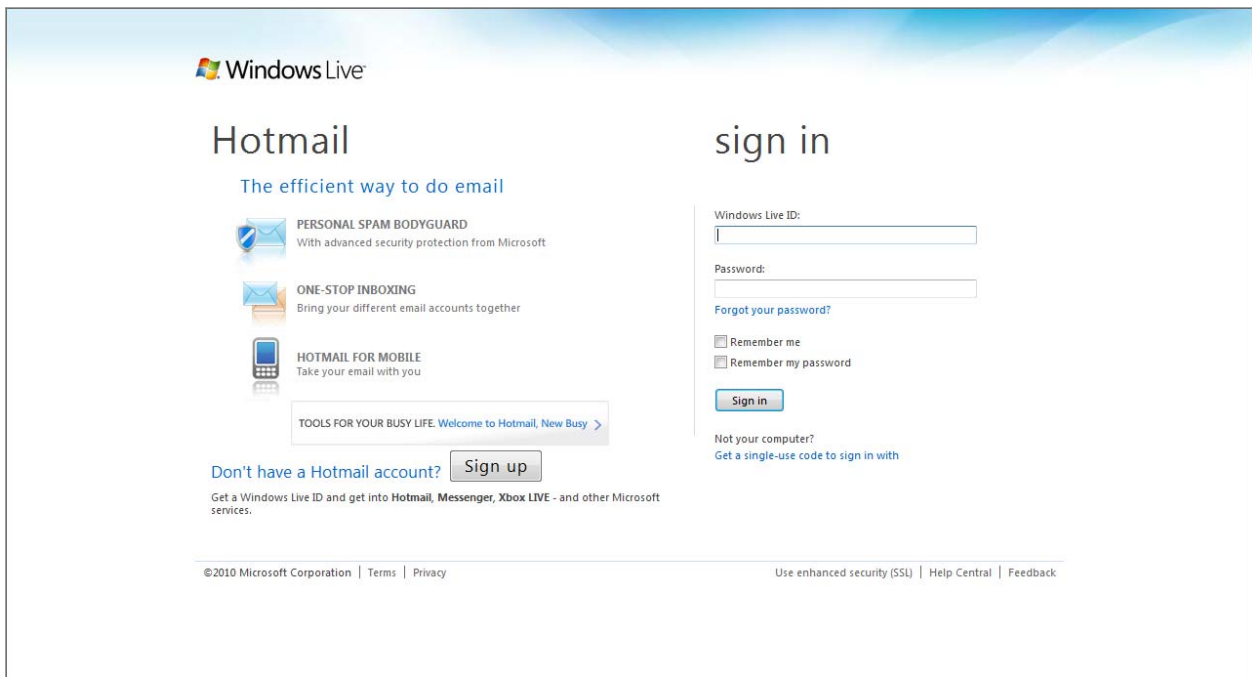


*How to activate your @acg.edu e-mail account.*

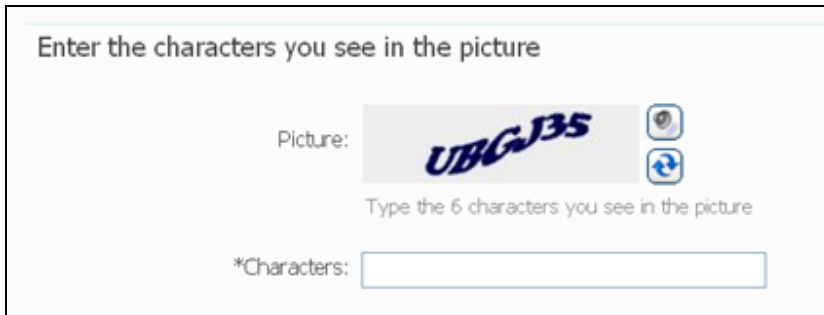
1. Open your web browser and visit the following page: <http://webmail.acg.edu>. The screen similar to the following appears:



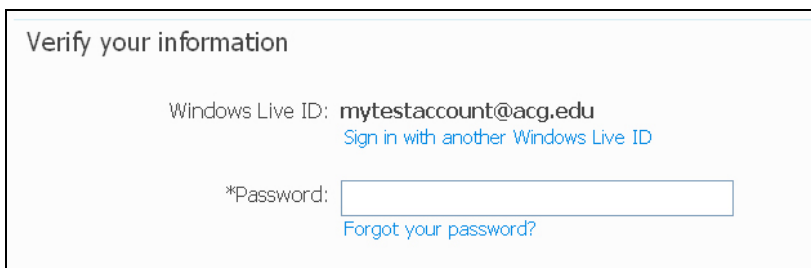
2. Type your **full** e-mail address at the Windows Live ID field (eg. [user@acg.edu](mailto:user@acg.edu))
3. Type the temporary password that has been given to you at the password field.
4. Make sure that no other options are selected (for security reasons).
5. Click sign in.

At the next screen you have to provide some additional information in order to complete the activation of your account:

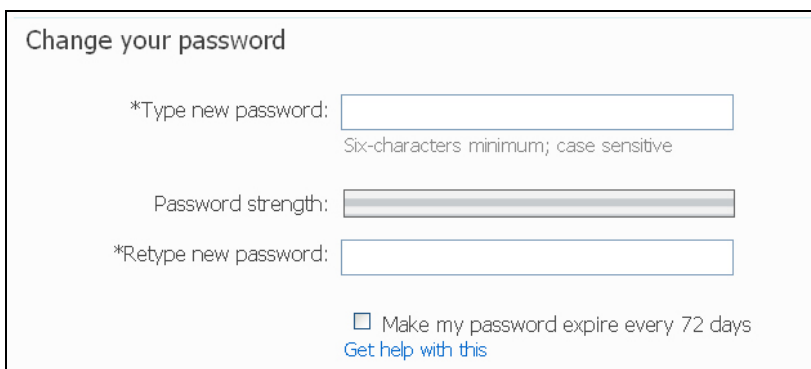
**Step 1:** You are required to type the characters you see in a picture. This prevents spammers from using automated tools to create multiple mailboxes. Type the character you see in the picture



**Step 2:** Verify your information by typing again your initial password



**Step 3:** In the “change your password” section, enter the password you want to use to access your acg.edu account. The new password must be at least six character in length and will be case sensitive. You will need to type it in both boxes. It is up to you whether you want the password to expire every 72 days.



**Step 4:** The “Select a question and secret answer” option is very important if you ever need to reset your password. Select one of the questions and provide a secret answer that is easy for you to remember, but hard for others to guess. You will need to re-type it exactly the same in the future, so make sure it is an answer that you feel you can re-type the same way if requested in the future.

Select a question and secret answer

\*Question:

\*Secret answer:

Five-character minimum; not case sensitive

**Step 5:** If you already have another email address you use regularly, you may enter it in “Add an alternate e-mail address”. This is another way you can reset your password—by having the reset sent to this alternate e-mail address. You need to type address in both boxes. Make sure that you do not use an @acgmail.gr address (if you have one).

Add an alternate e-mail address

Alternate e-mail address:

Retype alternate e-mail address:

**Step 6:** The “Your information” section is important because it is required to reset your password using the security question you entered above. You may enter any information you like provided that you remember it later.

Your information

\*Country/region:

[Why is this required?](#)  
[Privacy for residents of the European Union](#)

\*Postal Code:

\*Birth year:

Example: 1999  
[Why is this required?](#)

**Step 7:** Review and accept the Microsoft Windows Live service agreement and Privacy Statement by clicking “I accept”. A screen will appear indicating you just updated your personal information and password. Click the “Sign in to Windows Live” button.

When you first login with your new credentials. At the next screen, choose your language (eg. English (United States)) and time zone (eg. GMT +02:00 Athens, Bucharest, Istanbul).

**You are now ready to use your @acg.edu email!!**