Wherever you go in life, stay connected with your Ball State family and friends and show your BSU pride by signing up for a FREE lifetime e-mail service backed by MSN, the world’s largest Web-based e-mail service.

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make this

**your_name@ballstate.bsu.edu**
Setting up a **Ball State iConnect Lifetime E-mail Account** is as easy as 1-2-3

1. **Begin at the Alumni Registry**
   - Go to [www.bsu.edu/alumni/iconnect](http://www.bsu.edu/alumni/iconnect)
   - Select ALUMNI REGISTRY
   - To log on to the Alumni Registry, enter your alumni ID number and the first three digits of your last name while attending Ball State
     (Your Alumni ID is the first 10 digits of the 11-digit number above your name on your Alumnus magazine address label. You also may use your social security number. If you cannot access the registry, contact the BSUAA for your Alumni ID number. Note: If there is more than one alumnus in your household, use social security number or contact the BSUAA for your Alumni ID.)
   - If this is your first time using the Alumni Registry, verify and update contact information and Click SUBMIT
     (If you have visited the registry before, you will be taken directly to the Available Services menu.)
   - Under Available Services, Click iCONNECT LIFETIME E-MAIL
     - Select an auto-generated account name or create your own and confirm the e-mail address you want your account information to be sent to then click SUBMIT
       (The confirmation e-mail address cannot be your new @ballstate.bsu.edu address.)

2. **Get your iConnect Account information**
   - Note: Your new iConnect Lifetime E-mail user name, password, and a link to your MSN’s Passport access website will be e-mailed to your confirmation e-mail account and updated on your Alumni Registry. Processing time may take up to two days.
   - To access your iConnect Account, click link or go to [https://accounts.services.passport.net](https://accounts.services.passport.net) or enter through the BSU Alumni Registry
   - Enter username and password
     (Hint: It is easiest to copy and paste your temporary password into the required field. MSN will prompt you to change your password once you sign in.)
   - Read and Sign MSN Service and Privacy Agreement, type your iConnect e-mail address and click I ACCEPT

3. **Click “Activate My Account” or go through MSN Hotmail**
   - Select HOTMAIL at the top or bottom of the MSN Account Services menu page to activate your account
   - Read the MSN Web site Agreement and click I ACCEPT
   - Select any MSN Newsletter options you would like to receive or scroll to bottom and click CONTINUE
   - You are now signed up for your @ballstate.bsu.edu account
   - Remember to bookmark the MSN Web site ([www.msn.com](http://www.msn.com)) and click “hotmail” to access to your iConnect e-mail account

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Enjoy exploring your new iConnect lifetime e-mail account.

For more information, contact: **Ball State University Alumni Association**  
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Web: [www.bsu.edu/alumni](http://www.bsu.edu/alumni)  
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