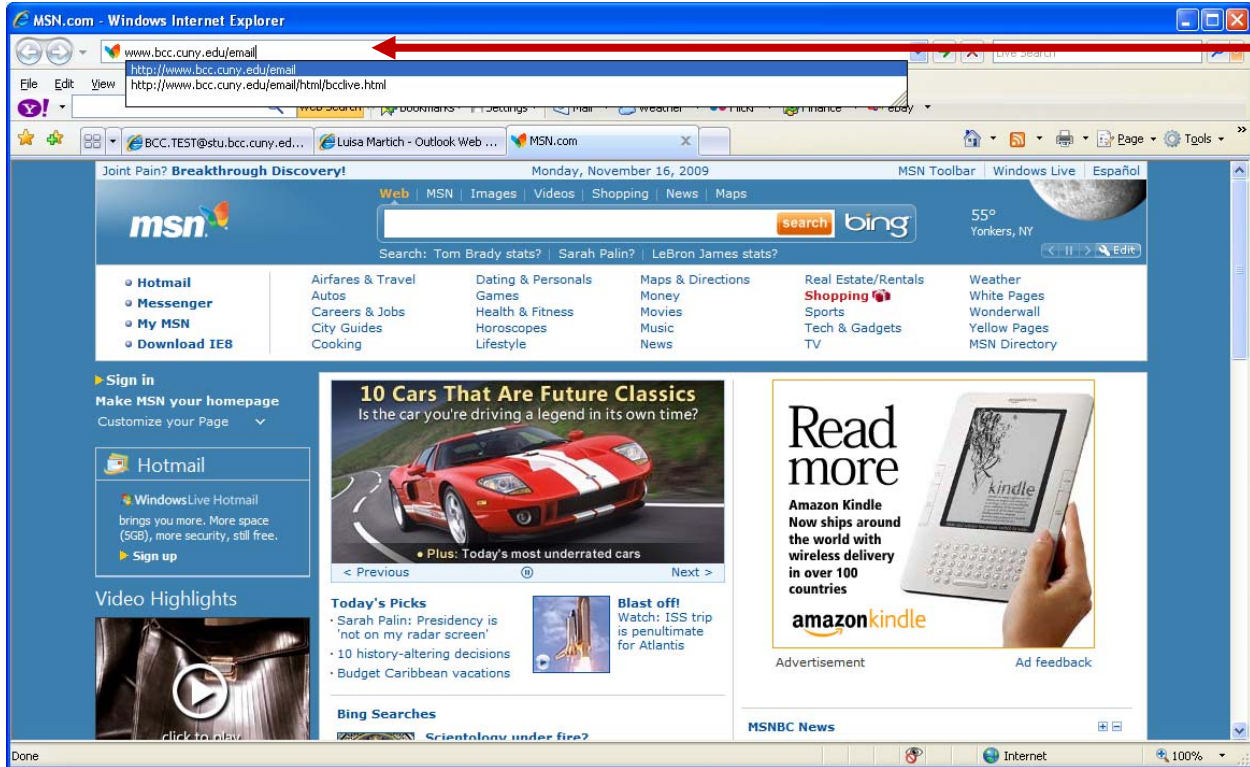


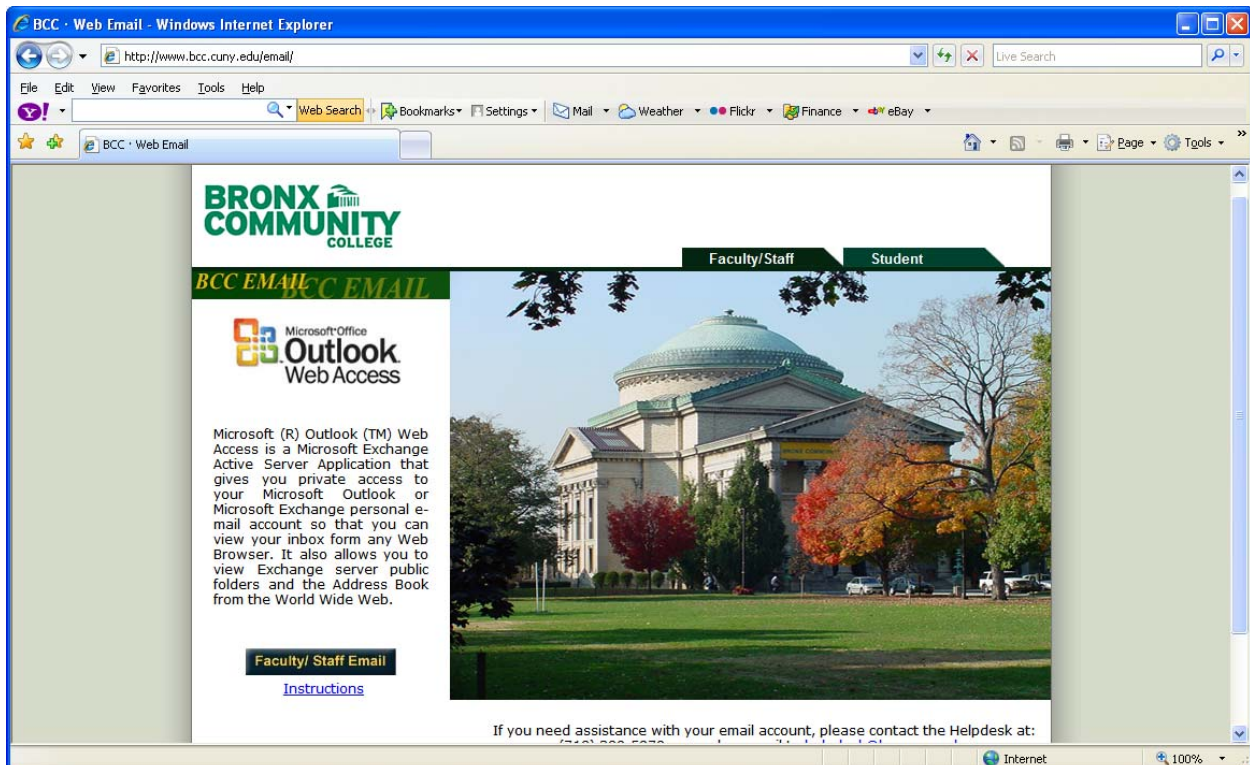
CUNYLive Email

Students' Instructions

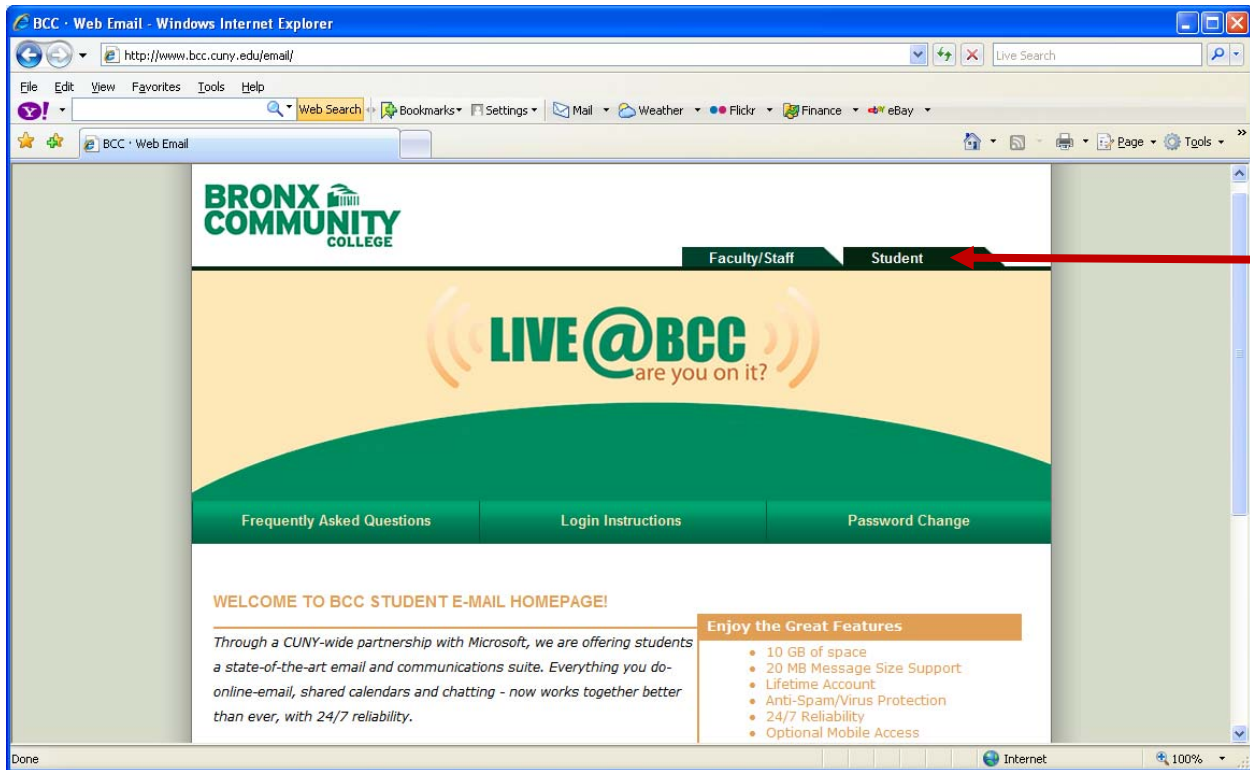
1. On your web browser address bar, please type www.bcc.cuny.edu/email and press **Enter**.



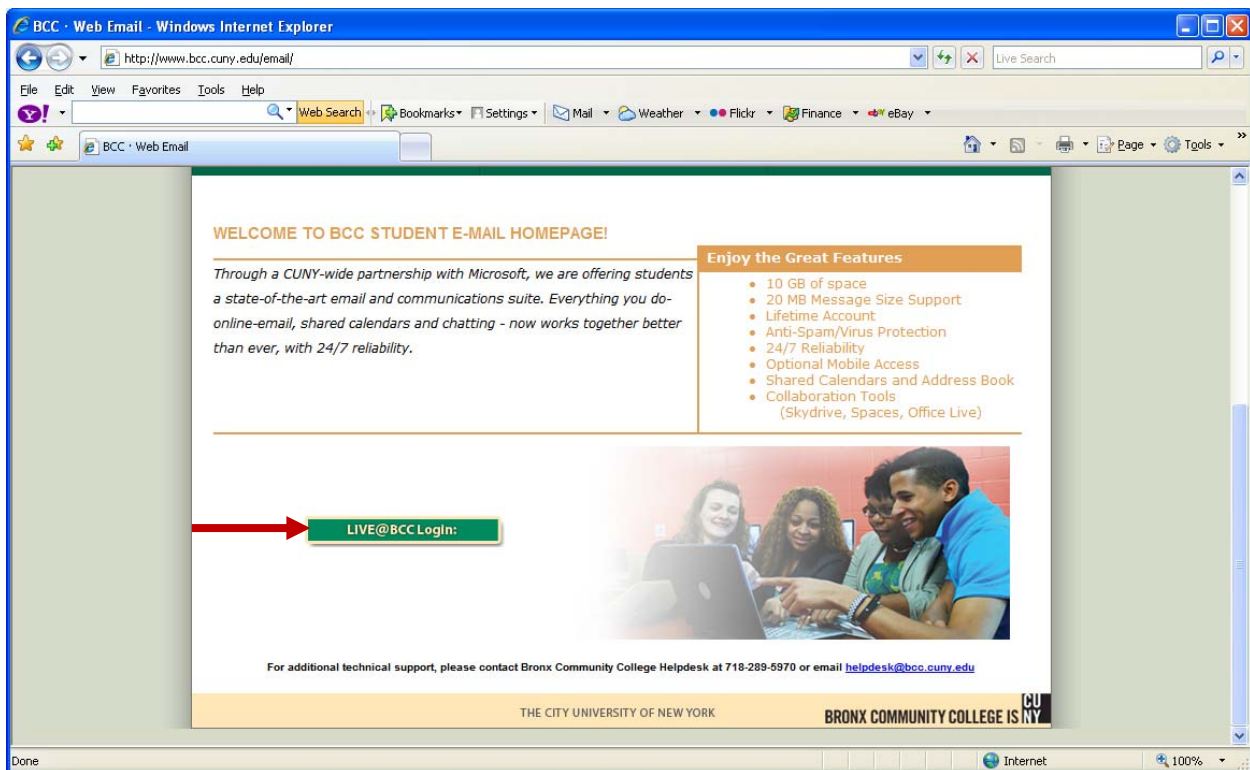
You will see the screen below.



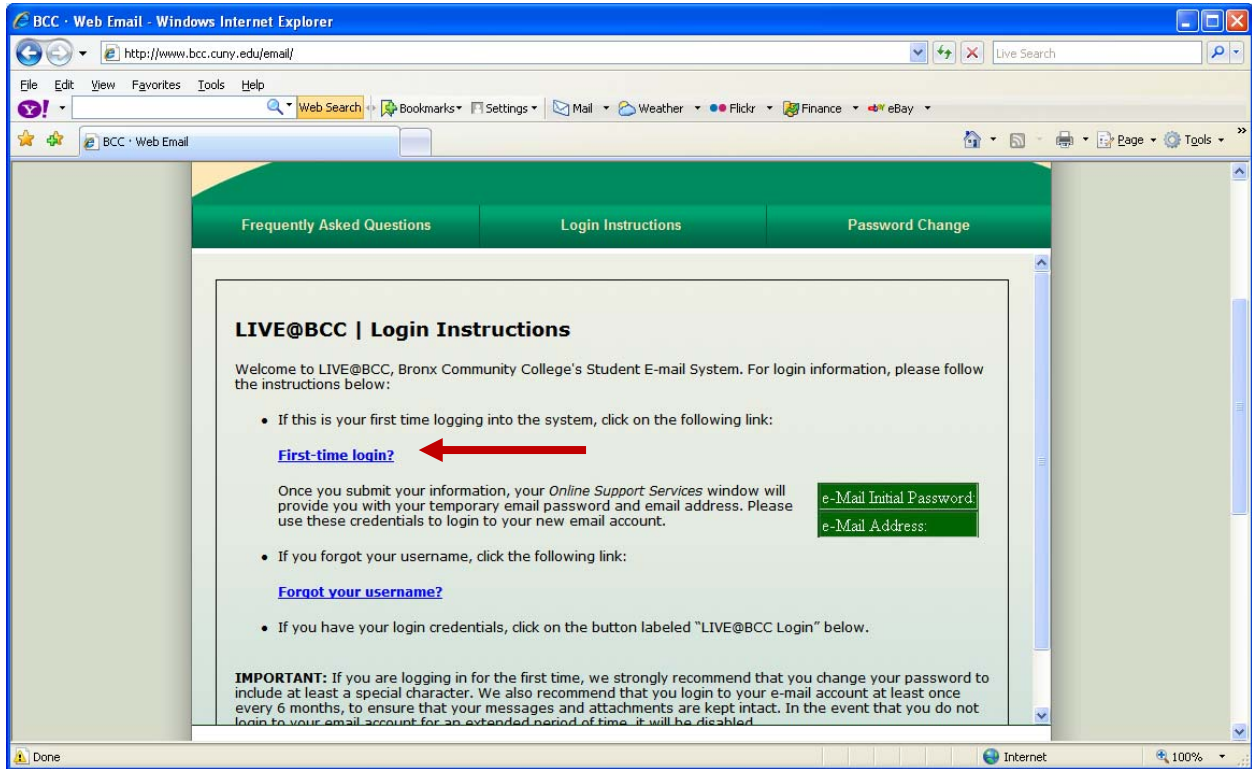
2. Click on the Tab labeled “**Student**”, located at the top right of your screen. You will be directed to the instruction site for the CUNY Live Email.



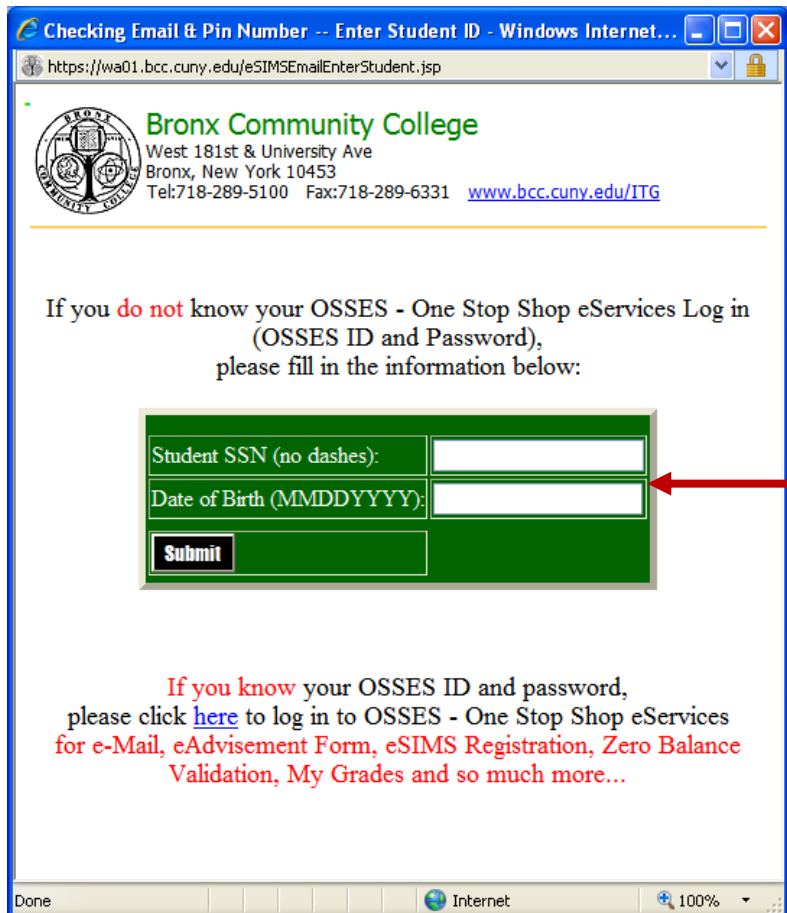
3. If you know your login credentials, please click on the button labeled “**Live@BCC**” located at the left bottom of the screen. (If you do not know your credentials, please go to step 4.)



4. If you do not know your login credentials, click on the “**Login Instructions**” tab located in the middle green bar of the page.



5. Click on the [First-time login](#) link, the OSSES submission window will appear. Please input the required information and click on the Submit button.




This will allow you to retrieve the login information you need. Write down the email address and the initial email password provided in the result OSSES window.

First-time login?

Once you submit your information, your *Online Support Services* window will provide you with your temporary email password and email address. Please use these credentials to login to your new email account.

e-Mail Initial Password:

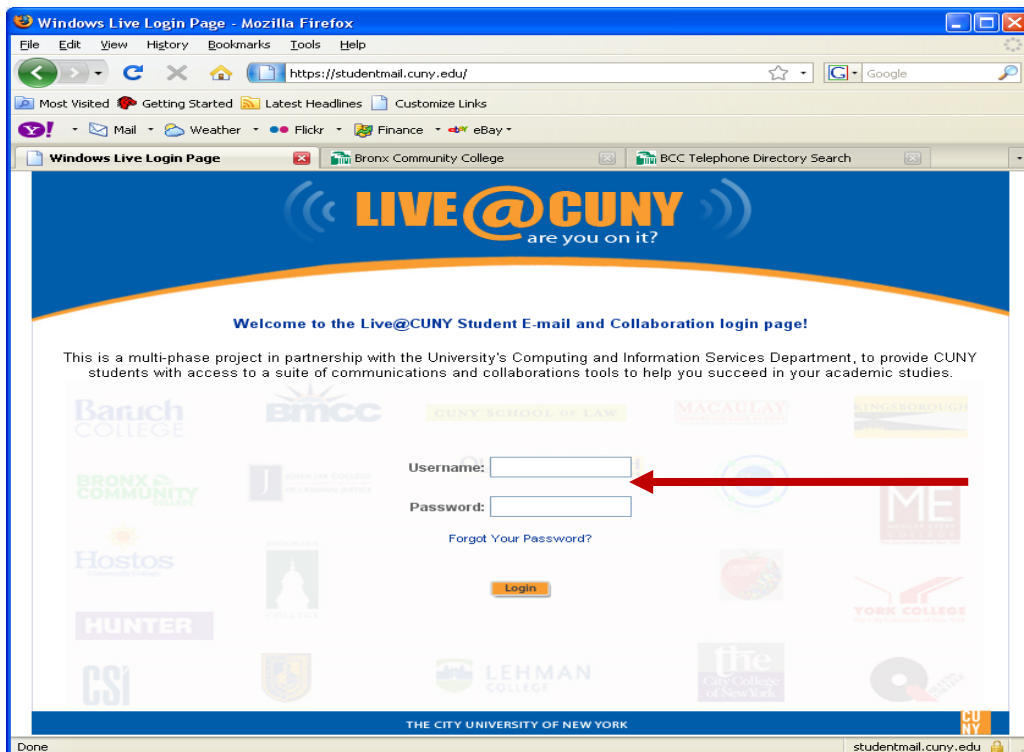
e-Mail Address:



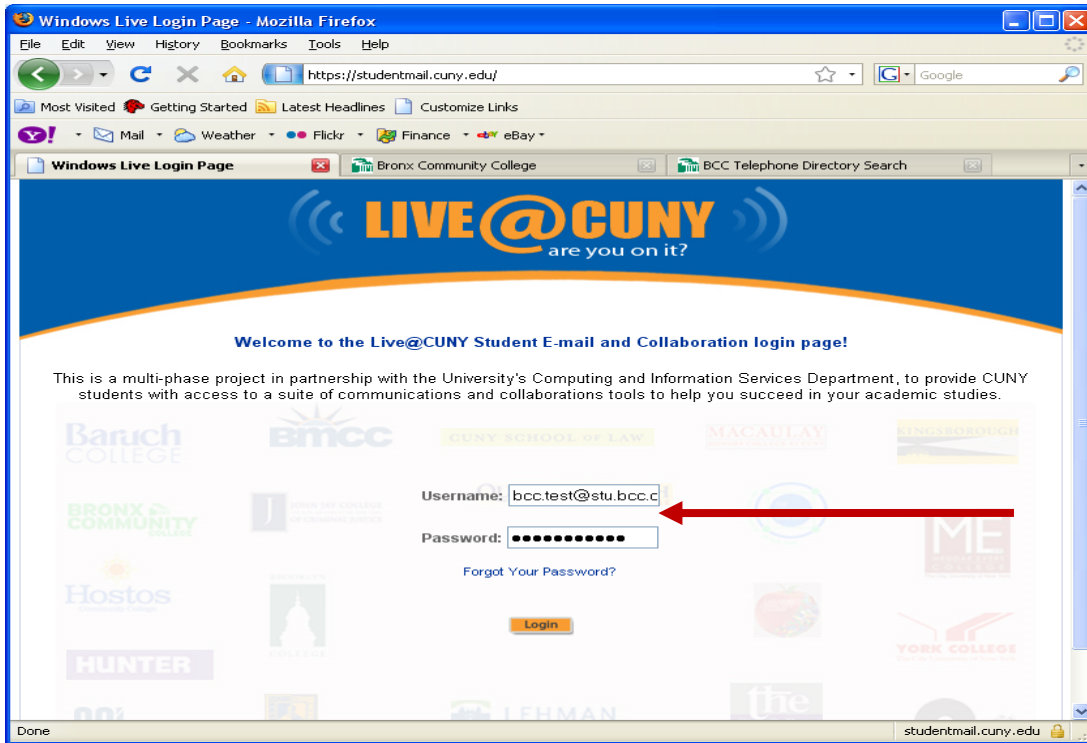
6. Once you have your login credentials, please click on the button labeled “**Live@BCC**” located at the left bottom of the screen.



You will be directed to the Live @ CUNY login page.



7. On this page, please enter your login credentials and click on the button labeled “Login”.



Your login credentials will follow this format:

UserName: Firstname.lastname@stu.bcc.cuny.edu

Temporary password: JD15780203!

First initial of the first name is caps (J), first initial of the last name is caps (D), (1578)= Year of Birth, (02)=Birth Month, (03)= Day of Birth, (!)= Special character.

You will be directed to your Email-mailbox.

