Activating Student E-mail

This will take about 15 minutes. Please allow enough time.

Go to the Columbia College Home Page: www.columbia.yosemite.edu

1. Click on connectColumbia (left side of page)

2. Click “Current Student”

3. Click “Log In”
Enter your connectColumbia User Name and Password. Your User Name is your 7-digit Student ID number with the “w” (ex: w0566987).
The default password is your six-digit birthday (Example: 092189).

4. Click “Submit”
*If you have entered an invalid password after multiple tries, call 588-5385 to reset your password.

5. Under “Communication”, click on the “Student Email Activation” link.
At the bottom of the page you will see your new student e-mail ID and your temporary password:

Example only:

Student Email ID:
jsmith1@student.yosemite.edu

Temporary Password:
XYP8yGxARdM

Write down your Student E-mail ID exactly as you see it (pay special attention to numbers, dots, and capitals!).

Student E-mail ID: ____________________________ Ex: smith1@student.yosemite.edu

Use the mouse to cut and paste your Temporary Password. If you don’t know how to do this, write down your temporary password EXACTLY as you see it. Pay special attention to capital and upper/lower cases.

Temporary Password: ____________________________ Ex: Xp2vyvRrPd

6. Click on the blue Hotmail link: http://mail.live.com in the center of the page. A new window will pop up.
   - In the “Windows Live ID box”, type in your Student E-mail ID (case sensitive)
   - Paste (or type) your Temporary Password (case sensitive)
   - Click “Sign-In”
   - Paste (or type) your Temporary Password again to verify your information
   - Set your NEW permanent password (must be 6 letters and is case-sensitive)
   - Assign a security question. If you forget your password, you will be asked this question to retrieve it.

At this point, you will need to sign in again using your Student E-mail ID and NEW password.

When you’re all done, remember to log out of connectColumbia before leaving the computer you are using!

NOTE: Once you have activated your e-mail, you will not have to log in to connectColumbia to access it. Just go directly to www.hotmail.com or http://mail.live.com.