



This migration pertains only to students who had Mercer email accounts prior to the Spring 2010 semester.

Access to WebMail will be cutoff on March 1, 2010.

MercerLive is Mercer's new web-based student email service, powered by Microsoft, which replaces the previously used WebMail system. Your new email address will include @live.mercer.edu instead of @student.mercer.edu once you complete the migration. The part of your address before the character @ will remain the same. Once you have completed all steps in Phase One **and** Phase Two below, email sent to your old address will automatically be forwarded to your new address until December 1, 2010. Medical and Law students are excluded from this migration.

IMPORTANT: If you have stored email in folders, these will need to be moved to your Inbox prior to migration, or you will need to forward them to your new email account after migration.

To setup and begin using your new MercerLive account, follow the steps in Phase One **and** Phase Two below.

Phase One – Setting up your new email account:

1. Visit <http://mercerlive.mercer.edu/>.
2. Type your Mercer University ID number, followed by @live.mercer.edu, in the Email Address field.
3. Type your date of birth in the format YYMMDD in the Password field (e.g., 880329).
4. Follow the prompts to set up your account.

Phase Two – Moving current email into your new account (MUST BE COMPLETED):

1. Click the **Mail** link located at the top of the page.
2. Click the Options button in the upper right-hand corner.
3. Select New from the Other Accounts section in the center of the screen.
4. Type your WebMail username followed by @student.mercer.edu in the **E-mail address** field (e.g., 10001111@student.mercer.edu or smith_j@student.mercer.edu).
5. Type your old password in the Password field. Click **Next**.
6. Wait for this message "You're good to go! Your accounts are now connected. You'll see mail from your other account soon." Click **Finish**.

Source: <http://it.mercer.edu/student/announcements/mercerlive.htm>