

# HOW TO SET UP YOUR PALM BEACH STATE EMAIL ACCOUNT

*Palm Beach State College and Microsoft Corporation have joined together to provide student email accounts via Microsoft Live Mail for Palm Beach State students.*

To begin setting up your Palm Beach State College E-mail account, you will need to know your Palm Beach State College Windows Live ID, which is the e-mail address that has been created for you.

- Go to <http://www.palmbeachstate.edu>.
- Click on **PantherWeb**.
- Enter your **Student ID** and **PIN number** and click **Logon**.
- Your Palm Beach State email address will appear under the **My Details** section.
- To set up your account click on the **Go To my.PalmbeachstateE-mail** link.
- The Windows Live **Provide Account Information** page will appear with your email address displayed.
- Type in your password. For initial log-in your password is your six digit date of birth (MMDDYY), two digit month, day and year. If you did not provide the college with a date of birth your default password will be 010101).
- On the next page, please **change your password** (must contain at least six characters).
- Then select a question from the drop-down box and create a secret answer.
- Verify that your information is correct and click the **I Accept** button.
- The next page will ask you to **Sign In** again.
- Click the **Sign in to Windows Live** button and sign in to Windows Live Hotmail with your Palm Beach State College email address and new password.
- Click **Go To Your Inbox** and you will see your Palm Beach State College Student email account.
- To access your new emails, click the **Inbox** icon.

You are now able to access your Email in several different ways:

1. On the Palm Beach State College website ([www.palmbeachstate.edu](http://www.palmbeachstate.edu)) you can log in to PantherWeb and click on **Go To my.palmbeachstate Email** link. This will take you to your mailbox; you will not need to log in again.
2. You can directly access the log in by typing [mail.live.com](http://mail.live.com) into your browser and clicking the **Sign In** option on the lower right.
3. Once your account is set up you can also retrieve your email from the [msn.com](http://msn.com) home page by clicking the **Hotmail** option on the left.

For a step by step online tutorial go to:  
<http://www.palmbeachstate.edu/x14985.xml>

If you need additional assistance, please contact the **Student Helpdesk** at [studenthelpdesk@palmbeachstate.edu](mailto:studenthelpdesk@palmbeachstate.edu) or call 561-868-4000.