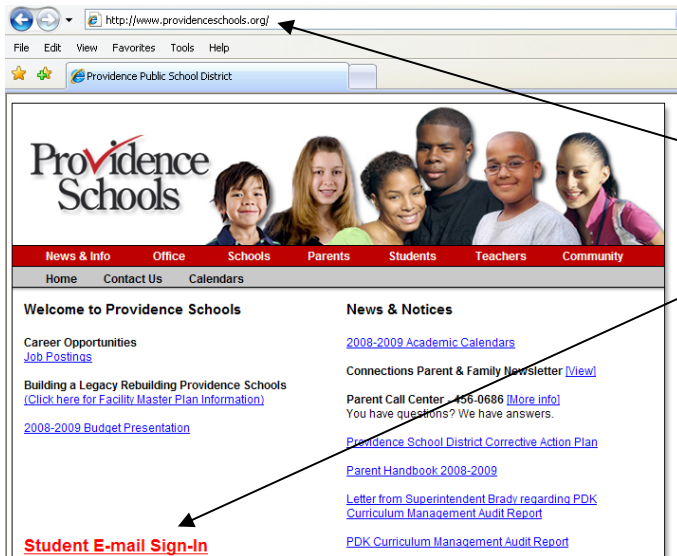




Managing your Students.PPSD.Org Email Account

Managing your new student.ppsd.org email account is simple as one-two-three!

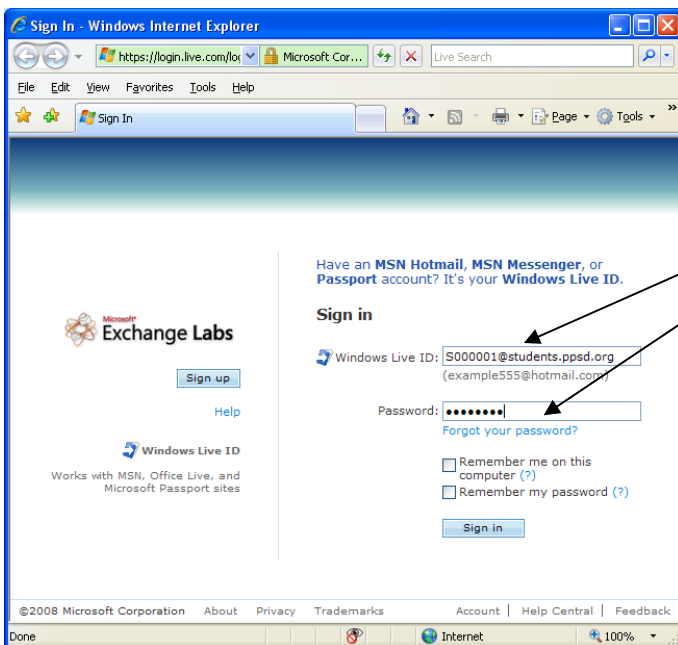


Launch Internet Explorer and type the following URL (link):

www.providenceschools.org to sign in to your account.

Click on the link **"STUDENT SIGN IN"**.

This link will direct you to MS LIVE@EDU Sign In Page (www.exchange-labs.com)



Type in your Windows Live ID:
StudentID@students.ppsd.org

Type in your Password:
provided by teacher

- *i.e., Type in your Login:*
S000001@students.ppsd.org
- *i.e., Type in your password:*
password

Click on **SIGN IN**

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

Verify your information

Windows Live ID: [Sign in with another Windows Live ID](#)

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

For security purposes, enter the password for the account you're trying to sign in to.

NOTE: The **FIRST TIME YOU LOG INTO YOUR EMAIL** account you will be asked to provide account information:

Verify your information

Windows Live ID: Field filled in automatically

Type in your **current password** provided by teacher

Change your password **NOTE:** Your password is case sensitive and has a six character minimum.

Change your password

*Type new password:
 Six-character minimum; case sensitive

Strong password contains 7-16 characters; do not include common words or names, and combine three of these character types: uppercase letters, lowercase letters numbers, or symbols. [Get help with this](#)

Password strength:

*Retype new password:

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

Type in your **new password**

Retype your **new password**

Select a question and secret answer

*Question:
 We can use your secret answer to verify your identity if you forget your password. [Get help with this](#)

*Secret answer:
 Five-character minimum; not case sensitive

Select a **Question** from the pull down menu

Type in your **Secret Answer**

NOTE: OMIT ADDING AN ALTERNATE EMAIL ADDRESS.

Your information

*Country/Region:
 Why is this required?

*State:

*ZIP code:

*Birth year:
 Example: 1999
 Why is this required?

If you forget your password, we'll need this information and your secret answer to verify your identity and allow you to reset your password.

Type in **UNITED STATES**

Type in **RHODE ISLAND**

Type in **02903**

Type in your Birth Year: **Year Born**

Review and accept the Agreements

Clicking **I accept** means that you agree to the [Windows Live service agreement](#) and [Privacy Statement](#).

Click on **I ACCEPT**

Click on **SIGN IN TO WINDOWS LIVE!**

Windows Live™

Provide account information

You just updated some information that requires you to sign in again.

© 2008 Microsoft | [Privacy](#) | [Legal](#) |

Have an **MSN Hotmail**, **MSN Messenger**, or **Passport** account? It's your **Windows Live ID**.

Sign in

Windows Live ID: (example555@hotmail.com)

Password: [Forgot your password?](#)

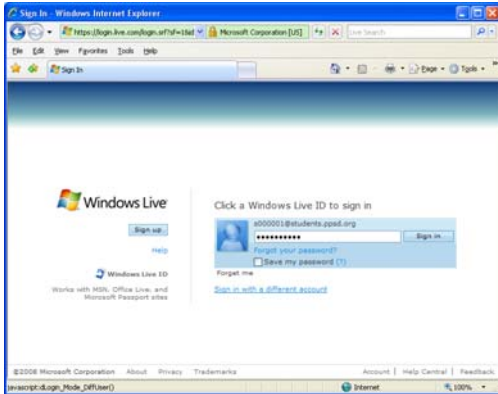
Remember me on this computer (?)
 Remember my password (?)

Use standard security

Type in your Login

Type in your Password

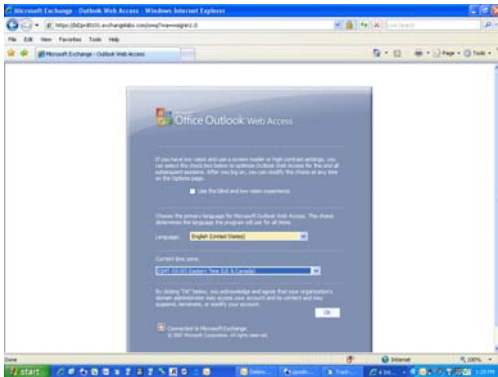
Click on Sign In



Type in your Login

Type in your Password

Click on **Sign In**

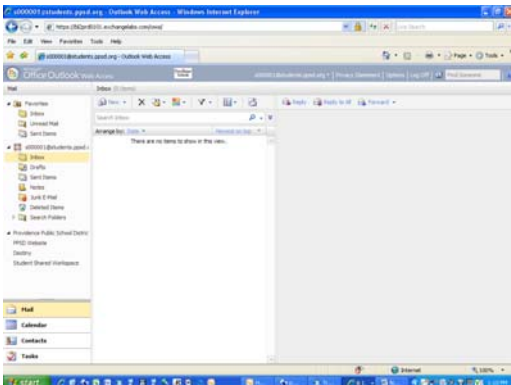


Language = **English**

Click on the **Pull Down Menu**

Select **Eastern Time; United States & Canada**

Click on **OK**



Welcome to OWA Inbox!