Step 1: Understanding Student Email

Webmail is designed to look and act just like Microsoft Outlook. Since GPC Webmail interface is a Microsoft product, to get the proper functionality you'll need to use Microsoft Internet Explorer. GPC Webmail will work with other browsers such as Firefox although you might not have all of the functionality of Internet Explorer. While GPC Webmail looks and acts like Microsoft Outlook, not all features of Outlook will be available.

The look and feel of the page will be similar to Windows Live Hotmail page. To access this page you can type in https://webmail.gpc.edu

To retrieve your GPC email username and password please visit www.gpc.edu/getmylogin. On that page you will see three different passwords; the one you will be using to access your email is "Initial Student Outlook Exchange Email Password."

Step 2: How to Login to Webmail

1. Open Internet Explorer
2. In the address bar, enter http://webmail.gpc.edu
3. Enter your user name retrieved from the GetMyLogin page.
4. Once you enter your user name click on “Go To GPC Webmail.” It will then take you to “Windows Live Hotmail” page.

5. Under “Windows Live ID”, use the following format to enter your ID: username@student.gpc.edu and your password.
6. Once logged in, it will look much like Microsoft Outlook for Windows.
Step 3: 1st Time Login to Microsoft Windows Live.

1. Once you have logged into Windows Live for the first time, you will be prompted to enter your account information. In case you forget your password for webmail, the information you provided in the “account information” field, will be used to reset or change your password. Please remember this information.

2. Please fill out all fields for your account.

3. You can then be taken to an additional page to set your account. It should look like this...

4. Make sure and setup the CORRECT time zone, once done hit “OK”

5. You will now be entering your webmail.

Provide account information

Before you can sign in to Windows Live, you need to choose a new question and secret answer.

*Required Fields

Verify your information

Windows Live ID: enwrechh@student.upec.edu

*Password: 

Forgot your password?

Select a question and secret answer

*Question: Realistic teacher

*Secret answer: Georgia Perimeter College

Five character minimum: not case sensitive

Add an alternate e-mail address

Alternate e-mail address: anotheremail@gmail.com

Retype alternate e-mail address: anotheremail@gmail.com

Your information

*Country/Region: United States

*State: Georgia

*ZIP code: 30064

*Birth year: 1982

You must type in the ORIGINAL password you received from the GetMyLogin page.

Provide a secret answer to the question you want to be asked in case you forget your password or need to be rest.

Provide an ALTERNATE email address that is VALID and is NOT your GPC EMAIL. Whatever email account you put in here your reset password will be sent to that address.

Your information will be needed to reset your email password in case you forget your password.
Step 4: How to Change your Email Password

1. Click on Options on the upper right of the screen under your email address.

2. Once in options, click on “Change Your Password” on the left under “Shortcuts to other things you can do”.

3. It will then prompt you to reenter your OLD password.

4. Click on “Password and PINs”.

5. Click on the link (highlighted in blue) where you see “Password: ***** Change”.

6. Enter in the old password and type in your new password.

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**Change your password**

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**Manage your password and PINs**

**Account**

Password and PINs

Password: ****** Change

Question: Mother’s birthplace Change

Alternate e-mail address: moose_V@hotmail.com Change

Linked IDs

Mobile number and PIN: Not specified Add

**Related places**

Profile details

Windows Live options

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