

Activate Student E-Mail

1. Login to the student registration system (also known as MyCommunity Education or Banner).
2. Click "**Click here**" to activate your student e-mail account.

Students: You have a NEW College Issued Student E-Mail Account. [Click here](#) to activate your new account.
If you have already activated your account, please access your student e-mail through [Microsoft Exchange Labs](#).

Personal Information Menu
Student E-mail Account Information, Your Profile, View or Update Your Account and Contact Information, Name and SSN Change Information

Student Menu
Quick Links, Registration Menu, Student Records Menu and Student Account Menu

Click "Click here" to activate your e-mail

3. Write down your student e-mail address.

View or Update E-Mail Addresses Your current Institution is RRCC

i Update an existing e-mail address by selecting the link. Insert a new e-mail address by selecting the address type from the list and selecting Submit.

Students: Your NEW Student E-Mail Address is located under the "College Issued Student E-Mail Account" area below.

- Please write down your Student E-Mail Address or copy it with your mouse. You will need it to access your account.
- Please [click here](#) to access your account.
- This account cannot be modified and will be your Preferred E-Mail Account with the college.

E-mail Addresses

E-mail Address	Preferred
joe.test34@student.cccs.edu	Preferred

Comment: This e-mail account cannot be deleted or changed.

4. Click "**click here**" to continue the activation process.
Important! Do not click the Submit button at the bottom of the page.

View or Update E-Mail Addresses Your current Institution is RRCC

i Update an existing e-mail address by selecting the link. Insert a new e-mail address by selecting the address type from the list and selecting Submit.

Students: Your NEW Student E-Mail Address is located under the "College Issued Student E-Mail Account" area below.

- Please write down your Student E-Mail Address or copy it with your mouse. You will need it to access your account.
- Please [click here](#) to access your account.
- This account cannot be modified and will be your Preferred E-Mail Account with the college.

E-mail Addresses

E-mail Address	Preferred
joe.test34@student.cccs.edu	Preferred


Comment: This e-mail account cannot be deleted or changed.

5. Click **“Click Here to Access Your Account.”**

Important! Make sure you have written down your Student E-Mail address. Read and print the “First Login Password Information” before clicking the link. This information is important during the activation process.

Student E-mail Account Information Your current Institution is RRCC

The Colorado Community College System has created a Student E-mail Account for you with Microsoft Exchange Labs.

 **Microsoft Exchange Labs**

[Click Here to Access Your Account](#)

E-Mail Address:
You will need your **NEW Student E-Mail Address** to access your account with Microsoft Exchange Labs.

First Login Password Information:
Your password will be set to your birthday, in the form of **MonthDDYYYY**. The month will be spelled out beginning with a capital letter. If your day of birth has only one digit, then a leading “0” is required in front of the digit.
For Example:

- If your birthday is January 1, 1970, your password would be **January011970**
- If your birthday is May 31, 1982, your password would be **May311982**

The first time you sign into your e-mail account, you will be required to create a new password.


- [Step by Step Instructions for Account Access](#)
- [Step by Step Instructions for Account Management](#)
- [FAQs](#)
- [Browser Compatibility](#)

6. Enter your **student email address**.

7. Enter your **first login password**.


8. Uncheck “Remember me on this computer” and “Remember my password.”

9. Click **“Sign in.”**

 **Microsoft Exchange Labs**

[Sign up](#)

[Help](#)

 **Windows Live ID**
Works with MSN, Office Live, and Microsoft Passport sites

Sign in

Have an **MSN Hotmail, MSN Messenger, or Passport** account? It's your **Windows Live ID**.

Windows Live ID:
(example555@hotmail.com)

Password:
[Forgot your password](#)

Remember me on this computer (?)

Remember my password (?)

[Sign in](#)

10. Wait for the page to load. The amount of time to wait depends on the speed of your internet connection.
11. Enter your **first login password**. (Refer to the page you printed with the First Login Password information for details about your initial password.)

Provide account information

The account you're signing in to is missing some required information. To finish signing in, enter the following

We respect your privacy and will use this information in accordance with our privacy policy. [Learn about Windows Live ID](#)

*Required fields

Verify your information

Windows Live ID: **joe.test34@student.cccs.edu**
[Sign in with another Windows Live ID](#)

*Password: [.....] **Enter your first login password**
[Forgot your password?](#)

12. Create, Type, and Retype a new password.
Important! Make sure to remember your new password. This new password is needed to access your student e-mail account.

Change your password

*Type new password: [.....] **Type new password**
Six-characters minimum; case sensitive

Password strength: **Strong**

*Retype new password: [.....] **Retype new password**

Make my password expire every 72 days
[Get help with this](#)

13. It is highly recommended you check the box to make your password expire every 72 days.

Change your password

*Type new password: [.....]
Six-characters minimum; case sensitive

Password strength: **Strong**

*Retype new password: [.....]

Check box Make my password expire every 72 days
[Get help with this](#)

14. Select a question by clicking the down-point arrow and then clicking question. Then enter the answer to the question.

Note: You will be asked this question if you forget your password.

Select a question and secret answer

*Question: Best childhood friend

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

15. It is recommended (not required) you type and retype an alternate e-mail address.

Note: If you forget your password, password reset information will be sent to this e-mail address.

Add an alternate e-mail address

Alternate e-mail address: joe.test@hotmail.com

Retype alternate e-mail address: joe.test@hotmail.com

16. Select your country and state. Type your ZIP code and year of birth.

Your information

*Country/Region: United States

*State: Colorado

*ZIP code: 80501

*Birth year: 1970
Example: 1999
Why is this required?

17. Click "I accept."

Review and accept the Agreements

Clicking **I accept** means that you agree to the [Windows Live service agreement](#) and [Privacy Statement](#).

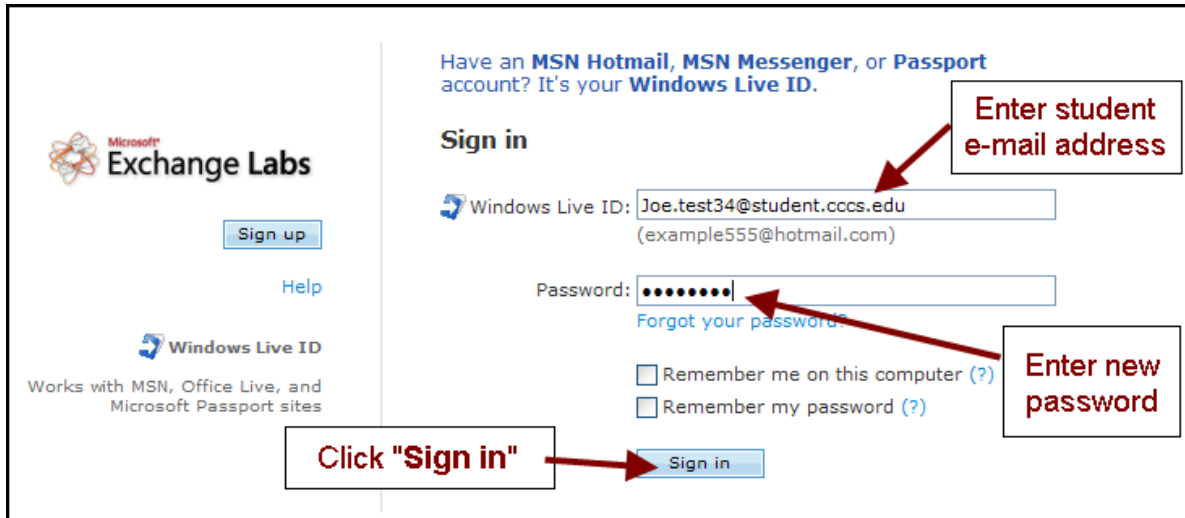
Click "I accept"

I accept Cancel

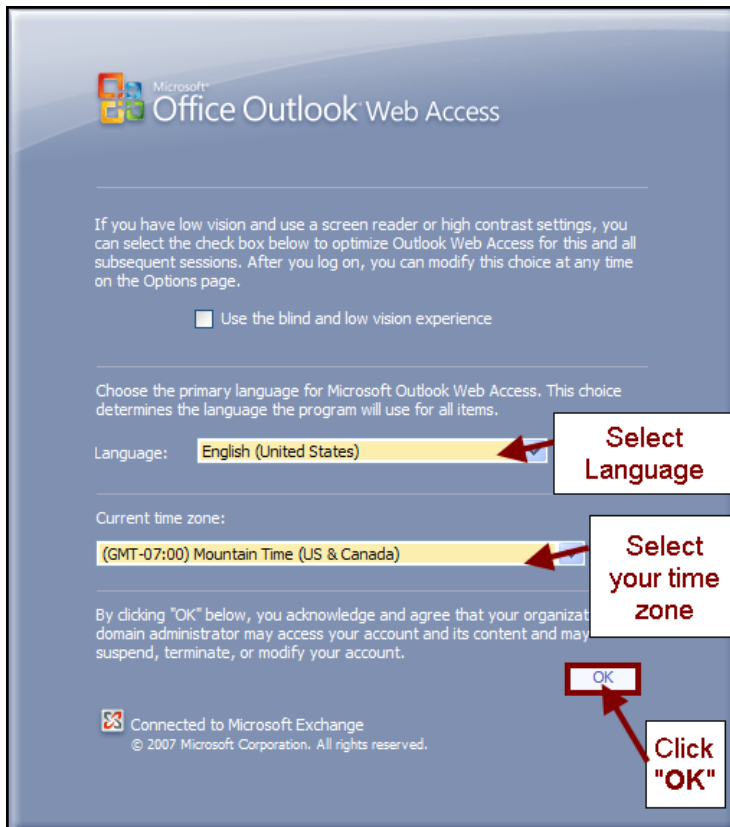
18. Click "Sign in to Windows Live."



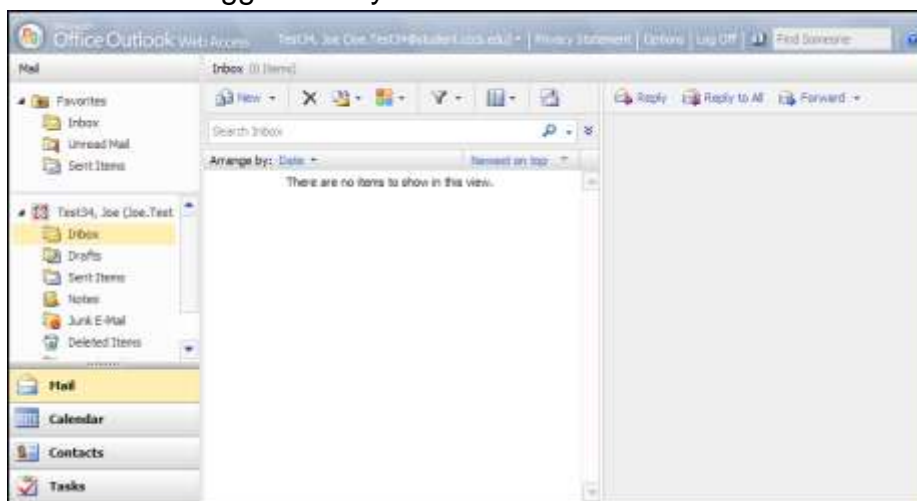
19. Enter your student e-mail address and the **new** password you just created. Next click "Sign in."



20. Select Language and your time zone and then click "OK."



21. You are now logged in to your student e-mail account.



22. When you are finished working with your student e-mail account, click **Log Off**.

