



# 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](http://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](mailto: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/under cases.

**Temporary Password:** \_\_\_\_\_ Ex: Xp2vvyRrPd

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](http://www.hotmail.com) or <http://mail.live.com>.**