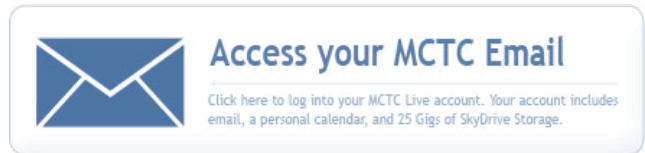


Configuring Your MCTC E-mail

This document will walk you through the setup of your MCTC E-mail profile. If at any time you have questions or need assistance please contact the IS Helpdesk at helpdesk@mctc.edu or for phone support call 304-696-4000.

Logging in to your account for the first time:

To access your MCTC e-mail log in visit: <http://www.mctc.edu/mymctc> and click the "Access your MCTC E-mail" button. **Please note:** Your WINDOWS LIVE ID is your FULL MCTC E-MAIL ADDRESS. (username@mctc.edu). Do **not click the "Don't have a Windows Live ID?" Sign Up button.**



Upon login you will be brought to the information verification and profile setup page. The information required in this section will help to customize your account and provide backup information in the event that you are unable to login at a later date.

It is important that you read each step and follow the directions as some required information may have changed since the creation of this guide.

Next, verify your login information by reentering your "original" MCTC email password in ALL CAPS.

Verify your information

Windows Live ID: **youralias@mctc.edu**
[Sign in with another Windows Live ID](#)

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

You will now be required to secure your account by choosing a new password for your email account. Choose a password that can easily be remembered but do not use simple dictionary words. Once you have entered your password, retype it to verify the change.

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](#)

Next, choose one of the account verification questions from the "Question" drop down box and then type an answer to the question that you can remember in the "Secret answer" field.

Select a question and secret answer

*Question:
Five-character minimum; not case sensitive

*Secret answer:

Configuring Your MCTC E-mail

In order to provide the ability to receive support information and forgotten login information via email, enter an alternate email address (not your @marshall.edu address). Retype your chosen email address to verify.

Add an alternate e-mail address

Alternate e-mail address:

Retype alternate e-mail address:

The next step will be to provide your Country (United States) and your Birth Year.

Your information

*Country/region: Why is this required?

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

You will be prompted for the YEAR of your birth, (ie. 1980) as well as asked to choose whether to use the Low Vision version and set your TIME ZONE. (For students living in the Huntington Area you would choose US/Canada, Eastern). **Pay attention to these prompts.**

Review and accept the Agreements

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

The final step to complete the setup of your new MCTC email account is to click the “I accept” button to accept the Windows Live Services Agreement and Privacy Statement. Once you have completed the steps above, your MCTC account will be ready for use.