Windows 8 Metro eMail (students)

Student email at Seton Hall University (@student.shu.edu) is hosted on Microsoft’s Live@EDU service. If you have changed your Seton Hall University PirateNet password after January 1, 2012, then your Live@EDU password has been synchronized with your PirateNet password.

1. From the Windows 8 Metro screen, select the Mail tile

2. Swipe from the right edge to display the Charms bar, select Settings
3. Select Accounts

4. Select Add an account

5. Select Exchange
6. Enter your email address (first.last@student.shu.edu) and PirateNet password, then select the See all link.

7. Enter the following information:

   **Server Address:**
   m.outlook.com

   **Domain:**
   leave blank

   **Username:**
   
   \first.last@student.shu.edu
   (Enter your eMail address)

   Select Connect

8. Your @student.shu.edu email account will begin to synchronize, this usually takes one or two minutes.

   If this is the first time that you are connecting your @student.shu.edu email, you will see a prompt to accept remote administration – select yes or ok.

   Additionally, you may see a yellow bar at the top of the window – accept all prompts that appear.