Outlook Live Student Email - Getting Started

This pdf provides step-by-step first-time login instructions for your Outlook Live student e-mail account. Your email address will be your MultiPass name followed by @duq.edu. You can look-up your MultiPass username during initialization of your MultiPass account (www.duq.edu/multipass), login to DORI (www.duq.edu/dori), click the Mail Icon and be taken to the Outlook Live site and perform a special first-time login. Active students are automatically provisioned with Outlook Live email accounts.

HOW DO I GET MY OUTLOOK LIVE E-MAIL ADDRESS?

Your email address will be your MultiPass username followed by @duq.edu. (if your MultiPass username is student then your email address will be student@duq.edu). If you are unsure of your MultiPass username you can look it up during initialization of your account. To initialize your account visit www.duq.edu/multipass and click Initialize Your MultiPass and follow on-screen prompts, during this process you will be able to lookup your MultiPass username.

WHAT DO I NEED TO DO THE FIRST TIME I LOGIN TO OUTLOOK LIVE STUDENT EMAIL?

Login to DORI (www.duq.edu/dori), with your MultiPass credentials.

When the main DORI page is up, click on the Email Icon in the upper right corner, your will be directed to an Outlook Live page that prompts to "Provide account information".

We strongly recommend you follow the instructions we provide here to ensure your account is setup correctly. You need to re-enter your MultiPass password in the "Password" box.
The "Select a question and secret answer" is very important if you ever need to reset your password. Select one of the questions and provide a secret answer that is easy for you to remember, but hard for others to guess. You will need to re-type it exactly the same in the future, so make sure it is an answer that you feel you can re-type the same way many months from now.

If you already have another e-mail address you regularly use, you may enter it in "Add an alternate e-mail address".
Complete the "Your information" section

Review and accept the Microsoft Windows Live service agreement and Privacy Statement by clicking "I accept".

A screen will appear indicating you just updated your personal information. Click the "Sign in to Windows Live" button.
Login with your full @duq.edu e-mail address and your MultiPass password. A screen will appear that requires you to choose your language and time zone. Choose your selections then click "OK".

You will now be taken to your Outlook Live Inbox.
What are the other Microsoft Outlook Live features?

Duquesne’s new email also provides access to the following Microsoft services for students only:

- Messenger -- IM integrated
- Mobile – Anytime Access.
- SkyDrive – 25GB Online Storage. Private and Shared.
- Spaces – Create your own web space.
- Office Live Workspace – Save, Access and Share Files Online.
- Windows Live Writer - Create blogs.

Please note: Duquesne University manages the email feature of the new environment; all other services are provided directly by Microsoft.