

# Creating a Knights Email Account

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

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The screenshot shows the Knights Email website. At the top, there is a navigation bar with the University of Central Florida logo, a 'UCF SIGN IN +' button, and a search bar. Below the navigation bar, the page title 'Knights Email' is displayed, along with links for 'CREATE ACCOUNT', 'RESET PASSWORD', and 'FAQ'. The main content area features a 'Welcome!' heading, followed by a paragraph explaining that Knights Email is hosted by Microsoft and includes Office 365 collaboration applications. A 'Check Your Email!' button is present, with a sub-link for 'Account Login (Outlook 365)'. Below this, there is a section titled 'Create a Knights Email Account' with a note explaining that this will be the official UCF email account used for communication with professors. A footer section contains the text 'Designed, Developed and Supported by UCF IT Application Development' and '© University of Central Florida | Report Issue' on the left, and 'Knights Email Current Version: v2.0.0-dev' on the right.

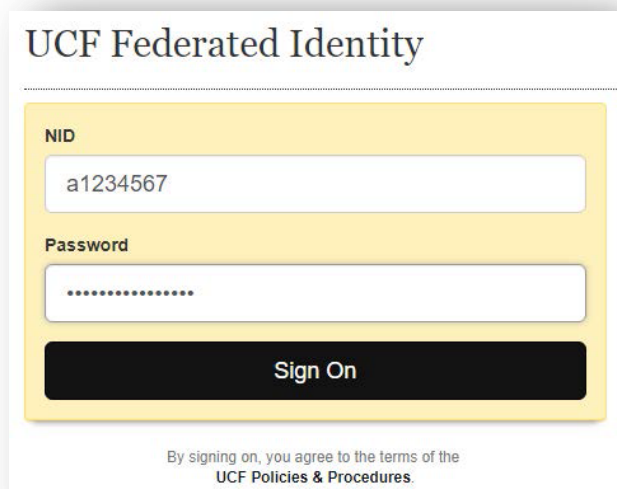
## Knights Email

Knights Email system is a special version of Microsoft Outlook, 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. Note: To create a Knightsemail account you may be required to login with your Network Identification (NID) userid and password (myUCF account). If you need assistance resetting your NID password you can go here <https://extranet.cst.ucf.edu/PWSelfReset/pages/NidCheck.aspx> or contact the UCF Support Center at 407-823-5117.

## Sign On to the myUCF Portal

*myUCF->Knights Email*

Go to [my.ucf.edu](http://my.ucf.edu), enter your **NID**, **NID password** and select **Sign On**



UCF Federated Identity

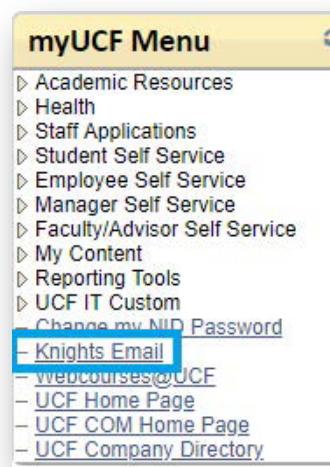
NID  
a1234567

Password  
.....

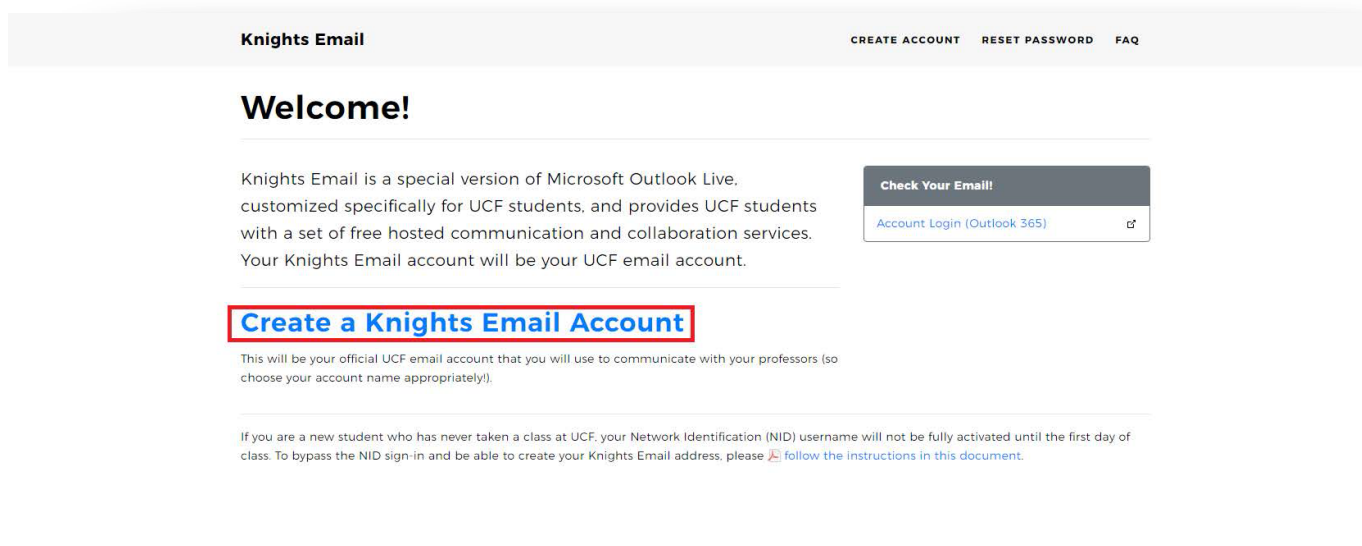
**Sign On**

By signing on, you agree to the terms of the UCF Policies & Procedures.

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



When the Knights Email ([www.knightsemail.ucf.edu](http://www.knightsemail.ucf.edu)) page opens, please select **Create Account**



The screenshot shows the homepage of the Knights Email service. At the top, there is a navigation bar with the text "Knights Email" on the left and "CREATE ACCOUNT", "RESET PASSWORD", and "FAQ" on the right. Below the navigation bar, the main heading is "Welcome!". A paragraph of text describes the service as a special version of Microsoft Outlook Live for UCF students. To the right of this text is a dark grey button labeled "Check Your Email!" with a sub-link "Account Login (Outlook 365)". Below the text, a blue link "Create a Knights Email Account" is highlighted with a red rectangular box. Underneath this link, a small paragraph explains that this is the official UCF email account. At the bottom, another paragraph provides instructions for new students regarding their Network Identification (NID) username.

**Knights Email**      CREATE ACCOUNT    RESET PASSWORD    FAQ

## Welcome!

Knights Email is a special version of Microsoft Outlook Live, customized specifically for UCF students, and provides UCF students with a set of free hosted communication and collaboration services. Your Knights Email account will be your UCF email account.

**Create a Knights Email Account**

This will be your official UCF email account that you will use to communicate with your professors (so choose your account name appropriately).

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 instructions in this document](#).

## 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:

<https://registrar.ucf.edu/change-of-email-address/>

### 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.

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

**UCF Standards and Policies**

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

**Desired Account Name**

**Re-Enter Desired Account Name**

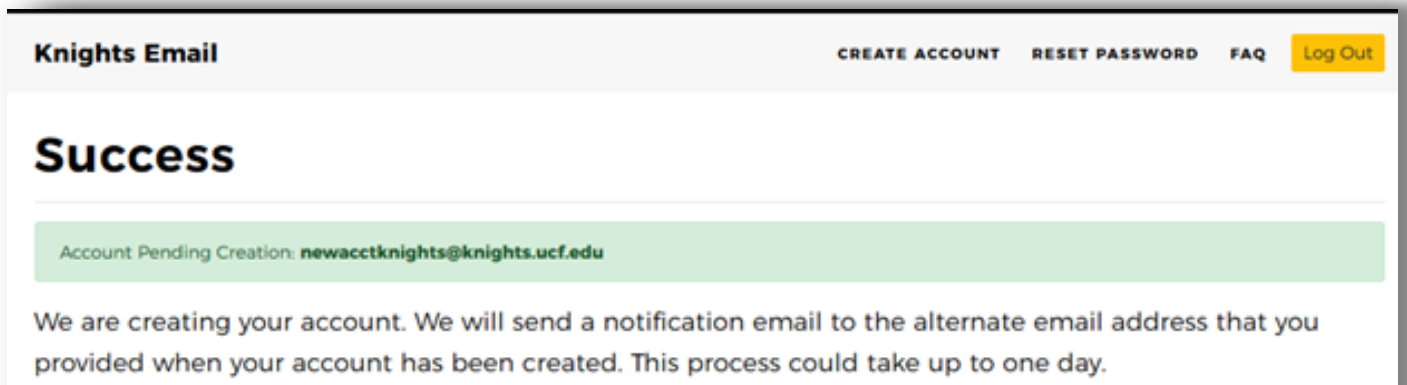
**Alternate Email Address**

**UCF Standards and Policies**

have read and agree to the above UCF Standards and Policies linked above.

Create Account

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.



The screenshot shows a web interface for 'Knights Email'. At the top left is the 'Knights Email' logo. At the top right are links for 'CREATE ACCOUNT', 'RESET PASSWORD', 'FAQ', and a yellow 'Log Out' button. Below the header is a large 'Success' heading. A green banner contains the text 'Account Pending Creation: newacctknights@knights.ucf.edu'. Below this is a paragraph: 'We are creating your account. We will send a notification email to the alternate email address that you provided when your account has been created. This process could take up to one day.'

## 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 [itsupport@ucf.edu](mailto:itsupport@ucf.edu) or call 407-823-5117

