

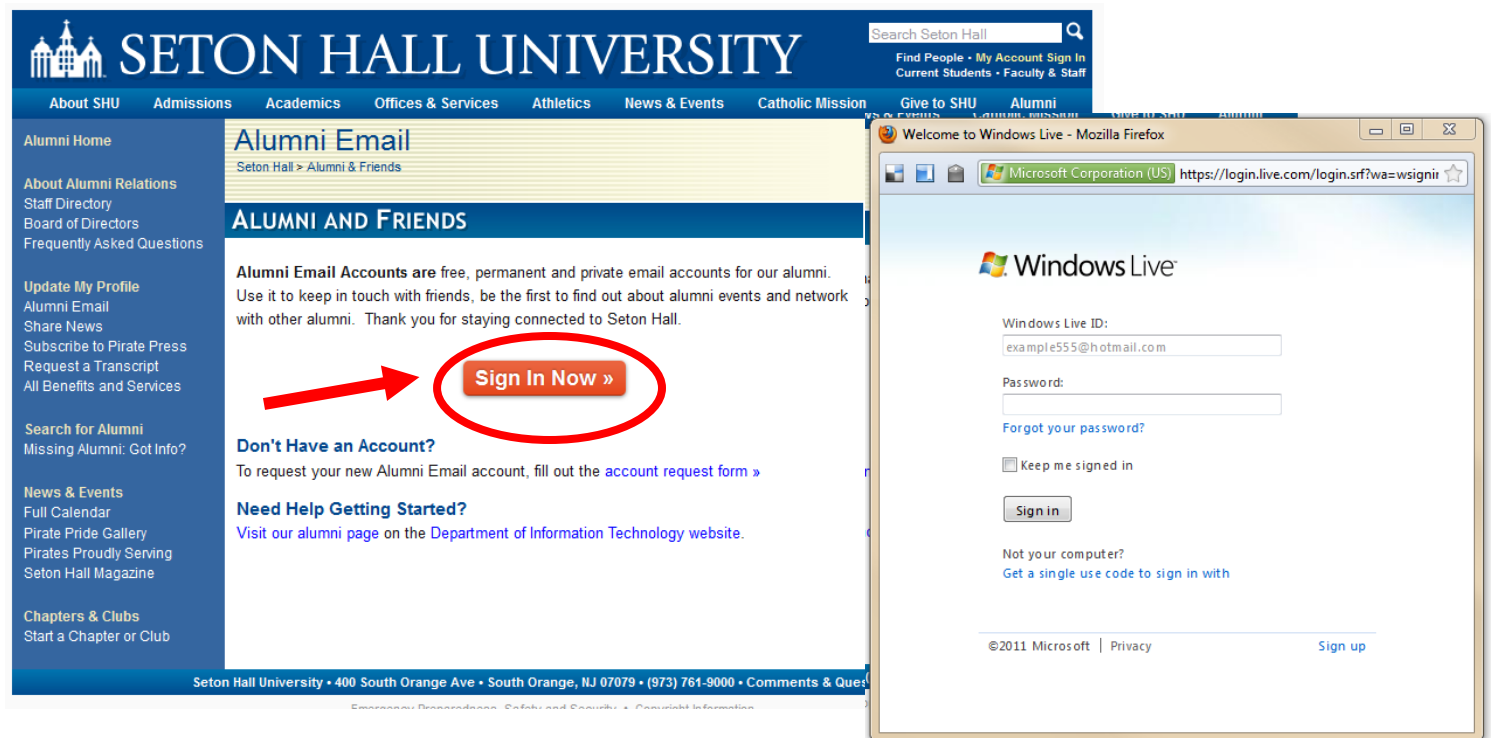
Alumni Email Account

Account Log In

➡ To log into the Alumni Email account go to the Alumni page <http://www.shu.edu/alumni/index.cfm> and click on Alumni Email located in the left hand navigation.



➡ On the Alumni Email page click on the “Sign In Now” box to open the MS Live account login page.

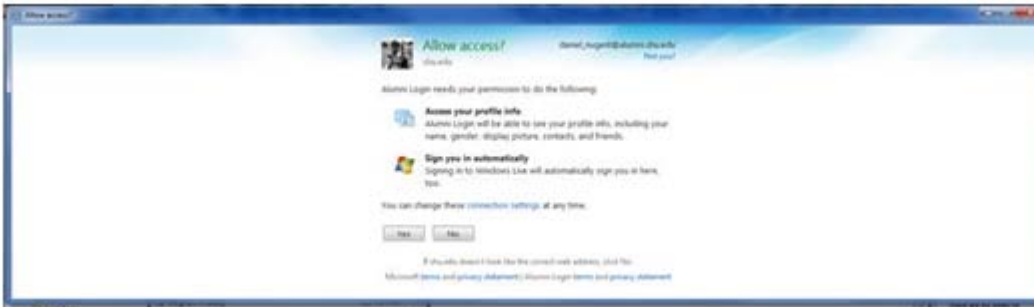


➡ Enter your Username/Windows Live ID and Password
Username = Your Email Address (ex. firstname_lastname@alumni.shu.edu)
Password = shuXXXXXXXXX where X = your full birth date (ex. shu05151975)

➡ Click “Sign In”

➡ After your initial login you will be required to change your password – remember your initial password because it will be needed for certain function and settings (Initial password – shuXXXXXXXXX where X = your full birth date (ex. shu05151975))

➡ Upon sign you will get a pop up asking you to confirm access – click on “Yes”



➡ Alumni that had their account in the prior system (Email4Life) will be able to receive emails under the old name alum.shu.edu or the new name alumni.shu.edu