Signing On To LiveatRIC

This document describes the easiest way to sign in to your new RIC email account.

1. **Open a browser** and open [http://www.ric.edu/goliveatric](http://www.ric.edu/goliveatric) to view the login dialog box.
2. At the login prompt, enter the same **username and password** you had used to access your @ric.edu email mailbox. In the example above, the username is dbrown_1234 and the password is the same password used to access the dbrown_1234@ric.edu account.

*Note: By default, your login is set for the RIC-ACAD domain so it is no longer necessary to enter RIC-ACAD\ before your username.*

3. When successful, the Outlook Web App settings dialog box opens.

4. Please **read carefully and modify** the setting as needed.
   
   A. Checking the blind and low vision experience checkbox will force the browser to utilize Outlook Light. Unless you require a low vision setting, do not check this checkbox.
   
   B. If English is your language of choice, do not change this setting
   
   C. The time zone setting should be changed to **Eastern Time** (US & Canada)

5. After modifying the settings, click the **OK** button

   **You should now be logged into Live@RIC**