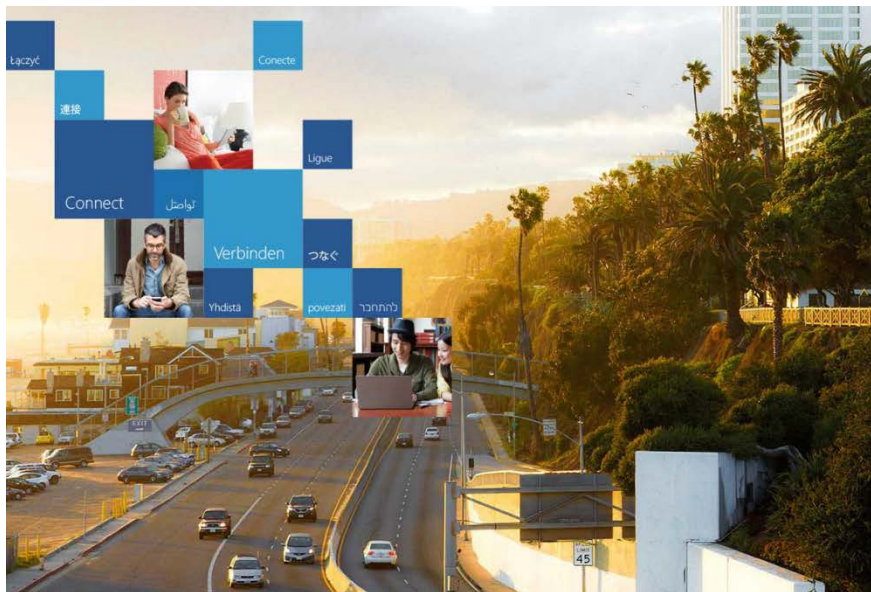




# iTech Helpdesk

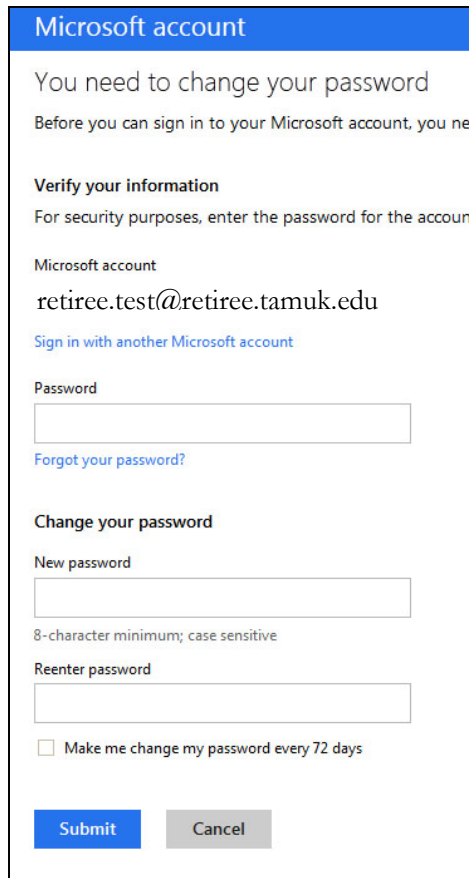
## How to Access and Activate your Retiree E-Mail

1. Open a web browser and go to [outlook.com/retiree.tamuk.edu](https://outlook.com/retiree.tamuk.edu)



2. Enter your **Retiree Email** - `firstname.lastname@retiree.tamuk.edu`.
3. Your initial password will be your **Date of Birth (MMDDYY)**.

4. Next you must change your password. Enter your current password (your Date of Birth = MMDDYY) once and then your new password twice. Press Submit when done.



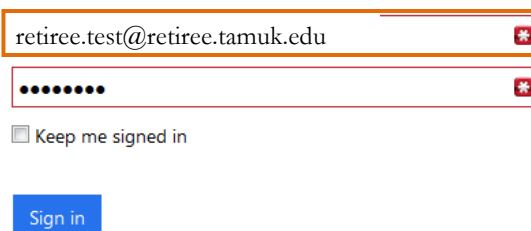
The screenshot shows the 'Microsoft account' password change page. It includes a title bar, a message about changing the password, a 'Verify your information' section with the email 'retiree.test@retiree.tamuk.edu', a 'Password' field, a 'Change your password' section with 'New password' and 'Reenter password' fields, a checkbox for 'Make me change my password every 72 days', and 'Submit' and 'Cancel' buttons.

**\*Please Note: If this does not work for you, call the helpdesk (361-593-4357) to have a ticket placed and your e-mail password reset.**

5. You might be asked to sign in again. Use your new password. (If this does not happen, skip to the next step)



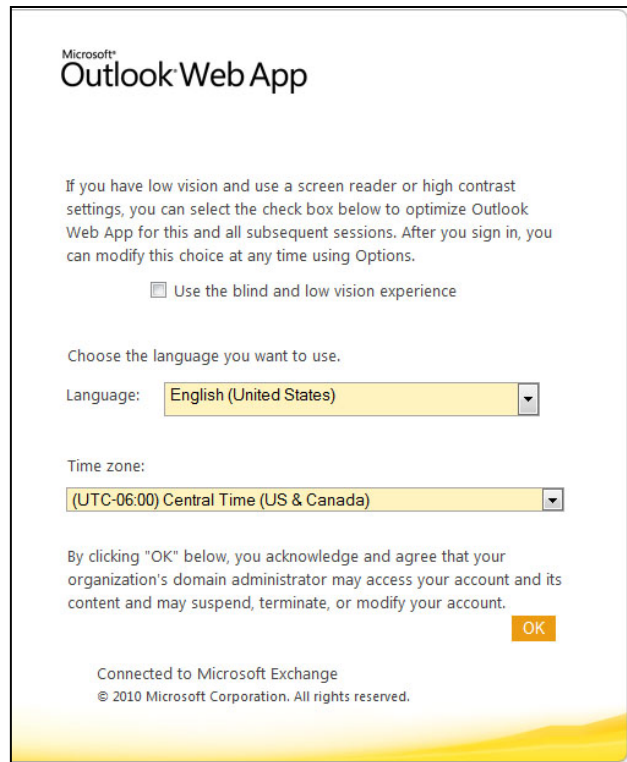
Sign in with your organizational account



The screenshot shows the Office 365 sign-in page. It features a text input field containing the email 'retiree.test@retiree.tamuk.edu', a password field with masked characters, a 'Keep me signed in' checkbox, and a 'Sign in' button.

6. Once you sign in, you will see a new settings window asking for changes to, "**Blind and Low Vision Experience**", "**Language**", and "**Time Zone**".

Only change the Time Zone setting to: "**(UTC) -06:00 Central Time (US & Canada)**" unless you have a need for the other two options. Press **OK** to continue.



7. Congratulations, you have setup your new retiree email account!

