

ATTENTION STUDENTS:

Directions to activate your Labouré email account

Dear Students,

All email communication from the College will be sent to your Labouré email address only.

To activate your Labouré College account:

- **Go to:** <https://login.microsoftonline.com/>
- **Your username will be:** first name, underscore, last name @ students.laboure.edu
(e.g., john_smith@students.laboure.edu)
Punctuation will be included
(e.g. john_jollie-pitt@students.laboure.edu)
- **Your initial password will be:** uppercase first initial, uppercase last initial, six digit birthday, exclamation point (e.g. John Smith born December 11, 1968 = JS121168!)

You will be prompted to change your password the first time you access your new email account

If you have any questions please email
nancy_cook@laboure.edu