

Creating Your Dusty Email Account

Welcome! This guide will assist you through the process of creating your TAMIU student e-mail account. **Please note** that you will need your TAMIU ID number and Birth Date to create your account.

- 1 Open an Internet browser and log on to:
<http://dusty.tamiu.edu>
You will be redirected to the TAMIU Email home page.



email for life

[Log On Here](#)

TAMIU is proud to offer Email for Life. Email for Life is powered by Microsoft Office 365. Some of the features include:

- 25 GB inbox, 25MB attachments
- Protect email from spam & viruses
- Use instant messaging service with Office 365 including audio and video with your chats, application sharing, file transfers, and more
- Get access to your email, contacts, and calendar from anywhere including a broad range of ActiveSync enabled phones (examples: Windows Phone, iPhone, Android)
- The ability to access, share and collaborate through SkyDrive, with 25GB of free online storage space

Select the Log On Here button to check your email or choose one of the options below. For assistance contact the OIT Helpdesk at 956-326-2310.

Account Setup

To create your student email account please [click here](#).

- Account Transition
- Password Management
- Help
- Server Status

- 2 To create your account, click on **Account Setup** from the bottom menu and click on the **click here** link provided.

You will be presented with the **Account Setup** page. There are three steps involved in the creation of your account. In **Step 1**, you will need to enter information to validate your identity. In **Step 2**, you will create your e-mail account and password. In **Step 3**, you will establish your security questions.

- 3 Enter your **TAMIU ID** in the field provided and your **Birth Date** in the format specified (mm/dd/yyyy) and click the **"I'm not a robot"** checkbox. Select the images that match the word being described and click **verify**.

- 4 Once you have entered all information, click on the **Next** button to proceed.

TAMIU
Texas A&M International University

Account Setup - Validate Identity

The following information is needed to validate your identity and create your account.

Banner ID:

Birth Date: (mm/dd/yyyy).

I'm not a robot

reCAPTCHA
Privacy - Terms

[Next](#)

Select your Email ID and create a password. Before you proceed, take some time to read the special instructions about choosing a password. Your password must adhere to the following rules:

- 5
 - Password should not contain a significant portion of your TAMIU account (last, first, or full name)
 - Password should be at least sixteen characters in length.
 - Password must contain characters from 3 of the following 4 categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %)



6 After reviewing this information, select your email ID from the available options in the dropdown box. Next, enter your desired password in the **New Password** field.

7 For verification purposes, retype the password in the **Retype Password** field. When you have completed this process, click **Next** to continue.

The screenshot shows the 'Account Setup - Account Name' page. It includes a header with the TAMIU logo and 'Texas A&M International University'. Below the header, there is a sub-header 'Account Setup - Account Name' and a instruction: 'Please select an email address you would like, type a password and press the Next button to continue.' The form contains fields for 'Your Full Name is:', 'Email ID:' (with a dropdown menu), 'New Password:', and 'Retype Password:'. There are 'Back' and 'Next' buttons at the bottom. A link at the bottom reads 'Click here to see the special considerations about valid passwords.'

8 Select security questions and type responses. If you forget your password, the password reset page will ask a question from these questions. You will be able to reset your password if you answer the question correctly.

9 Select three security questions and provide a response to each question in the **Answer** text box. Security questions should be easy for you to remember but difficult for anyone else to guess. When you have completed this step, click on **Next** to continue.

The screenshot shows the 'Account Setup - Security Questions' page. It includes a header with the TAMIU logo and 'Texas A&M International University'. Below the header, there is a sub-header 'Account Setup - Security Questions' and a instruction: 'Please select three security questions and answer them to continue.' The form contains a table with three rows for selecting questions and providing answers. The table has columns for '#', 'Question', and 'Answer'. There are 'Back' and 'Next' buttons at the bottom.

#	Question	Answer
1	Select a question.	
2	Select a question.	
3	Select a question.	

10 You will be presented with a page that confirms your account has been created. You may close the confirmation page or click on the **Click Here** link to return to the TAMIU Email home page.

The screenshot shows the 'Account Created' confirmation page. It includes a header with the TAMIU logo and 'Texas A&M International University'. Below the header, there is a sub-header 'Account Created' and a message: 'Your email account ([redacted]@dusty.tamtu.edu) and NetID ([redacted]) have been created.' Below the message, there is a instruction: 'Please wait 1 hour before trying to log in.' At the bottom, there is a link: 'Click here to go back to the TAMIU Email for Life 3.0 home page.'

If you experience any technical difficulties setting up your account, please contact the Office of Information Technology Help Desk at 956.326.2310 or email hotline@tamtu.edu

