



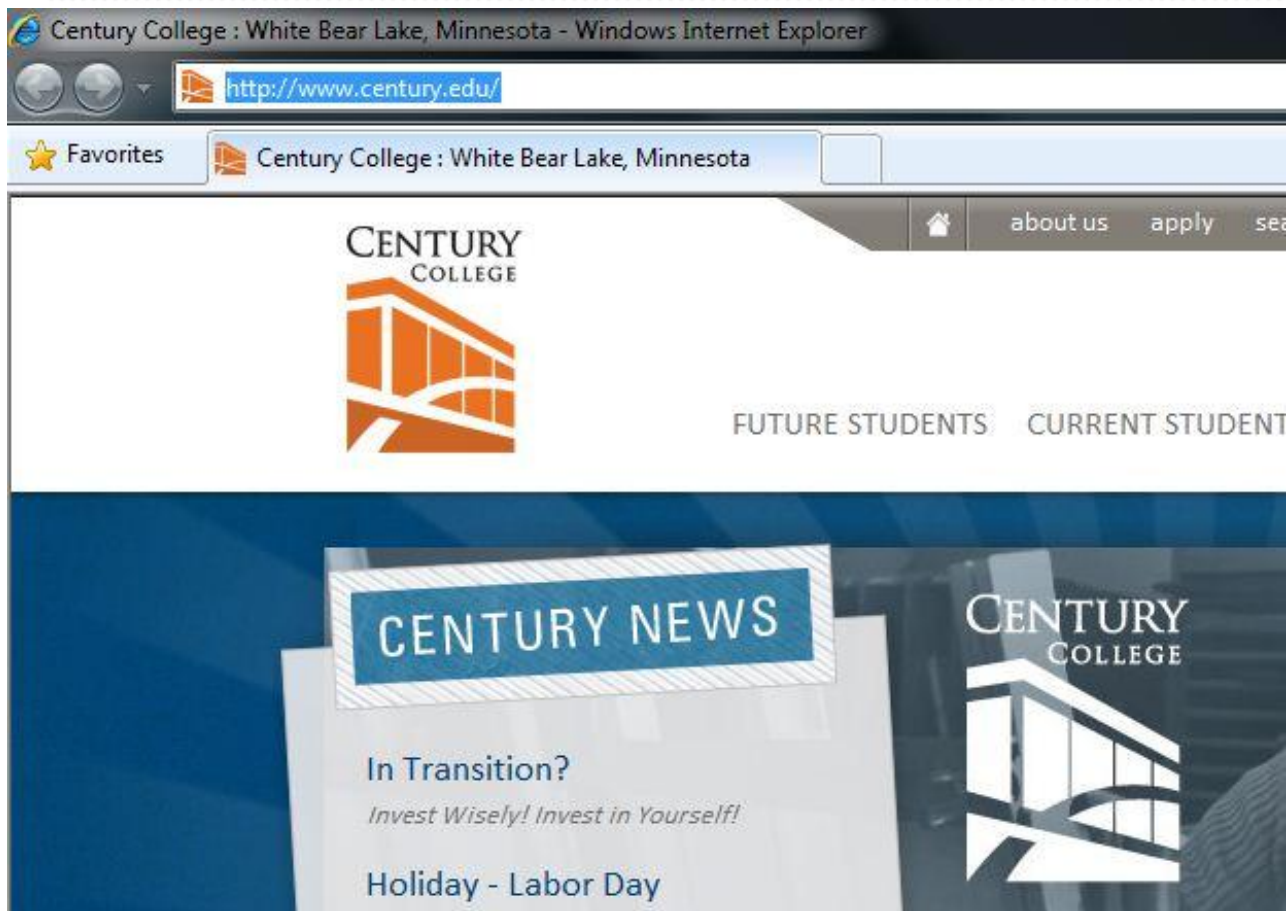
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# E-Mail Account Setup

This tutorial will assist with the setup of your my.century.edu E-Mail account using text and images.

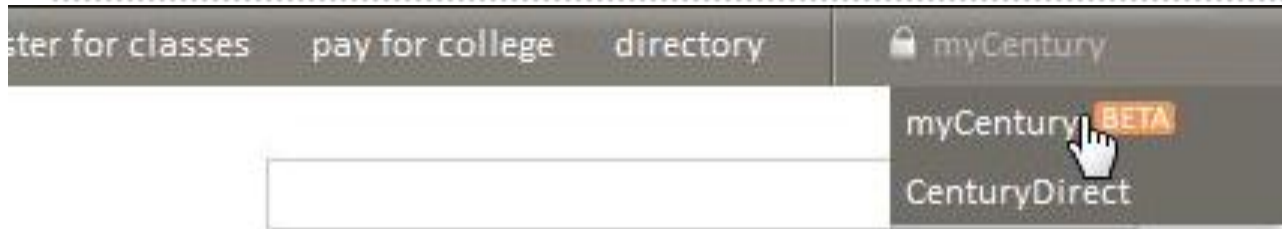


In your address bar type: <http://www.century.edu>





Hover over the "myCentury" dropdown menu  
Then click the "myCentury BETA" link



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Enter your user name and password in the box provided  
Then click "Log On"

CENTURY COLLEGE

# Century College Services

Security ( show explanation )

This is a public or shared computer

This is a private computer

User name: xxxxx9999

Password: ●●●●●●●●

Log On

If you do not have a Century College user name, or you need to reset your password please go here: [AskCentury](#)



Under "Quick Links" click the "E-mail" link to access your Century College E-Mail account.

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If you do not see the above Live@EDU icons please go here: [AskCentury](#)



Re-enter your password in the box provided

Windows Live™ Sign in

**Provide account information**

Before you can sign in to Windows Live, you need to choose a new question and secret answer and provide your location and birth year. If you forget your password, you can provide this information to verify your identity. [Get help with this](#) | [Learn about Windows Live privacy](#)

\*Required fields

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**Verify your information**

Windows Live ID: **xxxx9999@my.century.edu**  
[Sign in with another Windows Live ID](#)

\*Password:

[Forgot your password?](#)

This is not a password change it is a verification. Entering a different password will cause an error



Proceed to fill out the remaining information on the page then click "Submit" at the bottom of the page

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\*Question:

\*Secret answer:   
Five-character minimum; not case sensitive

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**Add an alternate e-mail address**

Alternate e-mail address:

Retype alternate e-mail address:

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**Your information**

\*Country/region:   
[Why is this required?](#)

If there is an error in one of your responses it will inform you with a description in red. Follow the instructions and click submit again.



Change the "Time zone:" setting to reflect your location. Then click "OK" at the bottom of the page.

Microsoft®  
**Outlook Web App**

If you have low vision and use a screen reader or high contrast settings, you can select the check box below to optimize Outlook Web App for this and all subsequent sessions. After you sign in, you can modify this choice at any time using Options.

Use the blind and low vision experience

Choose the language you want to use.

Language: English (United States) ▼

Time zone:  
(GMT-06:00) Central Time (US & Canada) ▼

By clicking "OK" below, you acknowledge and agree that your organization's domain administrator may access your account and its content and may suspend, terminate, or modify your account.

OK

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Once logged in you can check your new e-mail by clicking "Inbox" located at the left side of the page under your username.

