

Email for Life

Creating Your Account on Dusty, Microsoft Live@EDU

Welcome. This tutorial will guide you through the process of creating a TAMIU student e-mail account on Dusty, Microsoft Live@EDU. Please note that you will need your Banner ID and Birth Date to create an account.

1 To begin, open an Internet browser and log on to <http://dusty.tamiau.edu>.

You will be redirected to the TAMIU Email for Life home page.

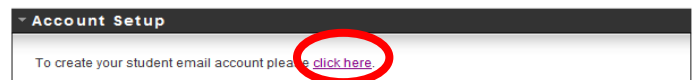


Log On Here

TAMIU is proud to offer Email for Life. Email for Life is powered by Microsoft Outlook Live@edu. Some of the features include:

- 10 GB inbox, 18MB attachments
- Protect email from spam & viruses
- Use instant messaging service with Outlook Live 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.



You will be presented with the **Account Setup** page. There are two steps involved in the creation of accounts. In **Step#1** you will enter information to validate your identity and in **Step #2** you will create your e-mail account and password.

3 Please enter your **Banner ID** (ex. A00000123) in the field provided and your **Birth Date** in the format specified. Next, enter the two words you see in the box below, in order and separated by a space.

4 Once you have entered this information, click on the **Next** web button to proceed to Step #2.

5 In Step #2, you will be able to select your Email ID and create a password. However, before you proceed, please take some time to read the special considerations about choosing a password. You can access this information by clicking on the **click here** link located at the bottom of the form.

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).

Please enter the words you see in the image below:

Ryōkan Hefla

Type the two words:

reCAPTCHA™ stop spam, read books.

6 After reviewing this information, select your email ID from the available options on 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 on **Next** to continue.

8 In step #3, you will be presented with a page that will allow you to create security questions. If you forget your password, the password reset page will ask a question and if answered correctly, you will be able to reset your password.

9 Select three security questions and provide your answer on the space to the right of each question. Security questions should be easy for you to remember but difficult for anyone else to guess. When you have completed this process, click on **Next** to continue.

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 for Life Home Page.

Please note user information presented in this tutorial is fictitious and is not representative of an actual account.

If you experience any technical difficulties, please contact the OIT Help Desk at 956.326.2310.

And remember, for all your TAMIU Technology needs... *ThinkBlue!*

The screenshot shows the 'Account Setup - Account Name' page. At the top is the TAMIU logo and 'Texas A&M International University'. Below the title, it says 'Please select an email address you would like, type a password and press the Next button to continue.' The form includes: 'Your Full Name is: Full Name', 'Email ID: studentemail @dusty.tamtu.edu', 'New Password:' and 'Retype Password:' fields, and 'Back' and 'Next' buttons. A link at the bottom says 'Click here to see the special considerations about valid passwords.'

The screenshot shows the 'Account Setup - Security Questions' page. At the top is the TAMIU logo and 'Texas A&M International University'. Below the title, it says 'Please select three security questions and answer them to continue.' The form is a table with three rows for questions and answers. Below the table are 'Back' and 'Next' buttons.

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

The screenshot shows the 'Account Created' page. At the top is the TAMIU logo and 'Texas A&M International University'. Below the title, it says 'Your email account has been created.' and 'Please wait 1 hour before trying to log in.' A link at the bottom says 'Click here to go back to the TAMIU Email for Life 3.0 home page.'