



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) 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 or www.microsoftonline.com

B: Enter your Windows Live ID: Your windows Live ID is as follows: Firstname.Lastname@lc.cuny.edu
Example: 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. **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 4th and 5th 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 7th 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 !!!

