



Directions for Activating Your College 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 5 GB of storage space (**which grows with your needs**), continued access after graduation and other services such as shared calendars and links to social networking sites like: Facebook and Twitter. Lehman instructors will regularly communicate with you by e-mail. 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, www.bing.com, www.live.com or www.hotmail.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 ! If you do not know your LIVE ID, simply log on to The CUNY Portal, select: PORTAL/BLACKBOARD/E-SIMS. Once you are in, look in the APPLICATION RESOURCES Section and select: eSIMS. When you are in eSIMS, click the E-MAIL link on the left side of your screen. Your official Lehman e-mail address will be displayed.**

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, 2-digit month and 2-digit day. For example, if your name is Mary Johnson and your were born on November 7, 1992, your password will be as follows: **MJ19921107** (Initials, Birth Year, Month and Date) If you were born on the 7th of the month, for example, you must enter a "0"

D: Press Sign-In and You will be asked to enter your password again and **CHANGE YOUR PASSWORD. YOU MUST CHANGE YOUR PASSWORD**. When you change your password to one other than the default that you signed in with, **IT IS CASE SENSITIVE** You will also be asked a series of questions and an alternate e-mail address. Answer the questions and provide an alternate e-mail address and you are finished. You are now ready to sign in to your Lehman College e-mail account.

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 5-GB of Storage Space and Virus File Scanning
Your Lehman College e-mail is FREE !!!

