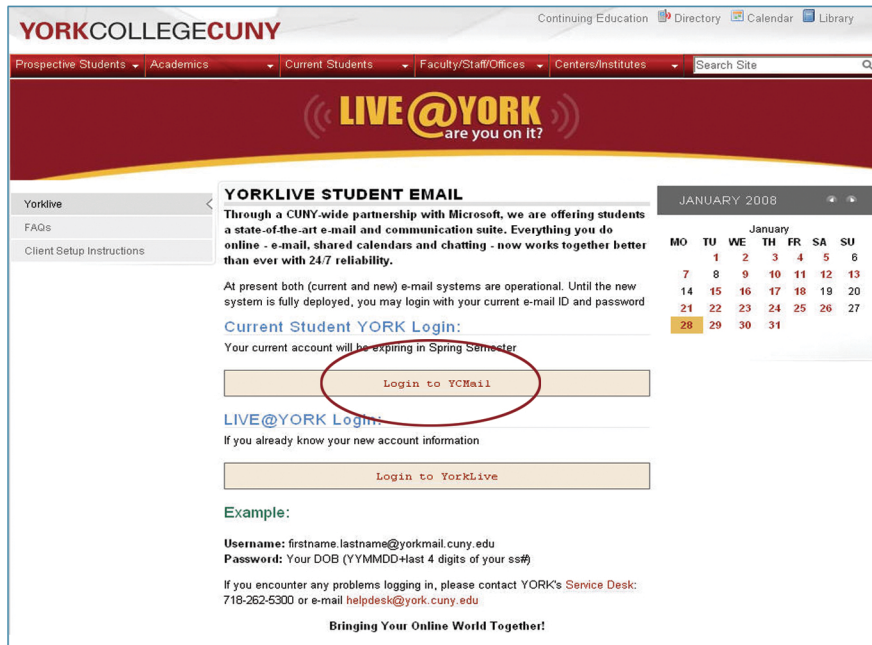


Log on to <http://york.cuny.edu/live>, read all the information, and click on the **login** button as it is indicated in the red circle below.

1



**YORKCOLLEGE.CUNY** Continuing Education Directory Calendar Library

Prospective Students Academics Current Students Faculty/Staff/Offices Centers/Institutes Search Site

**LIVE@YORK**  
are you on it?

**YORKLIVE STUDENT EMAIL**

Through a CUNY-wide partnership with Microsoft, we are offering students a state-of-the-art e-mail and communication suite. Everything you do online - e-mail, shared calendars and chatting - now works together better than ever with 24/7 reliability.

At present both (current and new) e-mail systems are operational. Until the new system is fully deployed, you may login with your current e-mail ID and password.

**Current Student YORK Login:**  
Your current account will be expiring in Spring Semester

**Login to YCMail**

**LIVE@YORK Login:**  
If you already know your new account information

**Login to YorkLive**

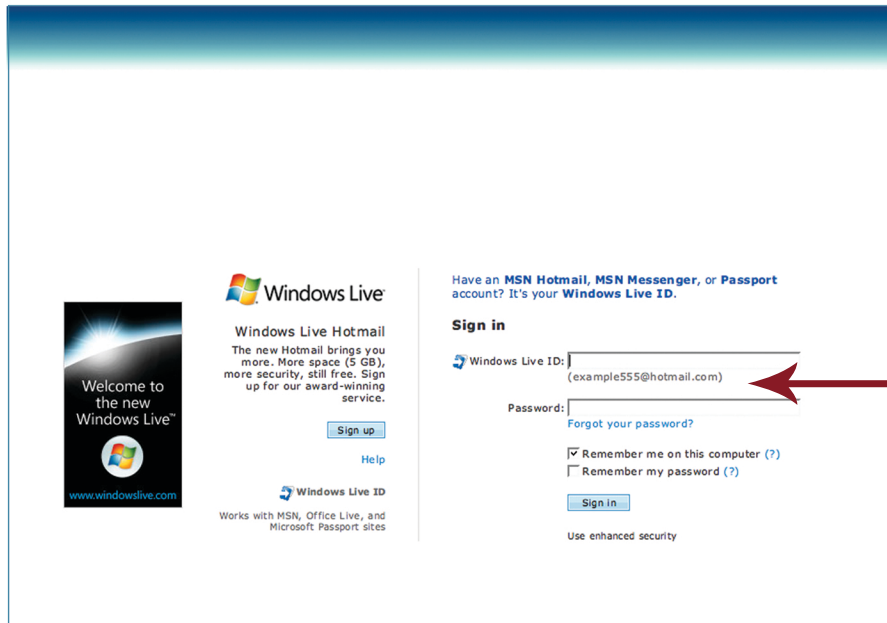
**Example:**  
**Username:** firstname.lastname@yorkmail.cuny.edu  
**Password:** Your DOB (YYMMDD+last 4 digits of your SS#)

If you encounter any problems logging in, please contact YORK's Service Desk: 718-262-5300 or e-mail [helpdesk@york.cuny.edu](mailto:helpdesk@york.cuny.edu)

Bringing Your Online World Together!

After clicking on the **login** button above, you will be prompted to the Windows Live screen, where you will be required to enter your e-mail credentials as it is shown below.

2



Windows Live

Have an **MSN Hotmail**, **MSN Messenger**, or **Passport** account? It's your **Windows Live ID**.

**Sign in**

Windows Live ID: (example555@hotmail.com)

Password:

Remember me on this computer (?)  
 Remember my password (?)

**Sign in**

Use enhanced security

Note: Do not use "@hotmail.com", instead use @yorkmail.cuny.edu.

Follow the login instructions as it is described below:

**Username:** firstname.lastname@yorkmail.cuny.edu

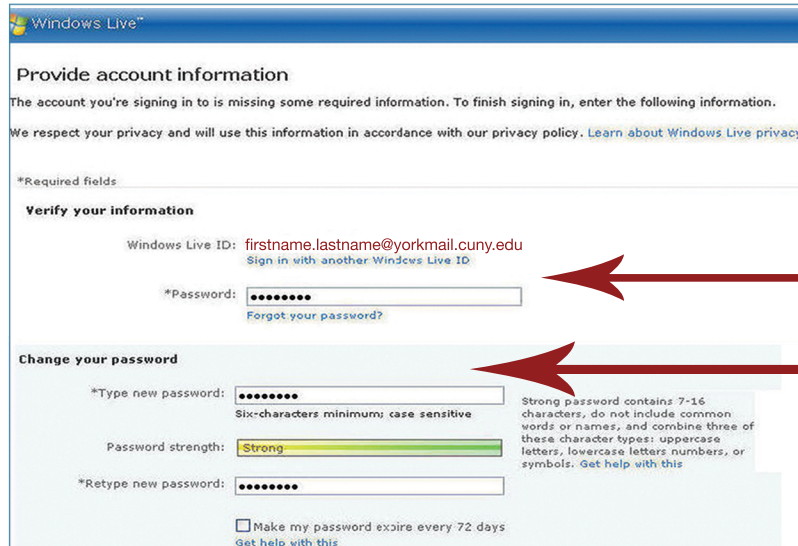
Example: If your first name is John and your last name is Doe, then your username is: *John.Doe@yorkmail.cuny.edu*.

**Password:** Your DOB (yymmdd) and the last 4 digits of your SS#.

Example: If your DOB is 04/16/1975 and the last four digits of your SS# are 1234, then your password is 7504161234. (no spaces)

For security purposes, upon your initial login, you will be prompted to **change your default password** as it is shown below.

3



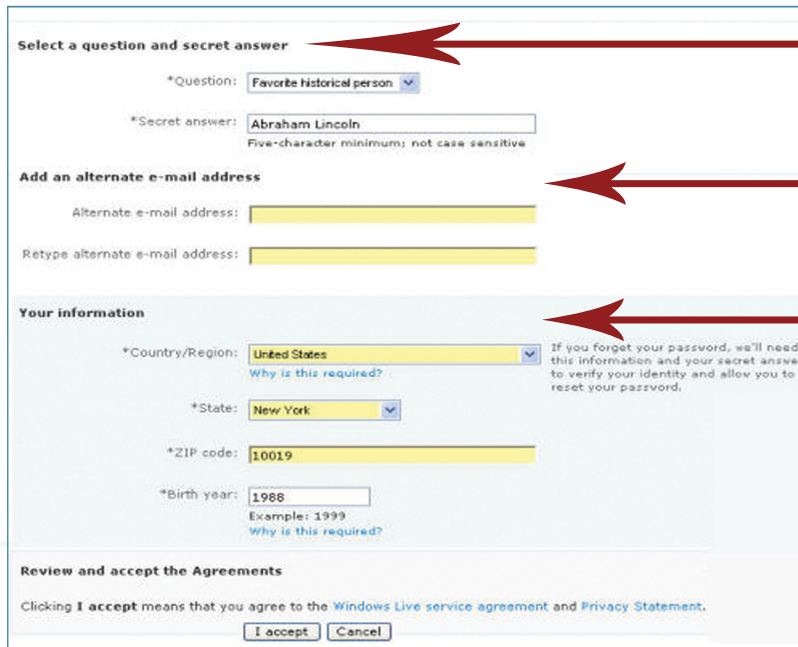
The screenshot shows the Windows Live account setup process. The 'Provide account information' section includes a 'Verify your information' area with fields for Windows Live ID (pre-filled with 'firstname.lastname@yorkmail.cuny.edu') and Password. The 'Change your password' section includes fields for 'Type new password' and 'Retype new password', with a password strength indicator showing 'Strong'. A checkbox for 'Make my password expire every 72 days' is also present.

Enter your default password here. *DOB (yyymmdd) and the last four digits of your SS#.*

Choose a new password here.

Complete all the information on the final screen below in order to perform future password resets without having to contact your local campus Help Desk.

4



The screenshot shows the 'Select a question and secret answer' section with a dropdown for 'Favorite historical person' and a text field for 'Abraham Lincoln'. The 'Add an alternate e-mail address' section has two text fields. The 'Your information' section includes dropdowns for 'Country/Region' (United States), 'State' (New York), and 'ZIP code' (10019), along with a 'Birth year' field (1988). At the bottom, there is a 'Review and accept the Agreements' section with 'I accept' and 'Cancel' buttons.

Choose a secret question and answer that will be easy for you to remember.

Provide an alternate email address to which a new password can be sent, in case you forget it.

Provide additional information that along with your secret answer, can be used to verify your identity and reset your password.

[NOTE: We highly recommend that you complete all the fields, so you can easily reset your password. The easiest way to reset your password is via an alternate e-mail address.]

**At this point, you have successfully completed the initial login & password setup.**

In the future, if you forget your password and would like to reset it, follow the instructions below:

1. At the login screen, click on "forgot your password."
2. Provide your login ID and the security code from the screen.
3. Either choose: "Use my location information and secret answer to verify my identity" or "Send password reset instructions to me in e-mail."