

Crete-Monee School District 201-U



Parent Email Access Instructions

Note from the Superintendent

These accounts were created so that parents could have direct and immediate access to important school and district announcements with the click of a button. All district information will come directly to your personal electronic mailbox. Providing parents with a district email address will ensure that all email accounts remain valid and static for each household throughout the school year. Sending information electronically will reduce the amount of paper sent home through your child's backpack and the amount of standard mail that you receive. This will, in turn, reduce postage costs for the district. Emails can also be electronically stored for documentation purposes.

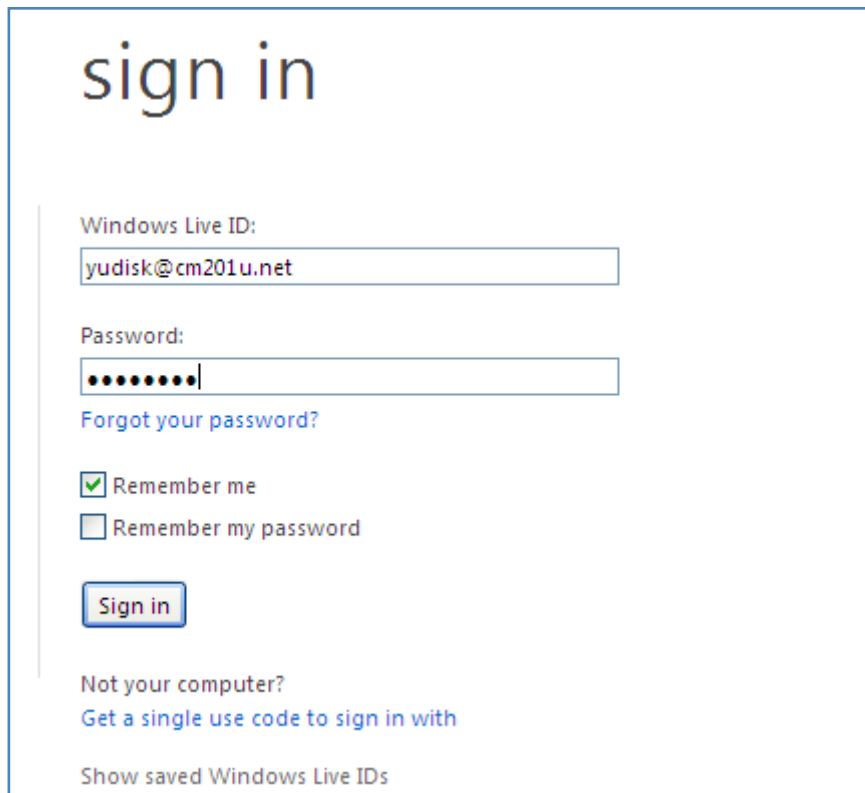
Activate your account:

To activate your new district e-mail address, follow these steps:

1. Visit www.cm201u.org; under the 'Parent Services' tab, click on the link entitled 'Email'. This will take you to the login page.

OR

2. Go to **www.live.com**
3. Log in to your account by entering the assigned user credentials. Your username will be your new email address (i.e. *parentname@cm201u.net*) and your temporary password is 123456.
4. Click on the **Sign In** button.



sign in

Windows Live ID:
yudisk@cm201u.net

Password:
●●●●●●●●

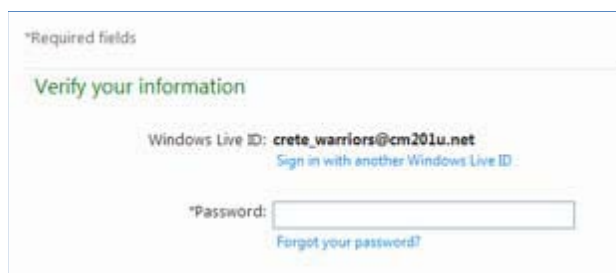
[Forgot your password?](#)

Remember me
 Remember my password

[Not your computer?
Get a single use code to sign in with](#)

[Show saved Windows Live IDs](#)

After your first sign-in, you will be required to change your password. At this point, you will be prompted to change the default password (123456) to a unique password of your choosing. *(At the bottom of this screen, there is a checkbox labeled “Make my password every 72 days.” It is not necessary to check this box.)*

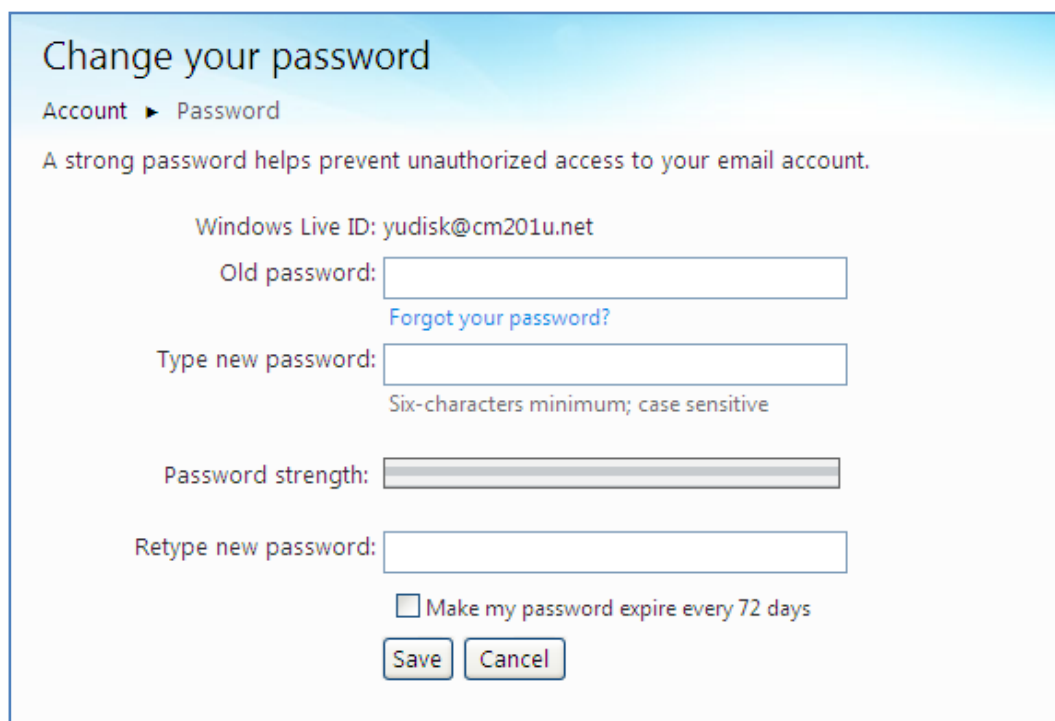


*Required fields

Verify your information

Windows Live ID: **crete_warriors@cm201u.net**
[Sign in with another Windows Live ID](#)

*Password:
[Forgot your password?](#)



Change your password

Account ► Password

A strong password helps prevent unauthorized access to your email account.

Windows Live ID: yudisk@cm201u.net

Old password:
[Forgot your password?](#)

Type new password:
Six-characters minimum; case sensitive

Password strength:

Retype new password:

Make my password expire every 72 days

1. Click on the **Sign In** button.

Once you click Submit you will be prompted to Sign In again. Click “Sign in to Windows Live”



Windows Live™

Provide account information

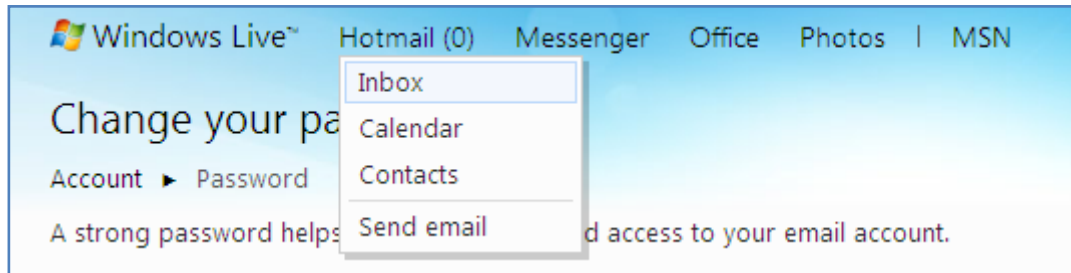
You just updated some information that requires you to sign in again.

© 2010 Microsoft | [Terms](#) | [Privacy](#) | [Advertise](#)

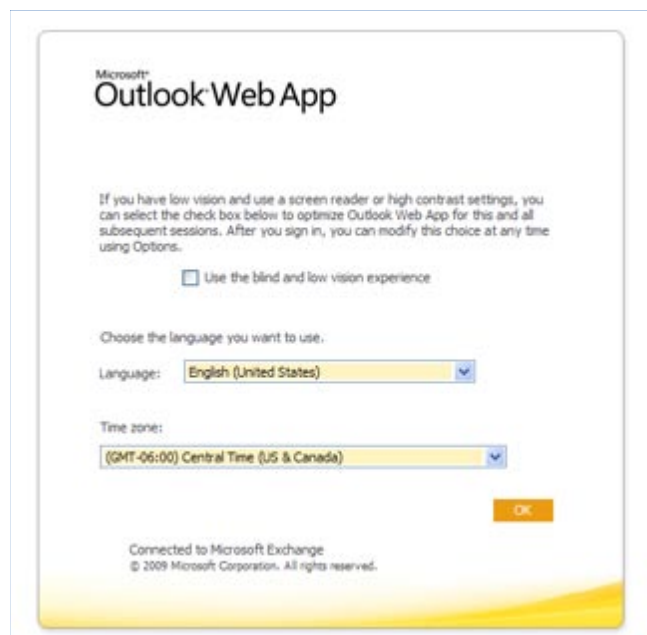
You are now able to sign in using your account name that was provided to you and your new password.

Setup your account

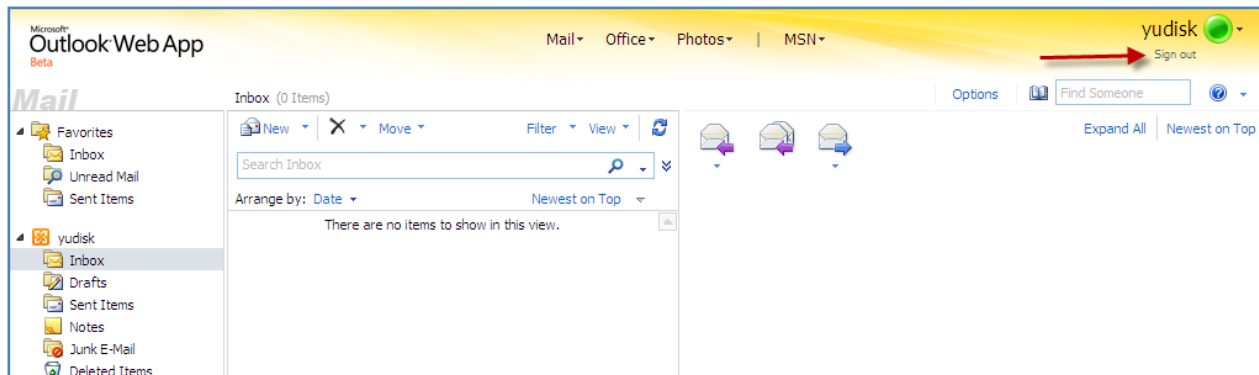
1. At the top of the screen you will see a couple of options. Place your mouse over Hotmail and click **Inbox**.



2. Once you click on Inbox you will be asked to set your Time Zone. We are in GMT -6 Central Time. Set the time zone accordingly and click on **OK**.



Once you click OK you will now be in your district provided email account. On the left hand side you will see options for your Inbox, Sent Items etc... You will also see the Create a new email just above your email window pane.



Once you have finished checking your email please remember to logout of the account. Simply click **Sign Out**.

Forward all incoming messages to another e-mail address.

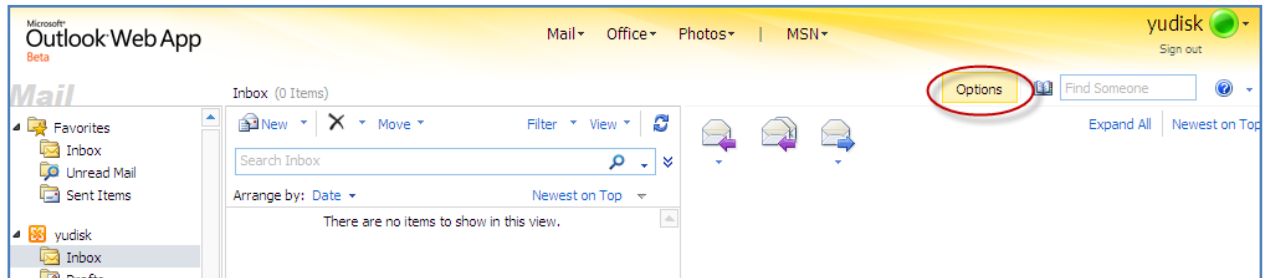
You may wish to forward your Outlook Live email to another account. ****Please note that if your other e-mail account is unavailable or becomes full you may miss important messages from the district.***

To forward district messages to another account, follow these instructions:

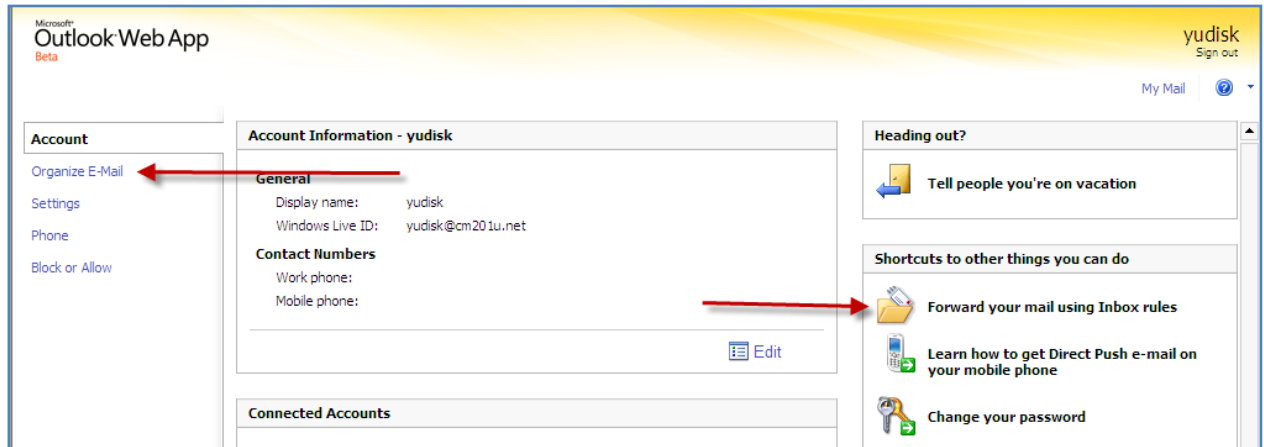
1. Login to your account by visiting www.cm201u.org; under the 'Parent Services' tab, click on the link entitled 'Email'. This will take you to the login page.

OR

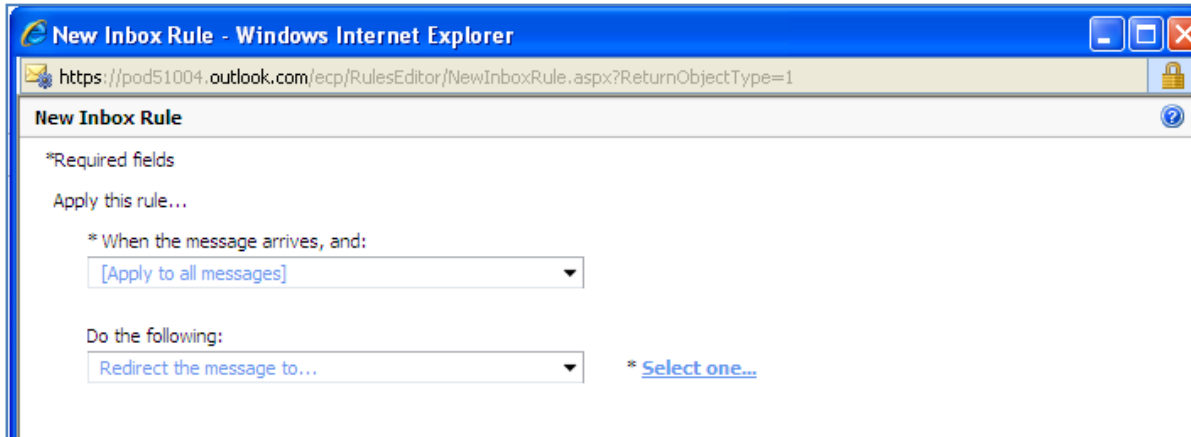
2. Go to **www.live.com**
3. Log in to your account by entering the assigned user credentials and your password.
4. Click on the **Sign In** button.



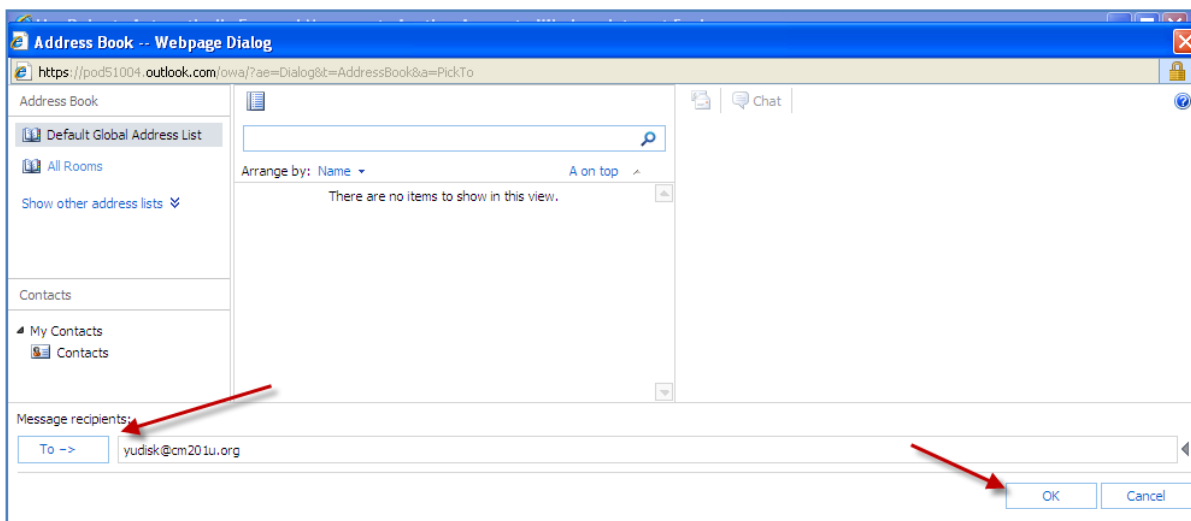
5. Click on the **Options** button.
6. Click on the **Organize e-mail link**, or click the **Forward your e-mail using Inbox rules** shortcut.



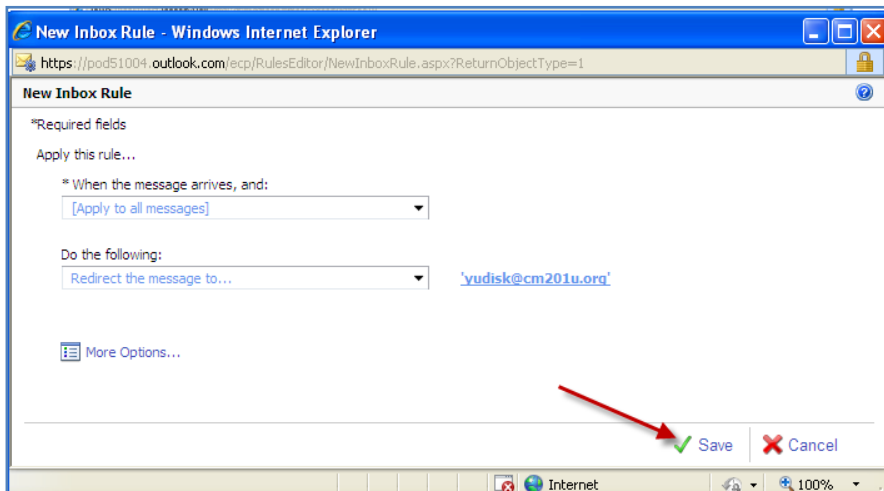
7. On the **Inbox Rules** tab, click **New**.
8. Under **When the message arrives**, select **Apply to all messages**.
9. Under **Do the following**, select **Redirect the message to**. ****NOTE ~ Messages that are redirected will appear to come from the original sender.***



10. Enter the e-mail address in the **To** field.
11. Click **OK** to save your selections and return to the new rule window.



12. Click **Save** to save your rule and return to the **Inbox Rules** tab.



Are having problems getting your e-mails forwarded to your personal e-mail account? Here is some information that might be helpful:

Question:

I have Internet Explorer 6. Will I have any problems having my e-mails forwarded?

Answer:

Yes. You need to have Internet Explorer 7 or later in order for your e-mail to forward. If you have IE6 and need to upgrade, click on the following link or open IE6 and type this address to download the latest version of Internet Explorer. <http://www.microsoft.com/windows/internet-explorer/default.aspx>

Question:

I use Mozilla Firefox. Will I have any problems having my e-mails forwarded?

Answer:

No. Mozilla will automatically update any time there is a software update.

Question:

I use Google Chrome. Will I have any problems having my e-mails forwarded?

Answer:

No.

Question:

I have a Mac. Will I have any problems having my e-mails forwarded?

Answer:

No.