Student Microsoft Live E-Mail

*All* students enrolled in classes now have a *Microsoft Live E-Mail*. Please read carefully the following steps in order to access your new Microsoft Live Mail account.

**Step 1 - New Students - Determine your username and T-number.**
( returning students can move to step 2)

Go to the website [http://myTSU.tnstate.edu](http://myTSU.tnstate.edu) to lookup your username and T-number.

The password for your Windows login is first set to T(first five numbers of your T number) tsu. Example: T00123tsu

The password for your myTSU account is your six digit birth date in MMDDYY order. Example: birthdate February 12, 1968 would be 021268.

**Step 2 - New and Returning Students – You MUST reset your Windows password**

The Windows Live e-mail account will become accessible after you reset your Windows password. To reset your password on campus, you should login to your Windows account in a computer lab, then hit Ctrl-Alt-Del (simultaneously) to get to access to “Change Password”.

If you are off campus, you can reset your password at: [https://7of9.tnstate.edu](https://7of9.tnstate.edu)
Follow the prompts to reset the password.

*The Windows password will also be your Windows Live e-mail account password.*

**Step 3 - Login into Window Live mail**

First, login to myTSU: [http://mytsu.tnstate.edu](http://mytsu.tnstate.edu). Choose the E-Mail tab, then choose Student e-mail – Microsoft Live.

**Your Windows Live e-mail username and address is:** [username@my.tnstate.edu](mailto:username@my.tnstate.edu) (example: a user with the username jsmith would use: [jsmith@my.tnstate.edu](mailto:jsmith@my.tnstate.edu)).

Again, use your use the Windows password that was set in Step 2 as the password for your Window Live mail account.

If you have any issues, contact the Help Desk at 963-7777 or [helpdesk@tnstate.edu](mailto:helpdesk@tnstate.edu).