

HOW TO ACTIVATE TUT4LIFE E-MAIL

How it works

It is imperative for all registered students to activate your TUT4Life e-mail account. Students without a TUT4life e-mail address will not receive any correspondence from TUT with regards to study materials.

To access this integrated service, you must be a TUT registered student. Once you are a TUT registered student, your 50GB email and 1TB SkyDrive account will automatically be created with additional access to other Microsoft tools. To activate your account, you need to reset your account.

Steps to reset your account:

- Go to Start, Internet Explorer or Click open any browser
- Type in <https://tut4life.tut.ac.za>
- Click on "Reset My Password"
- Enter your student and ID number then click on Submit
- Now change your password to your own password. Please note that you have to follow all the Password Rules listed on the screen!
- Now select a new password. Please note the following password criteria
- Confirm your new password then **wait for up to 48 HOURS** for the password to synchronise, then you can access your email.

Password Criteria

- Password must contain characters from four of the following categories:
 - Uppercase characters (A through Z)
 - Lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Special characters: ~ ! @ # \$ % ^ & * _ - + = ` | \ () { } [] : ; " ' < > , . ? /
- Password must contain at least 8 characters and a maximum of 16
- Your student number may not appear in your password
- Password may not consist of 4 consecutive numerical
- Password must not contain the user's account name (full names and surname)