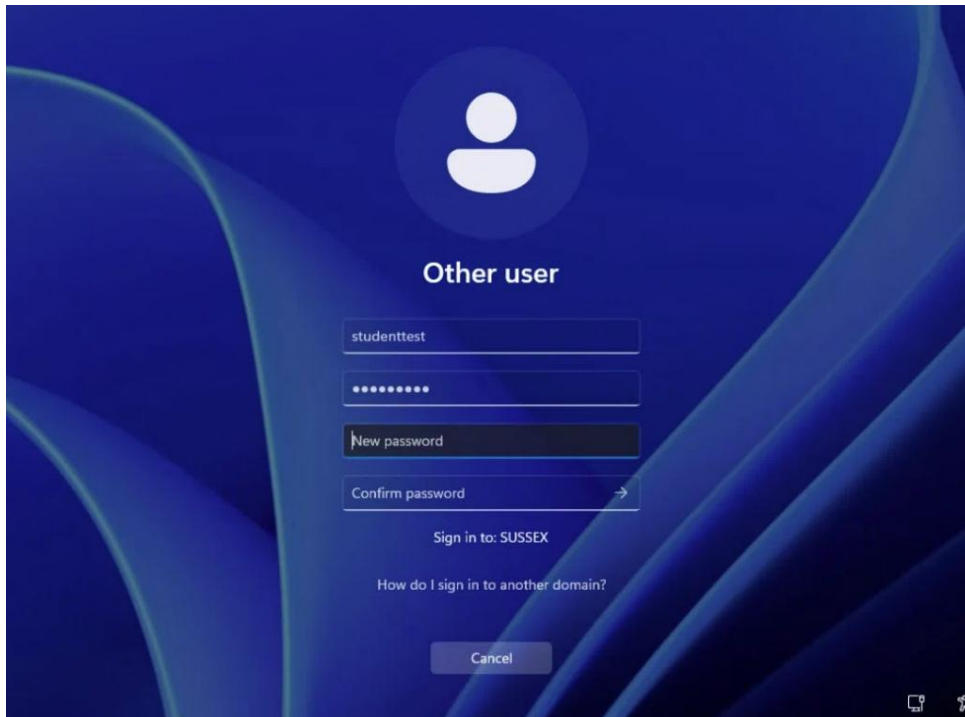
- Month of birth (two digits)
- Day of birth (two digits)
- If your birthdate is not on file, use “1332” instead
- First two letters of your first name (lowercase)
- First two letters of your last name (uppercase, with no spaces, apostrophes, or special characters)
- Pound sign (#)

For example, if your name is John O’Hara and your birthdate is 02/01/2000, your initial password would be: 0201joOH#

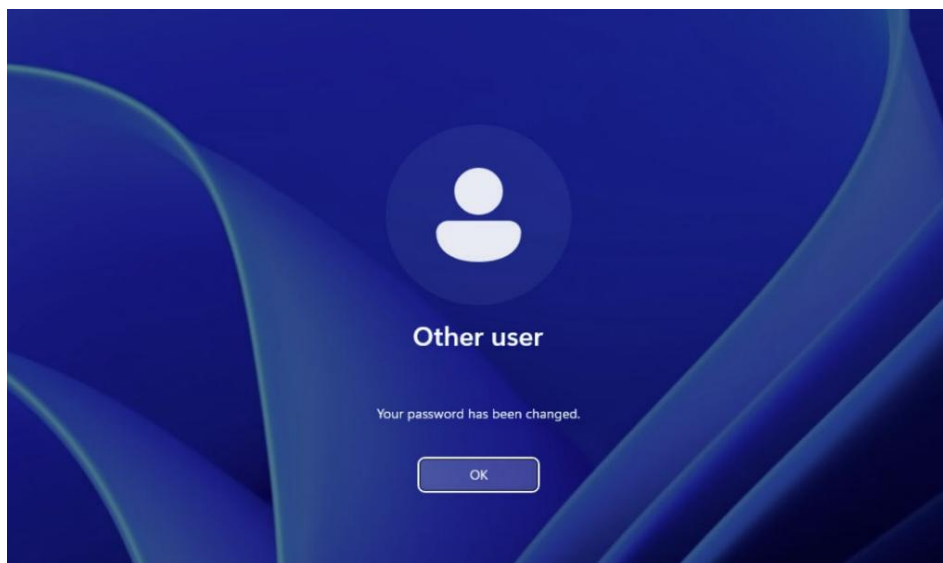
- After entering your password, you should see this screen prompting you to set a new password. Click “OK”.



- From here, type a new password in the “New password” field.



- You will need at least one capital letter, one lowercase letter, one number, and one punctuation mark. Generally, passwords should be 8-10 characters.



- After that, you are set! You have changed your password and are now able to log into campus PCs, Microsoft Outlook, and other Microsoft services. You will use this password you just set to access your student email. **You can access your student email from outlook.office.com.**