

SCC Student E-Mail

Accessing your mailbox for the ***first time***

Username and Password Information

The information that you provided on your application for admission is used to create The *Windows Live ID* for your Bigfoot e-mail username. Your Bigfoot e-mail username is comprised of the following combination of your First Name, Last Name, and Student ID number:

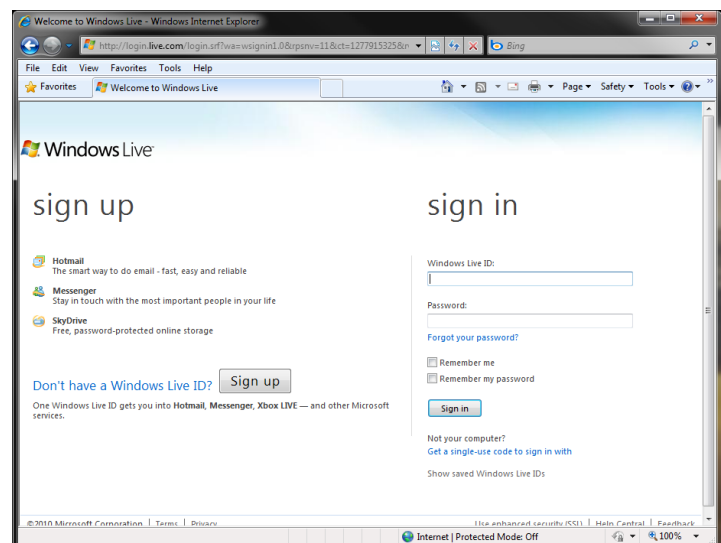
- a. Your first name
 - i. **Note** – The hyphen in hyphenated first names has been removed. For example if your first name is; Rae-Ann, the resulting combination will be RaeAnn
- b. The first letter of your last name
- c. Last 4 digits of your Student Identification (SID) number
 - i. User Name Example; Joe Smith 111229999 would be – JOES9999

Please Note – The Windows Live ID is the same username that will allow access to the lab computers on campus.

Please follow the steps outlined below to access your SCC Student E-Mail mailbox for the first time. **Allow 10 to 15 minutes to complete the entire process.**

Step 1

- Open Internet Explorer or your favorite browser
- In the address line type – ***http://live.com***
 - You are now at the Windows Live web site
- In the Windows Live ID line type the following:
Your Bigfoot e-mail username followed by
@bigfoot.spokane.edu
- In the Password line, enter in your Student Identification number (SID)
- Uncheck “Remember me”
- Uncheck “Remember my password”
- Click the **Sign In** button



Step 2

This step is where you will enter in a new password, an alternate e-mail address, and other information to assist you in resetting your password.

We encourage you to use the same password as the one to access the computers in labs on the campus. Otherwise use a password that is easy to remember.

- In the Password line, enter in your SID
- Type in your new password
 - Select a strong password, for more help on selecting a strong password click the link “Get Help with this” to learn more on how to create a strong password.
- Retype your new password
- Selecting “Make my password expire every 72 days” is optional.

Continue down the page to complete the remaining sections

- You will now add a “secret answer” to assist you when your password has been forgotten.
- Select a **Question** using the drop-down menu.
- Type in a **Secret Answer** to the **Question** you selected from the drop-down menu
 - Note – The answer needs to be a minimum of five characters

Windows Live also uses an alternate e-mail address to assist with password resets. The e-mail address provided is where information is sent on how to change your password.

- Type an alternate e-mail address
- Retype the alternate e-mail address

The information regarding Country, State and Zip code have already been populated during the setup of your Bigfoot e-mail account.

Click the **Submit** button

After selecting the **Submit** button, you will be asked to sign back into your Bigfoot e-mail account

This screenshot shows the 'Verify your information' section of the Windows Live account setup process. The user's Windows Live ID is '@bigfoot.spokane.edu'. The 'Password' field is filled with dots. Below it, the 'Change your password' section has two fields for 'Type new password' and 'Retype new password', both filled with dots. A password strength indicator shows 'Strong'. There is a checkbox for 'Make my password expire every 72 days' which is unchecked. A 'Get help with this' link is visible. On the right, a note states: 'Strong password contains 7-16 characters, do not include common words or names, and combine three of these character types: uppercase letters, lowercase letters, numbers, or symbols. Get help with this'.

This screenshot shows the 'Select a question and secret answer' section. A dropdown menu for 'Question' is set to 'Select...'. The 'Secret answer' field is filled with dots. Below this is the 'Add an alternate e-mail address' section with two empty text boxes. The 'Your information' section has three dropdown menus: 'Country/region' set to 'United States', 'State' set to 'Washington', and 'ZIP code' set to '99217'. 'Submit' and 'Cancel' buttons are at the bottom.

Step 3

Congratulations, you have successfully completed the setup of your SCC Student E-Mail mailbox.

Your personal mailbox is available anywhere on campus, at your home, or where an Internet connection is available.

Take a few minutes to become familiar with the many features available to you.

Some interesting options available:

- Move your mouse to the **More** selection at the top of the page.
 - Notice we have prepopulated some links to the SCC Homepage and Angel websites

Other features available to you include:

- You can personalize your Bigfoot account
- Your own personal calendar and contacts
- 25GB of storage space available through Skydrive
- You can store pictures or videos
- Create a webpage or blog

