## How to Set up Your NMHU Student Email Account

Note: Before you try to use your student email account: HAVE YOU CHANGED YOUR PASSWORD FROM YOUR DATE OF BIRTH?

You will not be able to log in with your temporary password (your date of birth).

## How to Change your Password

**On Campus** - You can change your password on campus (Las Vegas, Rio Rancho, Albuquerque, Santa Fe, & Albuquerque) by logging on to one of our campus computers. You will be prompted to change your password when you log in.

**Off Campus -** If you are off campus, you can change your password through the <u>Self-Service</u> <u>Banner (SSB)</u> page. You get to SSB by going to the Highlands home page (<u>www.nmhu.edu</u>) and clicking on mynmhu link at the top. When you try to log into SSB, if you have not changed your temporary password, it will prompt you to change your password or you can access the Technical Help by clicking on Student Technical Help. Click on option 1. On the next page, click on PASSWORD CHANGE.

## How to Activate Your Email

- 1. On the NMHU home page (<u>www.nmhu.edu</u>), click on CURRENT STUDENTS then scroll down and click on STUDENT E-MAIL.
- 2. Click on ACTIVATE E-MAIL and read through instructions.

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NMHU New Me account which of Skydr	I Student E-mail alco Highlands University has partnered with Microsoft to provide free lifetime e-mail s for students. The student e-mail is powered by the Microsoft Live(Bedu program fers Microsoft Outlook Live, an e-mail account with up to 10GB of storage, and 25GB we online storage to students.  Activate E-mail Access E-mail Technical Hulp

3. Go to #6 on the list of instructions and click on the link.

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If you have cha	inged your temporary password and you have re butert e-mail	ad the instructions above, click here to

4. You will be prompted to enter your username and password. (This password is what you use to log in to campus computers, Banner, etc. Do not enter your email address, just your username.)

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If you get an error message that says the page cannot be displayed, hit the F5 key on your keyboard, or the refresh button on your browser (looks like two arrows).



5. The Windows Live setup page will open, showing your email address and requesting a password. This is your same Highlands University student password.

By Windows Live"	Sign in
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6. Enter your whole birth year and select the country. Read the Windows Live service agreement and click I ACCEPT.

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7. Change the Time Zone to Mountain Time (US & Canada) and click OK.

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8. You will see your Inbox. You have 10 gigabytes of space in your email account. You can email your classmates and NMHU faculty and staff easily.

## **Tips**

- Your email address is: <u>username@live.nmhu.edu</u>
- DO NOT use your email address to log in to any NMHU resources (Email, Banner, E-COURSES, Library).
- Check your Junk Email folder occasionally. Some important emails from HU may go to Junk Email.
- If you are logged in to Hotmail or MSN email with your personal account, you must log out before you can log into your student email.
- If you get an error message saying that the page cannot be displayed when trying to access your email, try refreshing the page.
- Visit the Windows Live Help Page for more tips on how to use your account (help.outlook.com).
- You can access your live.nmhu.edu email on your mobile device.
- You can forward email to another email address from Live @ EDU.
- Your Windows Live account has several additional services.
  - <u>SkyDrive</u> is a file storage and sharing service that allows users to upload files, then access them from a web browser. To access SkyDrive from your Inbox, click on MORE at the top of the screen and select SkyDrive. You have 7 gigabytes of space in your SkyDrive account.
  - **Discounts:** To view the current discounts available from Microsoft: Click on MORE, then click on NMHU and select Microsoft's Discounts.