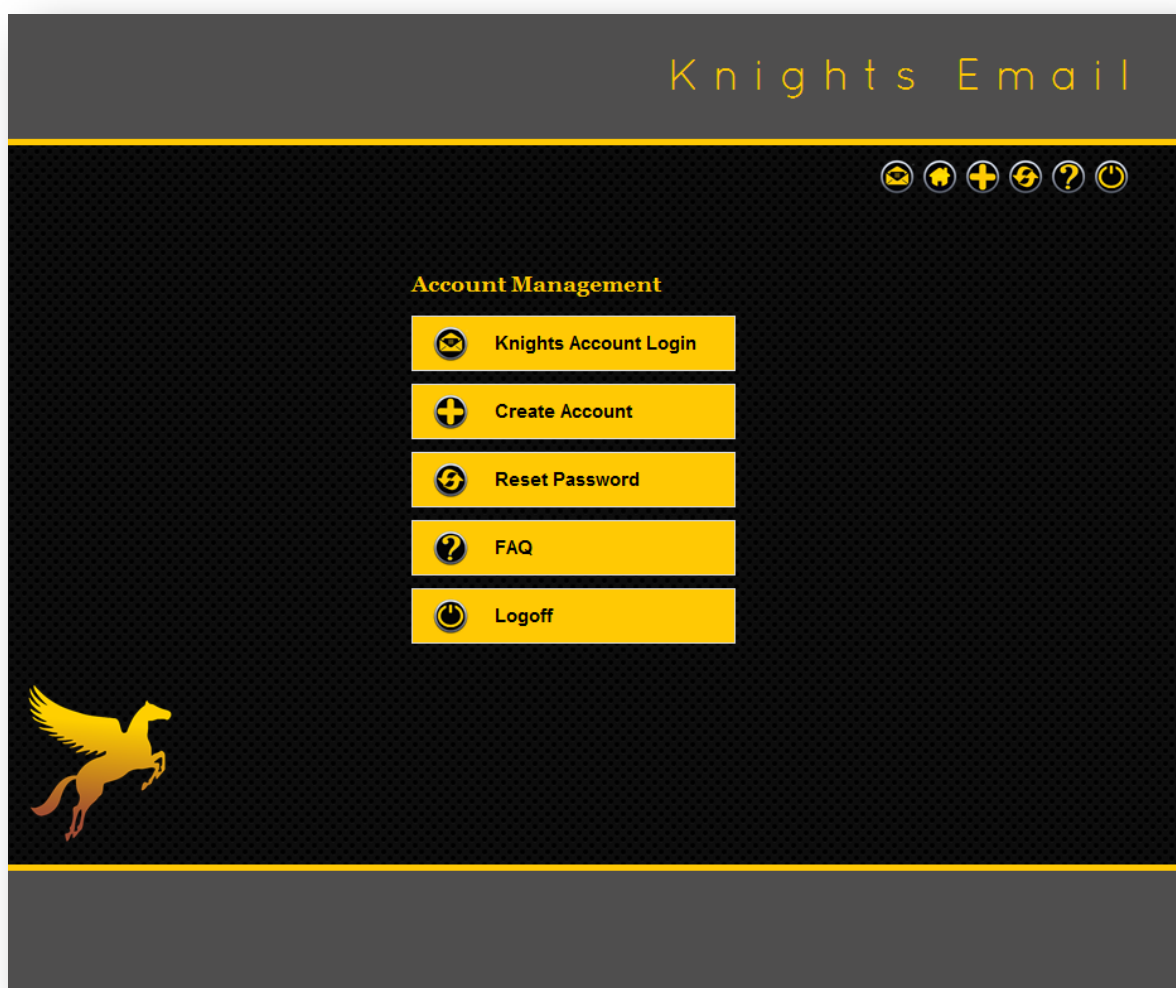


Creating a Knights Email Account

This document will walk you through the steps necessary to create and use your Knights Email account.

Contents

Knights Email.....	2
Sign On to the myUCF Portal	2
Create Your New Knights Email Account	4
Confirmation Emails.....	6
Email Confirmation:	6
Password Confirmation:.....	6



Knights Email

Knights Email system is a special version of Microsoft Outlook Live, customized specifically for UCF students. Knights Email provides UCF students with a set of free hosted communication and collaboration services. When you sign up for Knights Email, it will serve as your University of Central Florida email account. If you are a new student who has never taken a class at UCF, your Network Identification (NID) username will not be fully activated until the first day of class. To bypass the NID sign in and be able to create your Knights email address please follow the steps below.

Sign On to the myUCF Portal

myUCF->Knights Email

Go to **my.ucf.edu**, enter your **NID**, **NID password** and select **Sign On**

UCF Federated Identity

Sign on:

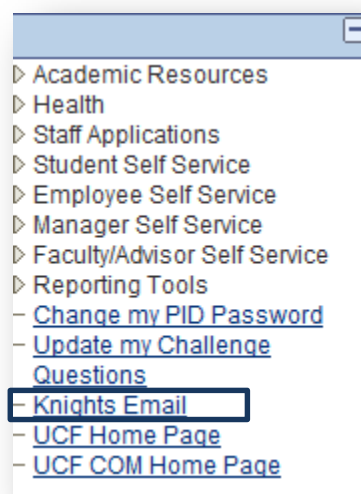
NID:

Password:

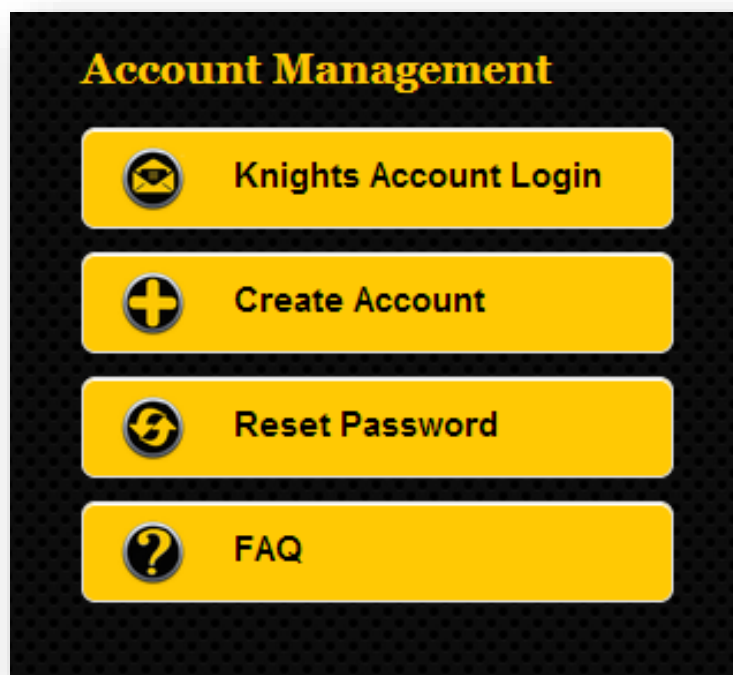
Sign on By signing on, you agree to the terms of the UCF Information Technologies and Resources Policy

- What is my NID?
- What is my NID Password?
- What is Federated Identity?

On the myUCF menu, select **Knights Email**



When the Knights Email (www.knightsemail.ucf.edu) page opens, please select Create Account



Create Your New Knights Email Account

Type your desired Knights Email account name. This will be your official UCF email account that you will use to communicate with your professors, so choose your account name appropriately.

Then, **select an alternate email** from the dropdown box. If you do not have an alternate email address registered with the university, then you can add one here:

<http://publishing.ucf.edu/sites/itr/cst/Documents/Exchange/Modify%20Alternate%20Email.pdf>

Knights Email



Create Account

The Knights Email address you choose will be your official email address for campus use. This email address will be delivered to professors, classmates, and affiliates. All UCF students by [email policy 4-010](#) are required to use their official student email address to communicate with Registrar's and other offices on campus.

Please enter your desired Knights Email account name:

MyName @knights.ucf.edu

Please select your alternate email address

MyOtherEmail@gmail.com

To add or modify an alternate email to the above list, you must go to [myUCF](#). You can see instructions on modifying an alternate email here: [Modify My Alternate Email](#)

[Golden Rule](#), [Terms of Service](#), [Privacy Statement](#)

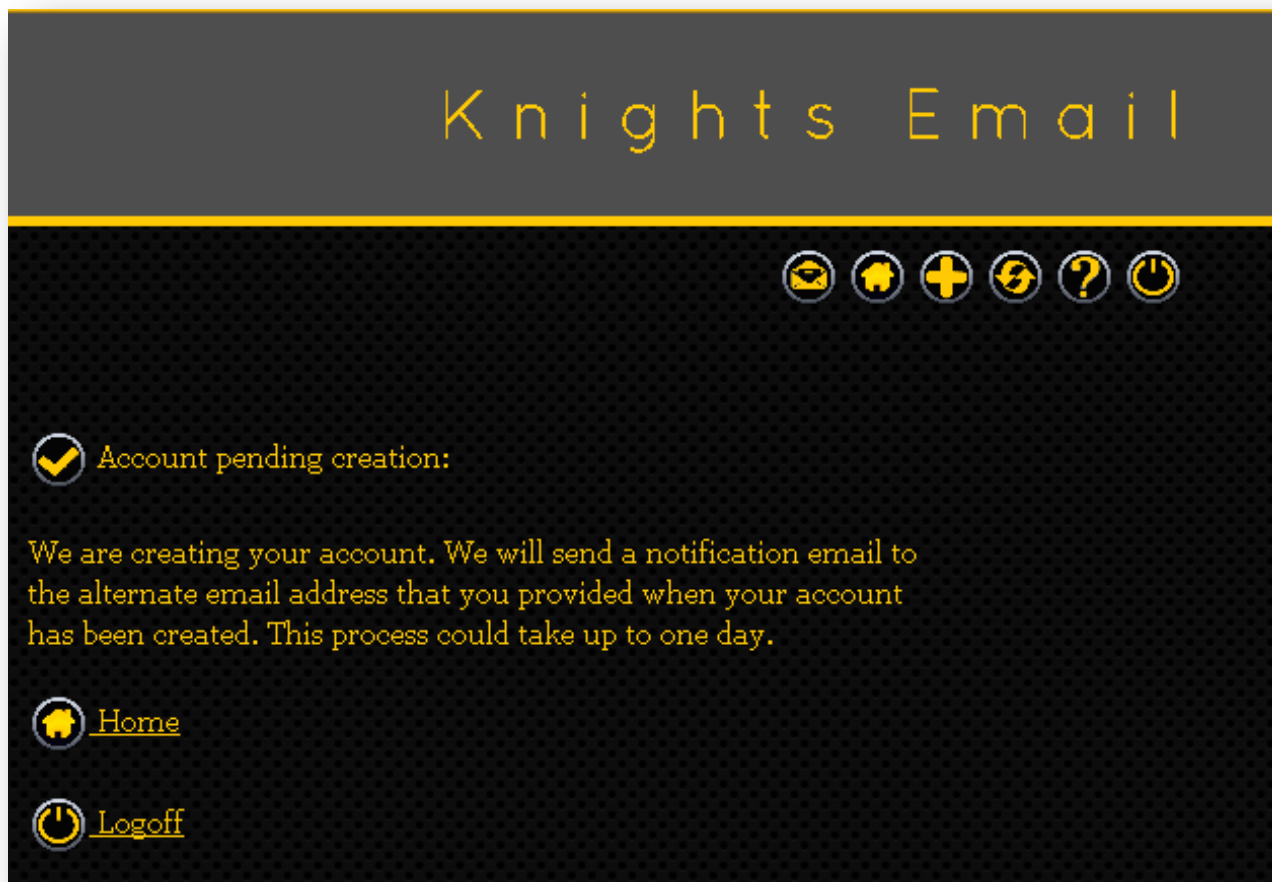


I have read and agree to the above UCF Standards and Policies

Submit



After submitting the request to create your account, two confirmation emails will be sent to the alternate email address you provided. The first containing your Knights Email account name, the second containing your temporary Knights Email account password.



Confirmation Emails

You will receive two confirmation emails about your account, the Email Confirmation will be sent when your account is created and the Password Confirmation will be sent when the account is ready for you to log in.

1. Email Confirmation:

Congratulations!

Your Knights Email account has been successfully created.

Email Address: MyName@knights.ucf.edu

A separate email will be sent to you with your initial password, as well as information about accessing your account.

2. Password Confirmation:

This email confirms you have successfully created your Knights Email Account. You should have received a separate email containing your new Email Address.

Your initial password is: #PaSsW0RD!&^%

Please login to <https://www.outlook.com/knights.ucf.edu> with your email address and password. Once authenticated you will be asked to reset the password using the Office 365 minimum password requirements shown below.

Use 8 to 16 characters.

Create a strong password that can't be easily guessed or discovered. Office 365 requires at least 3 of the following:

Lowercase characters

Uppercase characters

Numbers (0-9)

Symbols, including: ! @ # \$ % ^ & * - _ + = [] { } | \ : ' , . ? / ` ~ " < > () ;

If you have any questions regarding Knights Email, please contact the Service Desk at ServiceDesk@ucf.edu or call 407-823-5117

