

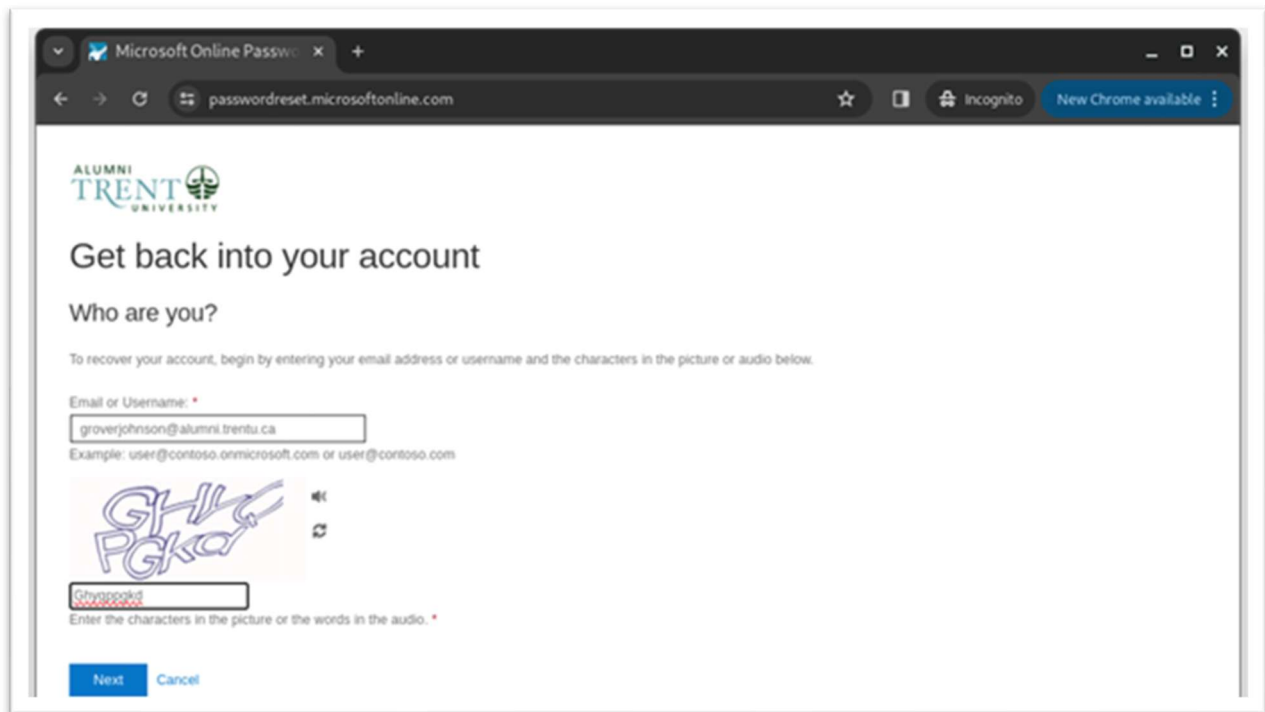
Trent Alumni Email – Setting Up Your New Account

Step 1: Setting a password

Setting a password is essential as this is a new email account and you are logging in for the first time.

1. Click the link below and use the password reset tool to set your new password (disregard the mention of recovering your account) <https://aka.ms/sspr>
2. In the "Email or Username" field, **enter your new alumni email**. This will be the same as your current Trent student email but with the domain changed from @trentu.ca to @alumni.trentu.ca. For example, if your email was johndoe@trentu.ca, it is now johndoe@alumni.trentu.ca

Note: If you are a Trent staff or faculty member, do not enter your staff email address.



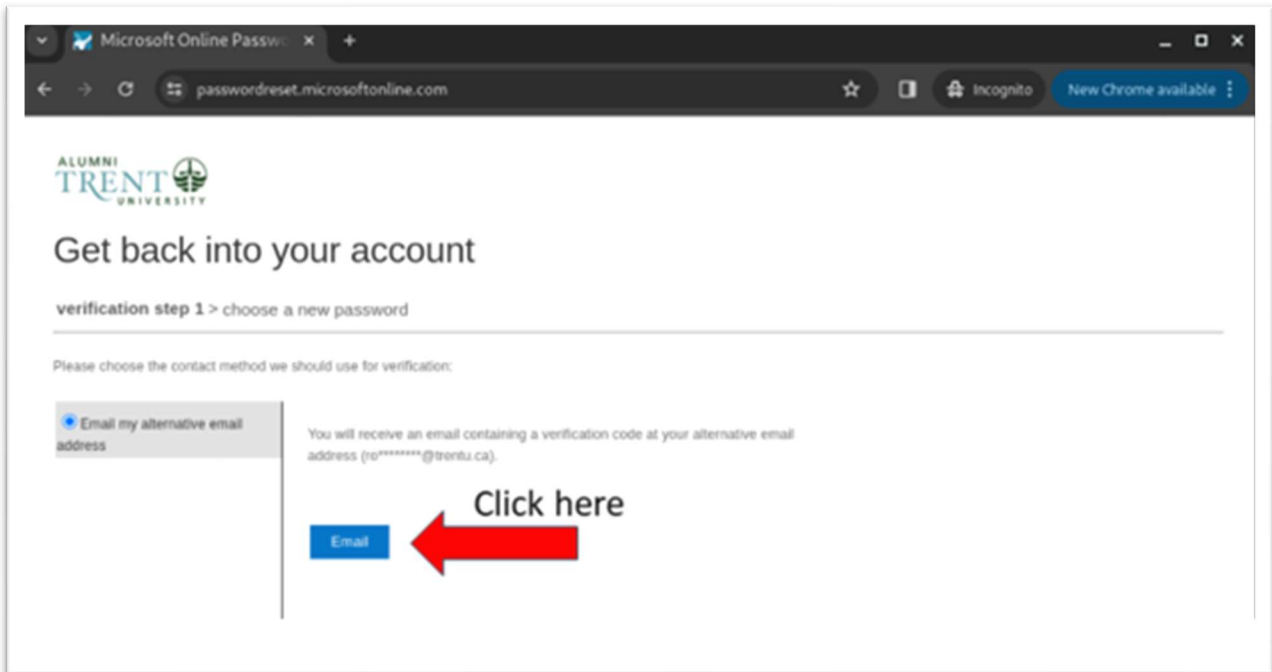
The screenshot shows a web browser window with the address bar displaying "passwordreset.microsoftonline.com". The page features the "ALUMNI TRENT UNIVERSITY" logo at the top left. The main heading is "Get back into your account". Below this, it asks "Who are you?" and provides instructions: "To recover your account, begin by entering your email address or username and the characters in the picture or audio below." There is a text input field for "Email or Username:" containing "groverjohnson@alumni.trentu.ca". Below the input field is an example: "Example: user@contoso.onmicrosoft.com or user@contoso.com". A CAPTCHA image shows the letters "GHIG PGKA" in a stylized font. Below the image is a text input field for the CAPTCHA characters, containing "Ghygnokid". At the bottom, there are "Next" and "Cancel" buttons.

(The Alumni Trent logo will replace the Microsoft logo once the username@alumni.trentu.ca is entered)

3. Next is a prompt to send a verification code to the alternate email address. The alternate email address will be one of the following, in order of precedence.

- Current recovery email for your @trentu.ca account
- Email on file with Alumni Engagement & Advancement Services
- Current @trentu.ca email address

Contact advancementservices@trentu.ca if you do not recall your recovery email.



4. The following email will arrive at the alternate\recovery email address:



Enter the code into the form.

The screenshot shows a web browser window with the URL `passwordreset.microsoftonline.com`. The page header features the Alumni Trent University logo. The main heading is "Get back into your account". Below this, it says "verification step 1 > choose a new password". A sub-heading reads "Please choose the contact method we should use for verification:". There are two radio button options: "Email my alternative email address" (which is selected) and "Text me a verification code". To the right of the selected option, a message states: "We've sent an email message containing a verification code to your inbox." Below this message is a text input field containing the number "147735". At the bottom of the form, there is a blue "Next" button and a link that says "Are you having any issues?".

Password has now been set. Move on to Step 2 to log into your email.

The screenshot shows the same web browser window, but the URL has changed to `passwordreset.microsoftonline.com/Done.aspx`. The page header still shows the Alumni Trent University logo. The main heading is "Get back into your account". Below the heading, there is a green checkmark icon followed by the text "Your password has been reset".

Step 2: Log into your new email

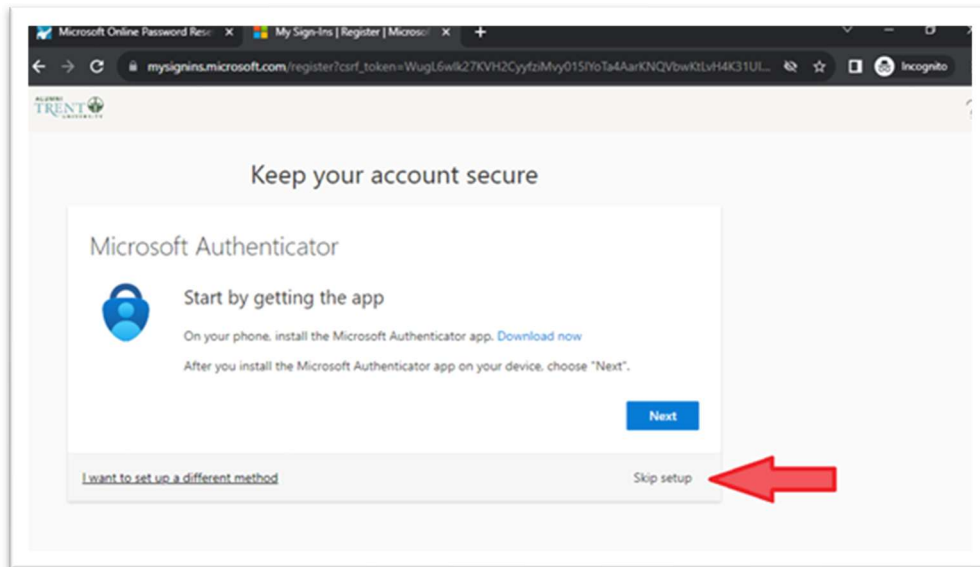
Your new email is accessible through Microsoft Outlook web viewer.

1. To log in to your new alumni email account, please use this link: www.trentu.ca/alumniemail

The screenshot shows a sign-in page for the Alumni Trent University email account. The page has a dark green background. In the center, there is a white box containing the Alumni Trent University logo at the top. Below the logo, the text "Sign in" is displayed, followed by "to continue to Outlook". There is a text input field with the placeholder text "Enter your Email (e.g. username@alumni.trentu.ca)". Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the white box, there is a blue "Next" button. Below the white box, there is a link that says "For technical assistance please visit the IT Website".

Use your new alumni email and the password you set earlier to log in to your email account.

2. Upon your first login, you will be prompted to set up Multi-Factor Authentication (MFA), which enhances the security of your email account. You may choose to set this up immediately or skip and configure it later. [Help with Multi-Factor Authentication](#).



Congratulations! You have completed the set-up of your new Trent alumni email account. If you are having trouble, please [contact the Trent University IT Department](#) for assistance.