



Outlook Live Student Email Accounts Fast Facts

Citrus College, in partnership with Microsoft, is implementing new email accounts for all Citrus College students.

- Outlook Live student email accounts will be available **August 30** for student use.
- Effective **August 30**, Citrus College email communication sent to students will no longer be sent to students non-Citrus College email accounts (i.e. Hotmail, Gmail, etc.).
- Citrus College email communication to students will be sent only to the new Citrus College Outlook Live student email account. Use of this account is free. Remember that official Citrus College email communication will be sent to this account. Students can redirect to their existing email account, if they so choose.
- The format of the email will be first three letters of student's first name, student's full last name, then three randomly generated numbers. For example, Jackie Smith's email is **JacSmith473@student.citruscollege.edu**
- Email accounts are FREE accounts. Students can continue to use the accounts even after graduation.
- Email account storage is 10GB!
- Using Microsoft's Internet Explorer browser (IE 7 and above), students have access to a comprehensive suite of additional Outlook Live services including:
 - Skydrive with 25GB storage
 - Office Live Workspace
 - Outlook Calendar
 - Instant Messenger
- All of these services are accessible from any internet-capable device.

How do I activate my Outlook Live email account?

Step 1:

You will need your WingSpan Student ID Number. (**Note:** If you have just applied to Citrus College, you will need to wait 24 hours before proceeding to Step 2.)

Step 2:

- Go to WingSpan at <https://wingspan.citruscollege.edu>
- Click on the link **Enter Secure Area** and enter your WingSpan login information
- Select the "Personal Information" tab
- Click the link for "View Email Addresses." Your email address will be listed under the title "Citrus College Email."

IMPORTANT!!

You will be **required to change** your new Outlook Live email password. Your initial password will be your birth date in the format: MMDDYY. If your birthday is August 28, 1993, enter it as 082893.

Step 3:

You are ready to use your Outlook Live email account. Simply visit www.outlook.com from any web browser to log in and check your email. This account is your official Citrus College student account. Check it regularly as official college email communication will be sent to this email account from various academic and student support offices, as well as from your professors.

Please NOTE: Students will be able to access Citrus College Outlook Live email in any browser. However, to fully utilize the other Outlook Live components – Skydrive, Office Live Workspace, Outlook Calendar and Instant Messenger – Microsoft Internet Explorer IE 7 (or higher) should be used.

