When you **first** log in to SpartanMail you will be required to change your password and set up a “personal” profile as described below. This is necessary so that if you forget your password a new one can be sent to you.

---

**Setup Guide**

This guide is designed to help first time users of the new Outlook Live service login and activate your new SpartanMail account. A step by step guide is provided below:

1. **First step is to make sure you have your account information (aka SpartanMail username and Password).**

   **Remember:**
   - The **username** must include the @spartans.ut.edu.
   - The **password** is case sensitive.

2. **Click on the following link:** [SpartanMail](#)

3. **You will be directed to the Outlook Live Sign In page.**
   - This is where you enter the username and password information from step 1.

   ![Outlook Live Sign In](#)

   **Note:** If you have previously used the LiveID service, it may look slightly different as it is remembering your previous login. In this case, make sure you select the “Sign in with a different account” link.

4. **The first time you login with your new account you will be directed to the “Provide account information” page where you need to change your password, choose a new question and secret answer, provide your location and birth year.**
   - If you forget your password, you can provide this information to verify your identity. You will only have to enter this once. When complete click “I accept”
5. You will be directed to a screen to set your language and timezone preferences. Once set, click “OK”

6. The next screen you should see will be your new Outlook Live Inbox. Enjoy the service!

NOTE: Prior to May 15, 2010 students who wish to have their University email forwarded to an external address must set up forwarding in SpartanMail. As of May 15, 2010 all Email sent to ut.edu will be forwarded ONLY TO your SpartanMail address.

Instructions to forward your email in SpartanMail:
While in your mail screen you will see an “options” button in the top right section of the screen. If you select this you will see instructions on how to forward mail to another address, connect mobile devices, change your password, etc.

Please pay close attention to future global email announcements with important information and dates regarding the transition to SpartanMail. These dates include:

- **Beginning May 15, 2010**, your official UT email address will change from jdoe@ut.edu to jdoe@spartans.ut.edu.
- **Beginning May 15, 2010**, email addressed to @ut.edu will be routed to @spartans.ut.edu.
- **Beginning May 15, 2010**, you should begin updating references to your new SpartanMail address in Facebook, Myspace, Twitter, with family and friends, etc.
- **Prior to July 1, 2010**, students should forward any existing email they want to keep from the @ut.edu mailbox to their @spartans.ut.edu address.
- **As of July 1, 2010**, access to your @ut.edu email box will be discontinued.

Thank you for your cooperation. We hope that you will be happy with the new lifetime email service.

Any questions and/or concerns can be directed to the Student Help Desk at studenthelp@ut.edu or by phone at (813) 253-6255.