



## Directions for Activating Your Office 365 e-mail Account

Lehman student e-mail, Live @ Lehman, is used to quickly communicate a wide array of important college information to you such as registration appointments, financial aid updates, scholarship information, advising schedules, campus events and much more. Live @ Lehman offers **25 GB** of storage space continued access after graduation and other services such as: **SKY DRIVE** ([www.skydrive.com](http://www.skydrive.com)) Login to Sky Drive with your Lehman E-mail Username and Password. Sky Drive gives you **7-GB of FREE CLOUD STORAGE**. Additional space available for a nominal annual charge. You will also have access to shared calendars and links to social networking sites like: Facebook and Twitter. Lehman instructors will regularly communicate with you by e-mail. In addition, you will have access to popular Microsoft programs like MS Word and Excel! Important CUNY services like Blackboard, The CUNY Portal and CUNYFirst will only utilize your Lehman e-mail address. Be sure to stay informed by checking your Lehman e-mail daily. You are also able to configure your smartphone to receive your Lehman Live Mail. Directions are available at the Lehman Help Desk

A: Type one of the following addresses in your browser address bar: [www.lehman.edu/live](http://www.lehman.edu/live) or [www.microsoftonline.com](http://www.microsoftonline.com)

B: Enter your Windows Live ID: Your windows Live ID is as follows: [Firstname.Lastname@lc.cuny.edu](mailto:Firstname.Lastname@lc.cuny.edu)  
Example: [Mary.Johnson@lc.cuny.edu](mailto:Mary.Johnson@lc.cuny.edu) (Your ID is not Case Sensitive) YOU MUST ENTER YOUR ENTIRE ID, including "@lc.cuny.edu". In some cases, your e-mail address may contain a number: [juan.rodriquez1@lc.cuny.edu](mailto:juan.rodriquez1@lc.cuny.edu). **The reason this happens is because there is more than one person named Juan Rodriguez so the system assigns a number following your name. The number is part of your LIVE ID !**

C: Enter your Password. If you are activating for the first time, your password will be your initials in CAPS, the 4-digit year you were born, the month you were born and the 4<sup>th</sup> and 5<sup>th</sup> numbers of your CUNYfirst EMPLID. For example, if your name is Mary Johnson and your EMPLID is: 23140654 and were born on November 7, 1992, your password will be as follows: **MJ19921140** (Initials in CAPS, Birth Year, Month of Birth and EMPID) If you were born on the 7<sup>th</sup> of the month, for example, you must enter a "0"

If you have any questions, please contact the Lehman Help Desk at 718-960-1111  
or in person in the Carman Hall Open Center: Room 108

### ***Special Notes on E-mail***

Your Lehman College e-mail account is yours forever !

**You receive 25-GB of Storage Space, Virus File Scanning and FREE SKY DRIVE with 7-GB of Storage!!!**

Your Lehman College e-mail is FREE !!!

