

Accessing FRTC Student Email

1. To login to student email, visit <https://exchangelabs.com/owa>.
2. You should now see a login screen similar to **Figure 1**.
3. a. In the Windows Live ID field, enter your Live ID . The format of the ID should be ***firstname.lastname@student.flintrivertech.edu***. For example, Jane Doe’s Live ID would be jane.doe@student.flintrivertech.edu).

b. In the password field, enter the default password “student”. Unless the PC on which you are checking your email belongs to you it is recommended that you **do not** select either “Remember me on this computer” or “Remember my password”.

4. Upon your first login you will be prompted to enter account information (see **Figure 2**).
5. Complete the requested information and click “I accept” to proceed.

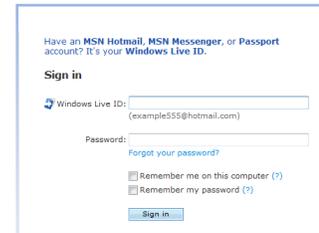


Figure 1



Figure 2

6. Reenter your login information, this time using the new password that you setup in the previous step. When **Figure 4** appears, click the dropdown and select “Eastern Time” as your time zone. Click OK.



Figure 4

7. Congratulations! You have successfully setup your Flint River Technical College student email address. If you have any questions contact the Live@edu Technical Support at LiveEduAdmin@student.flintrivertech.edu.

