Accessing Student Email

1. Go to http://www.exchangelabs.com

   Important! Before accessing your email, you must activate your student email account – if you have not done so already, see the instructions for Activating Student Email.

2. Enter your Student Email address in the “Windows Live ID” field.

3. Enter your Student Email password.

4. Uncheck "Remember me on this computer" and "Remember my password" if either box has a checkmark.

5. Click “Sign In.”
6. You are now logged in to your student e-mail account.

7. When you are finished working with your student e-mail account, click Log Off to close the session.