

EMAIL FOR LIFE



WHY IS IT IMPORTANT TO SIGN UP FOR AN EMAIL FOR LIFE ACCOUNT?

After graduation, you only have a limited time that your email account and O-Key account will remain active before they are turned off. The Information Technology Division at OSU recommends you forward your student email account and remove all saved data from your H: / drive and cancel any additional services you may have through the university before you leave.

Access to your okstate email account and your O-Key account will only remain available for about two months after you graduate. After that, they will be removed from the servers and deleted. You will receive an email notification to warn you when your account will become unavailable.

To forward your okstate account to your new email for life email account log in to your O-Key account at <http://okey.okstate.edu>. Once you are logged in, click on the “Email Destination” button located on the left side of the page. Enter your new email address in the required fields to begin receiving all of your emails at the new address.

If you have saved emails in your inbox that you would like to save you can set up an outlook account and archive them to a CD. For specific instructions on archiving your inbox contact the HELP Desk at 744-HELP.

WWW.ORANGECONNECTION.ORG

Committed to keeping you connected to OSU and other alums, the Alumni Association has created several online services to keep you in touch, informed and updated. Take a look...

- Search for a job on our career connections page
- Read the latest OSU stories online
- Find a fellow Cowboy in our alumni directory
- Find a local chapter near you with our individual chapter pages
- Post your latest announcements on Class Notes
- Find a list of merchants that provide a discount to Association members
- Update your information online quickly and easily

FREE EMAIL FOR LIFE

The first year of your Alumni Association membership is free, which will allow you to access all aspects of the Web site, including registering for your free email account. Following your free year of membership, you may begin to pay your annual membership fee to the Alumni Association in order to maintain access to the members-only portions of the site. However, if you decide not to renew your membership, you may still access your free email account.

STEP 1: REGISTER FOR THE .ORG SITE

Go to <http://orangeconnection.org> and click on the button “New? Register Now”, follow the procedure and wait to receive your confirmation email. Confirmation takes two business days.

STEP 2: SET UP EMAIL ACCOUNT

Go to <http://www.orangeconnection.org> and click on the button “Sign up for Alumni Email”. Login using the username and password you set up in STEP 1.

Read and agree to the membership agreement, then register for your free lifetime email address. You will be able to choose your own email name, which will go in front of the domain. Read the confirmation portion of the page, then click on the “Sign me up” button at the bottom.

You can receive mail at either the @orangeconnection.org domain or the @okstatealumni.org domain. You must log in using the orangeconnection.org domain.

IF YOU HAVE ANY QUESTIONS

Contact Melissa Mourer, Director of Communications at 405-744-3388 or melissa.mourer@okstate.edu.