# How to use Outlook.com to access your Giant email

## Step 1: Sign in or create an Outlook.com account

If you have an existing Outlook.com account, sign into it and skip to Step 2: Import your giantcomm email

### Part A: Create an Outlook.com account.

Go to www.outlook.com and click on "Sign up now"

**O Outlook**

Microsoft account What's this?

someone@example.com

Password

☐ Keep me signed in

**Sign in**

Can't access your account?
Sign in with a single-use code

Don't have a Microsoft account? **Sign up now** ⟵

Next, you have to fill out your personal information. Fill out all the required fields. Use your giantcomm.net e-mail address for your Microsoft account name. You may also want to uncheck the last checkbox in order to not receive unwanted emails from Microsoft. Click "I Accept"

**Microsoft account**

Already have a Microsoft account? If you use **Hotmail**, **SkyDrive** account or create an alias.

**Who are you?**

Name

Your | Name

Birth date

January | 1 | 1980

Gender

Not specified

**How would you like to sign in?**

Microsoft account name

youremail@giantcomm.net ⟵ Your giantcomm email address

Or get a new email address

Create a password

••••••••

8-character minimum; case sensitive

Reenter password

••••••••

If you lose your password, how can we help you reset it?

Phone number

United States (+1)

6208625211

Or choose a security question

**Where are you from?**

Country/region

United States

ZIP code

67059

**Help us make sure you're not a robot**

Enter the characters you see
New | Audio

pplxvtxcs

☐ Send me email with promotional offers from Microsoft. (You ca

Click **I accept** to agree to the Microsoft services agreement and pr

**I accept** ⟵

Once you've created your account, it will take you to your Account Summary page. You can close this window.

## Part B: Verify your e-mail address.

Before you go any further, you'll need to check your giantcomm e-mail at mail.giantcomm.net. There should be a message in your inbox with the subject "Verify your e-mail address". Open it up and click on the link to verify your e-mail address.

Microsoft account

# Verify your email address

To finish setting up this Microsoft account, we just need to make sure this email address is yours.

**Verify  youremail@giantcomm.net**

If you didn't make this request, click here to cancel.

Thanks,
The Microsoft account team

Once you click the verify link, you can go to www.outlook.com. Sign in if it doesn't do it automatically, and click "Continue to Inbox"
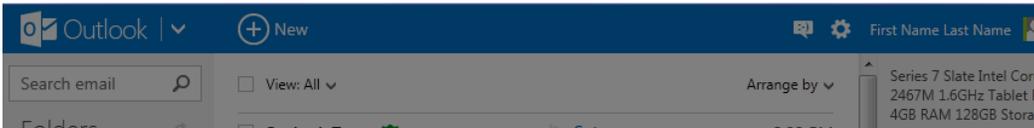
Welcome to your new inbox

- Outlook is modern—you get a fresh, clean design that's intuitive to use.

- Outlook is connected—your conversations come to life with your friends' photos, Tweets, and recent Facebook updates.

- Outlook is productive—you get free Word, Excel, and PowerPoint web apps built in with 7 GB of free cloud storage on SkyDrive.

- Outlook is private—you're in control of your data, and your personal conversations aren't used for ads.

And, of course, Outlook gives you virtually unlimited storage and less spam—and works on your PC, Mac, phone, and tablet.
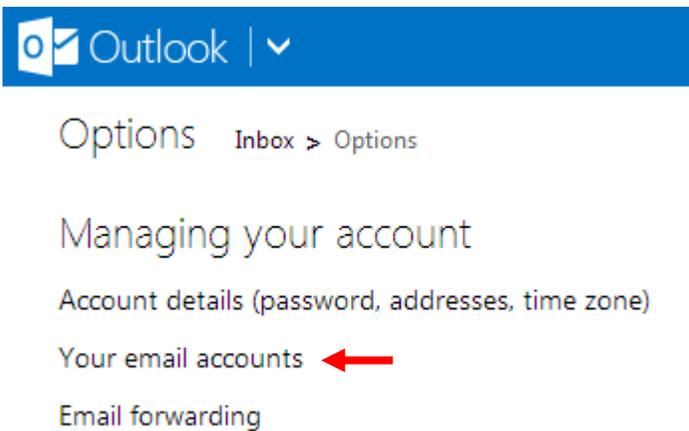
**Continue to inbox**

## Step 2: Import your giantcomm email

Click the Gear icon and then "More mail settings"
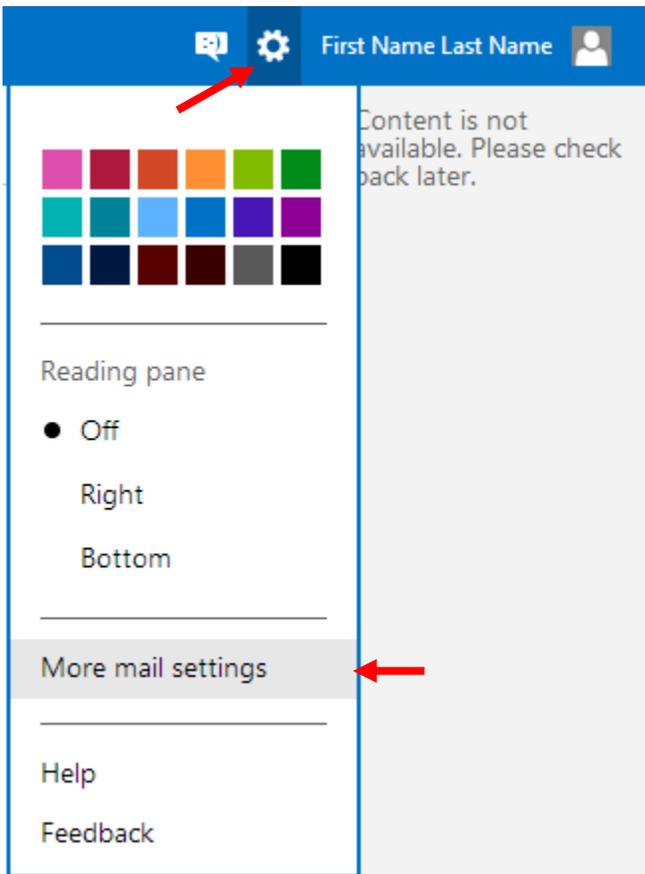
Click "Your email accounts"

Click "Add a send-and-receive account"



Enter your name, e-mail address, and giantcomm password. Click Next.
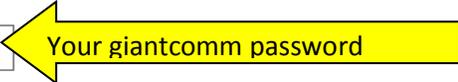
Choose "An existing folder:Inbox" and Click Save. It may take a few minutes to make sure your account is working properly.

Your email accounts   Inbox > Options > Your email accounts

When email is received via youremail@giantcomm.net, where do you want it saved?

○ A new folder called:   | @giantcomm  - my email |

● An existing folder: Inbox  ∨  ←

Save  ←

Once it is done setting up your account, click "Go to your Inbox"

youremail@giantcomm.net has been added   Inbox > Options > Your email accounts

Now you can send and receive messages from this account.

Outlook will start receiving email now. If there are a lot of messages, it may take up to a day to get them all. Thanks for your patience.

To check your account status or edit your settings, go to Options.

Go to your Inbox  ←

## Notes:

1. If you have an error with setting up your account, check your spam filter to make sure that the registration messages didn't get quarantined.
2. If you already had an Outlook.com account and skipped Step 1, you might need to change your default sending e-mail. Click the Gear icon, go to "More mail settings", click on "Your email accounts", and scroll down to the bottom. You can choose your default "From" address by selecting it in the dropdown menu.