Welcome to DeVry University Student Email Account

Presented by
DeVry University and MSN Hotmail

This is a step-by-step guide to activating your new DeVry University Student email account

1. Click on the [email@my.devry.edu] link in your student portal under Student Resources.

**NOTE:** Your email address is posted right below the DeVry Email Access link.

You are now logged into the www.hotmail.com login page.

2. Enter your email address that was displayed on your student portal.

3. Enter your password, click the [Sign In] button.

**NOTE:** First time user, your password is your date of birth; YYYYMM.

The following steps are for a first time user and need to be completed to activate your account.
After clicking ‘Sign In’ it will prompt you to change your password.

4. Enter old password.
5. Enter new password.
6. Retype new password.
7. Click the [Continue] button.

**NOTE:** The link on how to create a strong, memorable password and password strength meter will help you to determine a password, if needed.

You may also select to have your password expire every 72 days for personal higher security.

---

Next step, add a secret answer and alternate email address.

8. Select a ‘Question’ from the dropdown.
9. Type in your secret answer.
10. Enter an alternate address to receive a password reset message.
11. Retype alternate address.
12. Click the [Continue] button.
You will receive confirmation that your password has been changed.

13. Click the [Continue] button.

14. Enter the newly created password from Step 5.

15. Click the [Sign In] button.

Review and sign the Agreements.

16. Enter your email address.

17. Click the [I Accept] button.
18. Enter the newly created password from Step 5.

19. Click the [Sign In] button.

**Note:** Information for keeping your email account active is provided on this page.

20. Click the [Activate My Account] button.

The next screen you will see after clicking 'Activate My Account' will have you do the following:

21. Type the numbers and characters you see in the picture.

22. Click the [Continue] button.
23. Click the [Activate My Account] button.

This next screen will have you review their Agreement.

24. Click the [I Accept] button.

25. If you choose you may select free newsletters and offers from MSN. If not leave the fields blank.

26. Scroll down and click the [Continue] button.
You have now completed your email account activation. You can now begin using your new DeVry University email account.

**Things to Remember**

- You must sign-in to your account at least once again within 10 days to keep your account active.
- You must sign-in to your account at least once every 30 days after the initial 10 day period to keep your account active.
- If your account is deactivated for the above reason you will need to sign-in using your new password and go through the steps again to reactivate your email account.