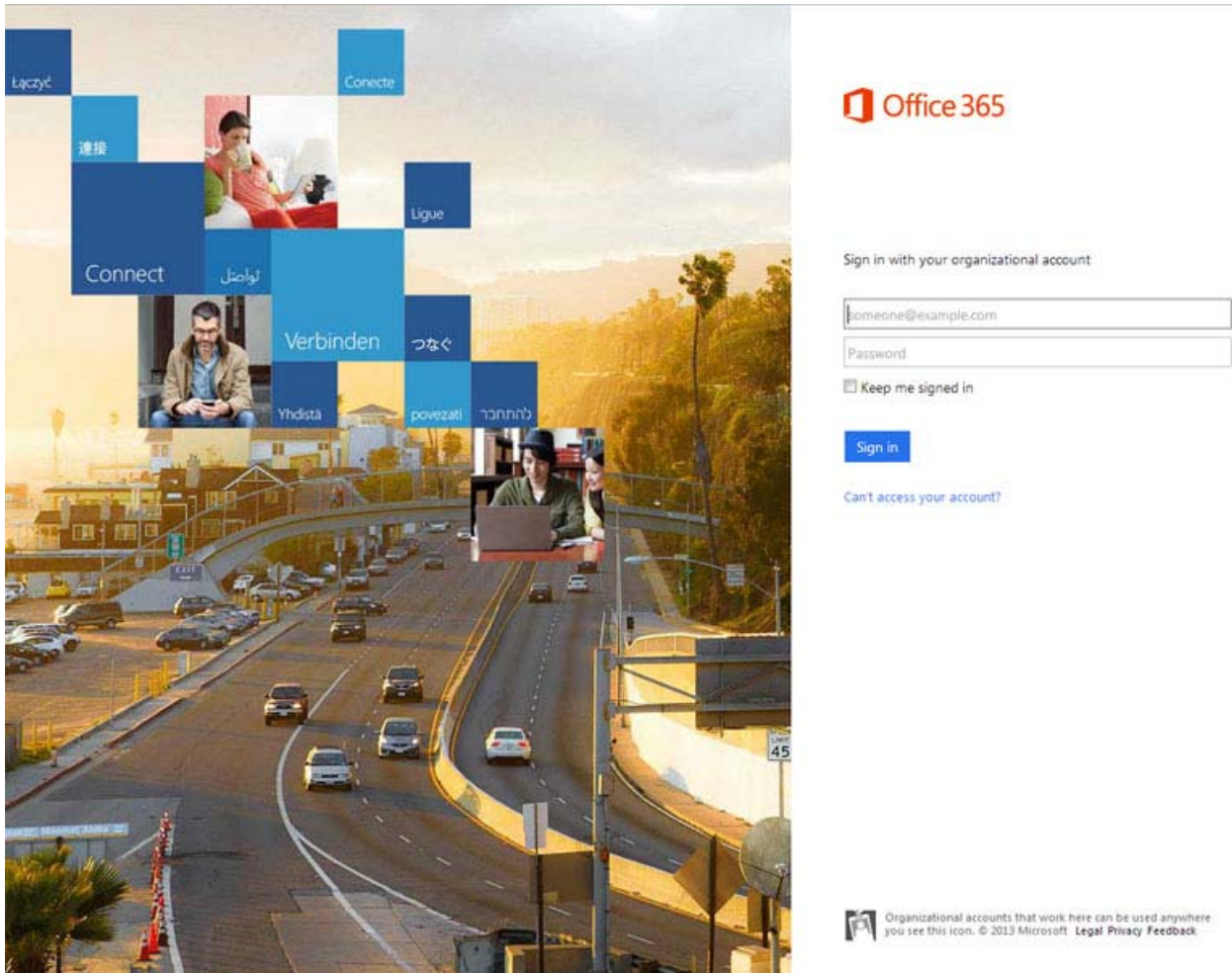


*How to activate your @acg.edu e-mail account.*

1. Open your web browser and visit the following page: <http://webmail.acg.edu>. The screen similar to the following appears:



2. Type your **full** e-mail address at the Windows Live ID field (eg. [user@acg.edu](mailto:user@acg.edu))
3. Type the temporary password that has been given to you at the password field.
4. Make sure that no other options are selected (for security reasons).
5. Click sign in.

At the next screen you have to provide some additional information in order to complete the activation of your account:

**Step 2:** Verify your information by typing again your initial password at the “Old Password” field

**Step 3:** Enter your new password twice. The new password must be at least seven character in length and will be case sensitive. Click “Save”.

When you first login with your new credentials. At the next screen, choose your language (eg. English (United States)) and time zone (eg. GMT +02:00 Athens, Bucharest, Istanbul).

**You are now ready to use your @acg.edu email!!**