

# Introduction to ConnectMail

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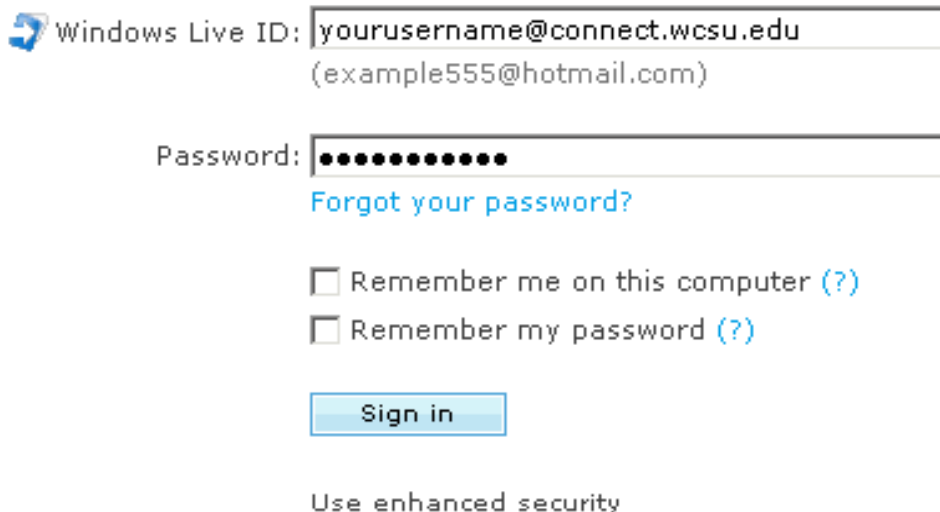
## Introduction/Utility

WestConn has a new student email system-- ConnectMail! This system, delivered by Microsoft Live@Edu, is replacing Lotus Notes. Immediate benefits include a robust web interface and a 10GB inbox. Additionally, you will have access to other services, such as 25GB of online file storage, Microsoft Office workspaces, and many other collaboration and communication tools.

## Accessing ConnectMail

1. Open a web browser of your choice. Go to: <http://connect.wcsu.edu>
2. Enter your username and password in the boxes displayed below. You must enter your entire username in the Windows Live ID box: [yourusername@connect.wcsu.edu](mailto:yourusername@connect.wcsu.edu). Your username consists of your last name followed by a 3-digit number.
3. Your temporary password is "Connect" followed by your 8 digit banner ID (e.g. Connect50000001).

Sign in



Windows Live ID:   
(example555@hotmail.com)

Password:

[Forgot your password?](#)

Remember me on this computer (?)

Remember my password (?)

[Use enhanced security](#)

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## Initial Account Setup

1. As you login for the first time using your temporary password, you will need to fill out the account information form. You will need to put in your temporary password again, select and answer a security question, provide an alternate email address, and provide your birth year and location.  
**NOTE: It is critical that you input an alternate email address that you can readily access. Should you forget your password, reset instructions will be sent to this alternate email address.**

**Windows Live™**

**Provide account information**  
The account you're signing in to is missing some required information. To finish signing in, enter the following information.  
We respect your privacy and will use this information in accordance with our privacy policy. [Learn about Windows Live privacy](#)

\*Required fields

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**Verify your information**

Windows Live ID: **lastname001@connect.wcsu.edu**  
[Sign in with another Windows Live ID](#)

\*Password:   
[Forgot your password?](#)

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**Change your password**

\*Type new password:   
Six-characters minimum; case sensitive

Password strength:

\*Retype new password:

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

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**Add an alternate e-mail address**

Alternate e-mail address:

Retype alternate e-mail address:

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**Your information**

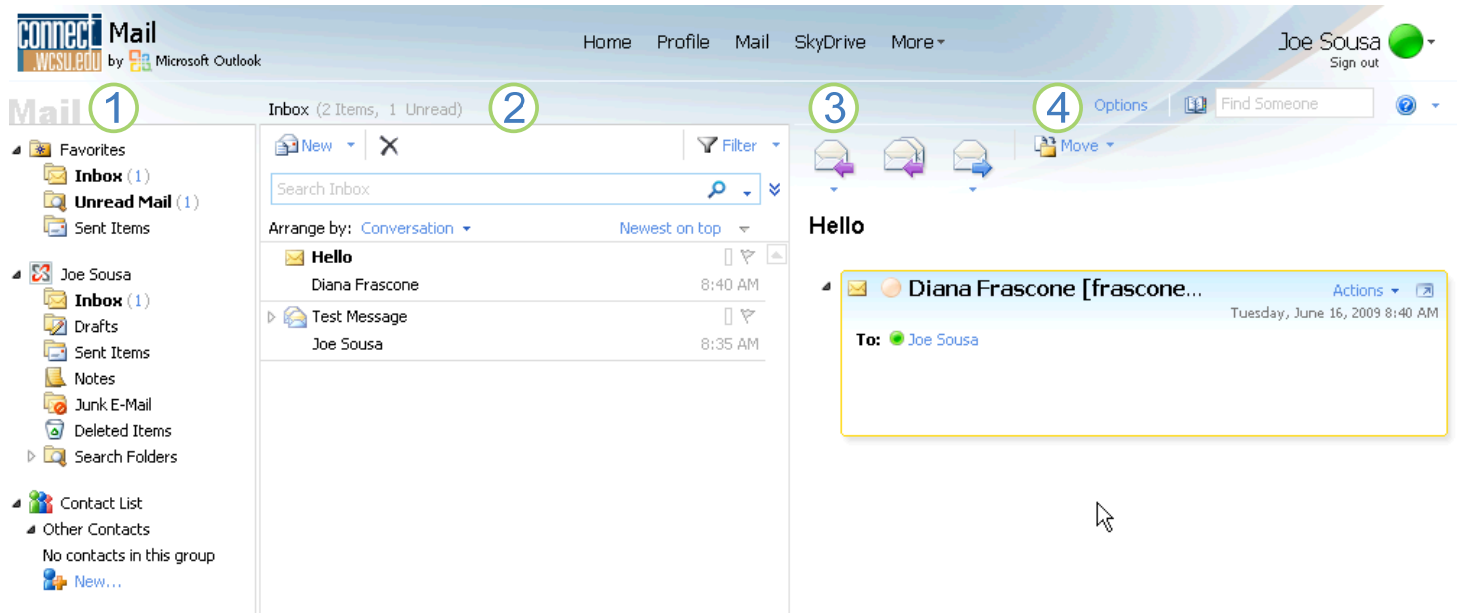
\*Country/region:   
[Why is this required?](#)

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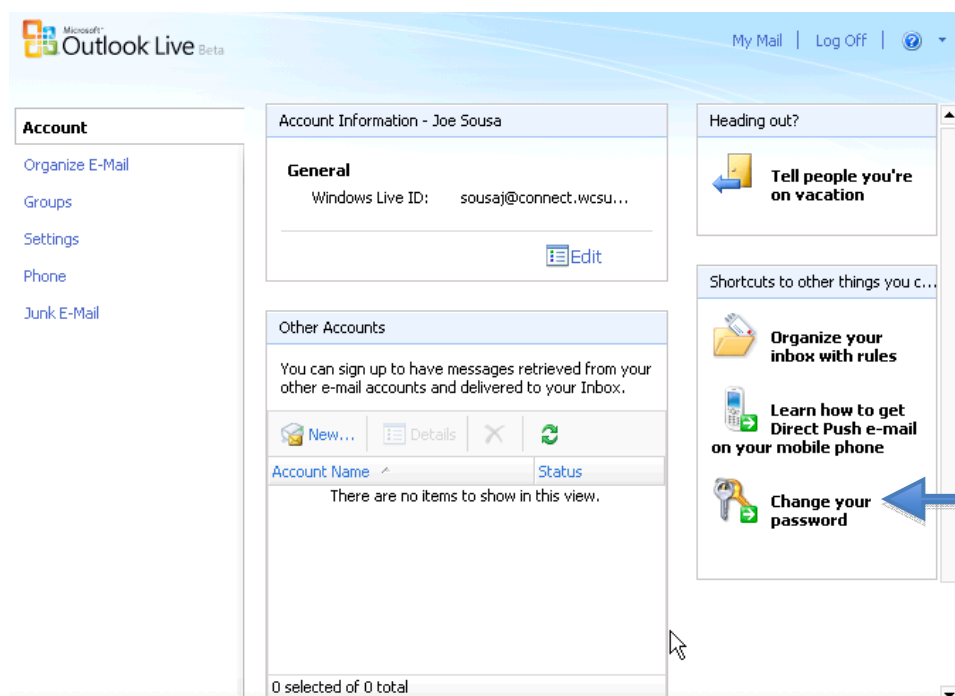
2. Once the form is completed, select "I Accept" at the bottom of the form. Selecting "I Accept" means that you agree to the Windows Live service agreement and Privacy Statement.

## Using the Interface



- 1 All mailbox folders will appear on the left-hand side of the screen under 'Mail'.
- 2 All messages will appear in the center pane. New messages will appear in this list in **bold**. You can arrange the messages by recipient or date/time received.
- 3 Selecting a message will result in the body of the message being displayed on the right-hand pane, called the Reading pane.

## Changing your password



- 4 To change your password, select 'Options' as displayed in the screenshot above.

Under "Shortcuts to other things you can do", select the **Change your password** link.

A full-featured resource guide is available online to answer all of your technical questions at <http://help.outlook.com>

### **Email Policy**

Effective August 1, 2009, The Connecticut State University System (Western, Eastern, Southern and Central) has an email policy that states: email will be considered an official means for communication. All students will be issued a university email for university business. An expectation exists that email will be read in a timely fashion. The policy can be found by visiting [wcsu.edu/technology/email](http://wcsu.edu/technology/email) and selecting "CSUS Email Policy".

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If you would like to learn more about ConnectMail, you can sign up for a one-on-one tutorial. If interested, see the STTC attendant on duty, call the STTC at (203) 837-8715, or email [sttc@wcsu.edu](mailto:sttc@wcsu.edu) to schedule an appointment.