

# Accessing Office Live Accounts

Springfield Church of Christ

How do I access my Office Live account? See instructions below. You should have received an email to your "personal" E-mail account with your user name ([firstname.lastname@springfieldcofc.com](mailto:firstname.lastname@springfieldcofc.com)) and initial administrator assigned password.

Instructions for accessing Microsoft Office Live E-mail

The following Microsoft Office Live e-mail account has been created for you:

E-mail address: **jcsabolt2@springfieldcofc.com**

Temporary password: (write down the password here)

### To check your e-mail

1. Go to the [Microsoft Office Live Member Center](http://home.membercenter.office.microsoft.com/Settings/Default.aspx) (<http://home.membercenter.office.microsoft.com/Settings/Default.aspx>)
2. Sign in using the new e-mail address and password. The first time you sign in, you will be prompted to change the password and secret question and answer.
3. In the **E-mail** section, click **Inbox**.
4. Type your password and click **Sign In**.
5. Click the **Mail** tab to check your e-mail.
6. To return to Microsoft Office Live, click **Go to Microsoft Office Live**.

### To forward e-mail to your Microsoft Office Live account

To forward your e-mail from other accounts to your Microsoft Office Live e-mail account, do one of the following:

- To forward e-mail from any MSN or Hotmail accounts, on the **E-mail** page, click **Forward my mail**.
- To forward e-mail from any other service providers, use their instructions for forwarding e-mail. **Note:** You cannot forward e-mail from Microsoft Office Live to other accounts.

[Print Instructions](#)

If you would you like us to send the instructions to an e-mail address, type the address below and then click **Send**.

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You will be prompted to change your password automatically the first time you enter your Office Live Account.



### Reset your password

Before you can sign in to Windows Live, you need to create a new password. We recommend creating a strong password to help protect your information. [Learn about Windows Live privacy](#)

Windows Live ID: **jcsabolt2@springfieldcofc.com**

Password:

[Forgot your password?](#)

Strong passwords contain 7-16 characters, don't include common words or names and combine three of these character types: uppercase letters, lowercase letters, numbers or symbols. [Get help with this](#)

Type new password:

Six-characters minimum; case sensitive

Password strength:

Retype new password:

Make my password expire every 72 days

[Get help with this](#)