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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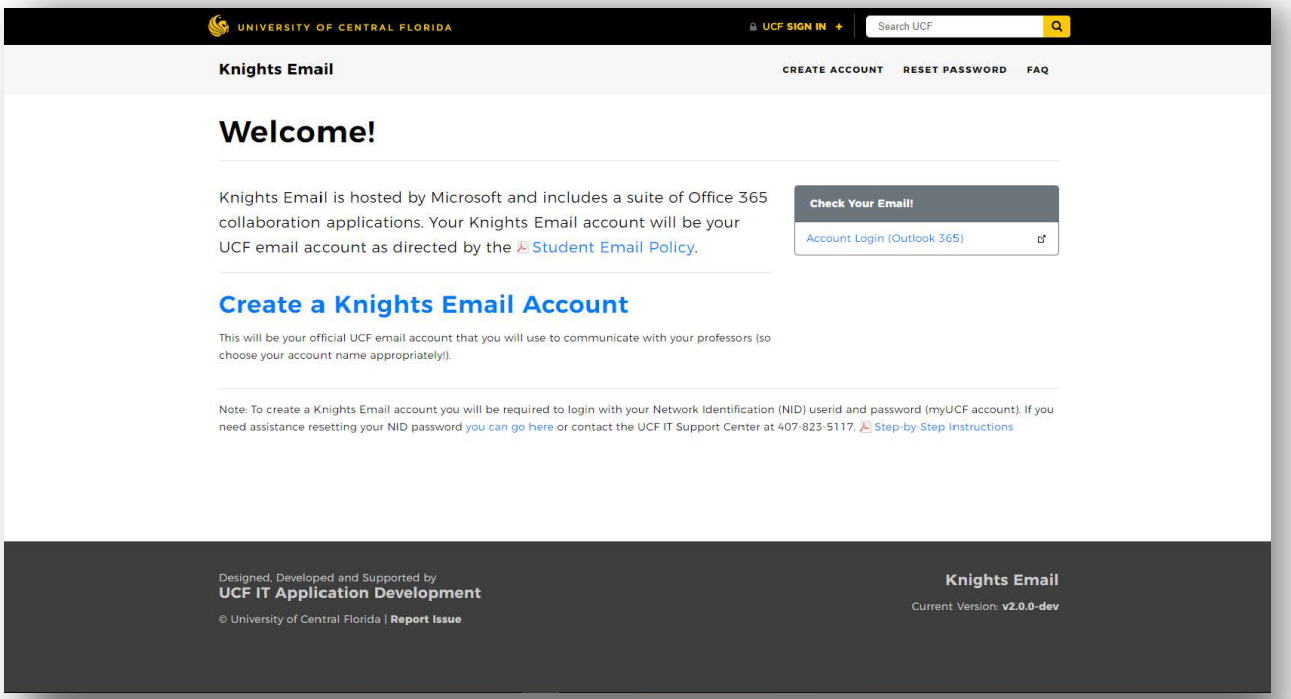


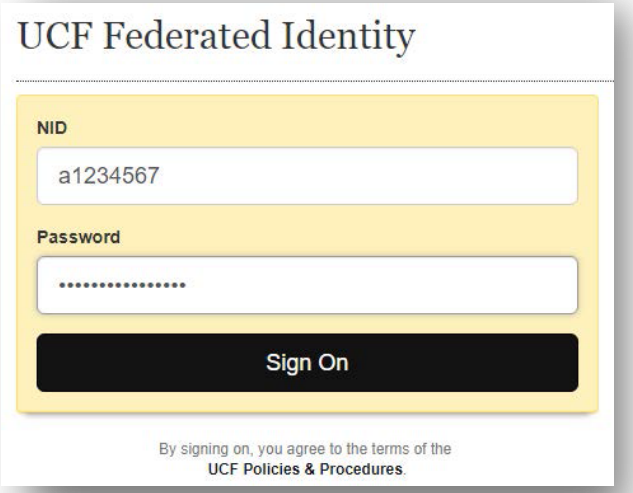
Knights Email

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

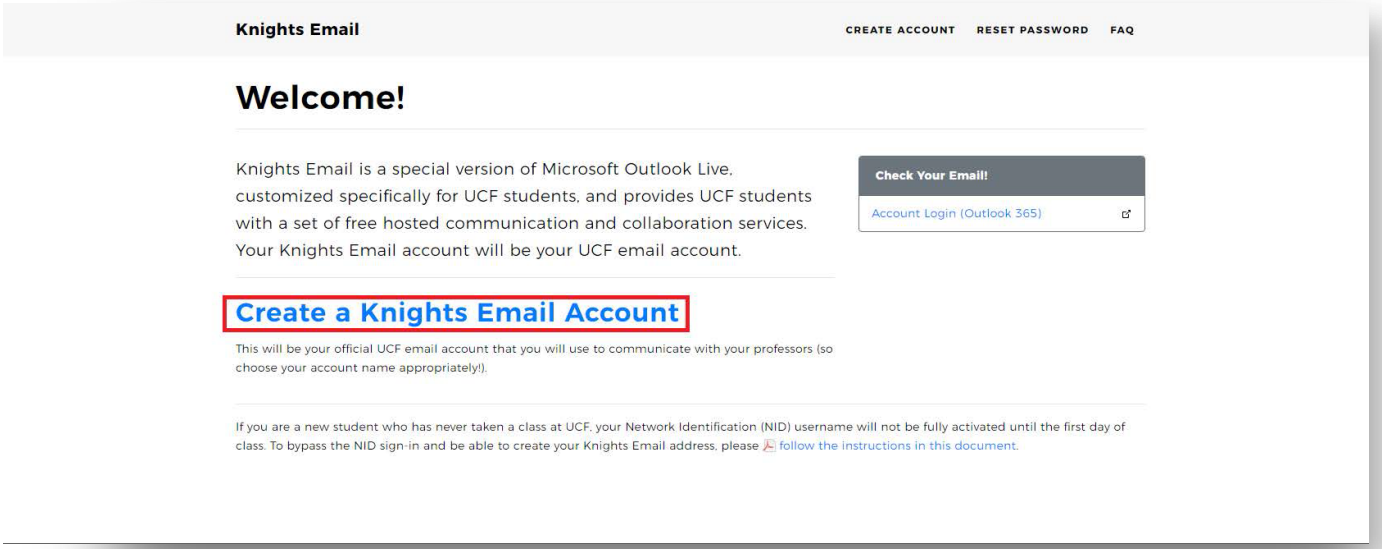
myUCF->Knights Email

Go to **my.ucf.edu**, enter your **NID**, **NID password** and select **Sign On**



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

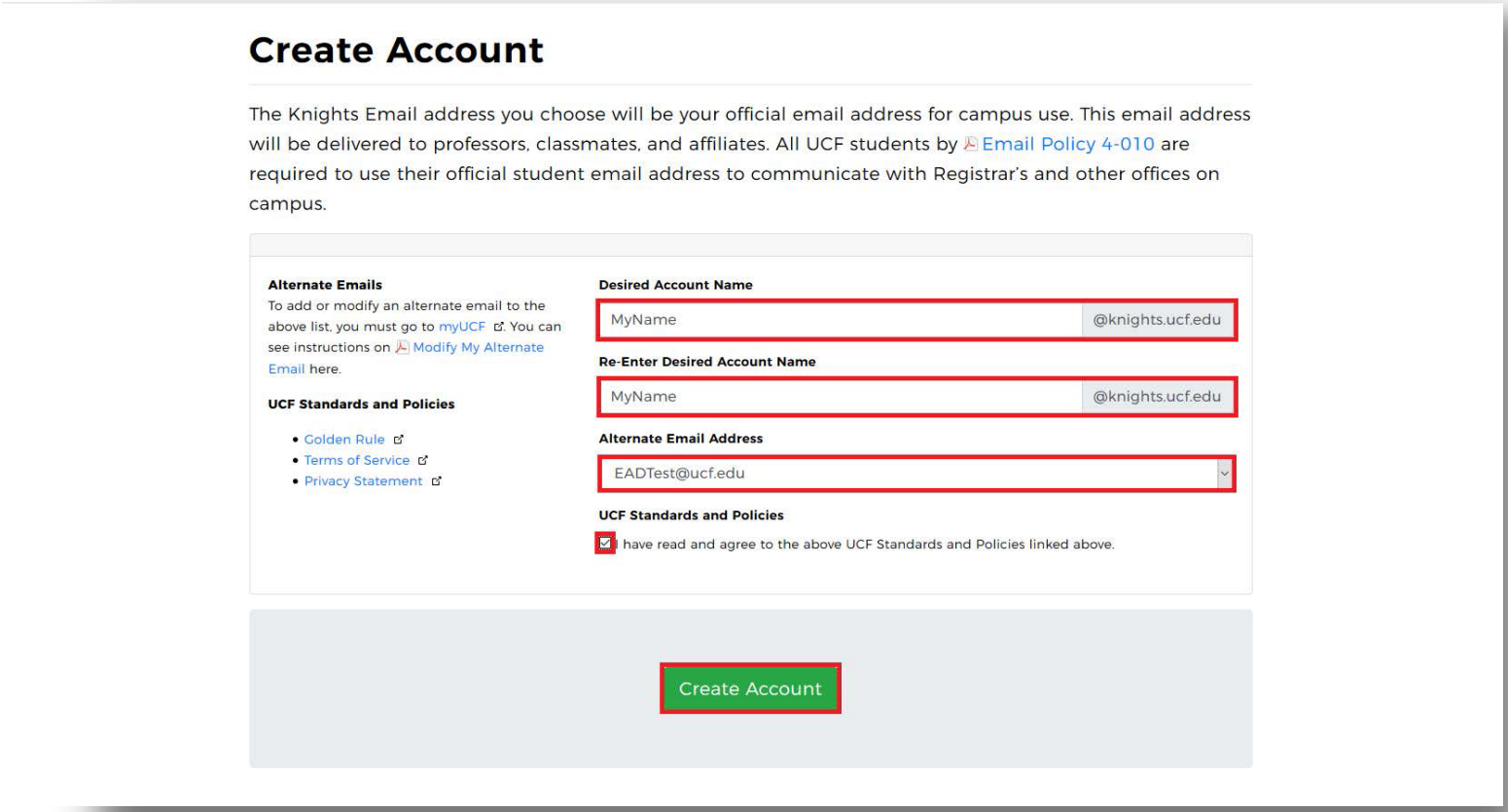
When the Knights Email (www.knightsemail.ucf.edu) page opens, please select **Create Account**



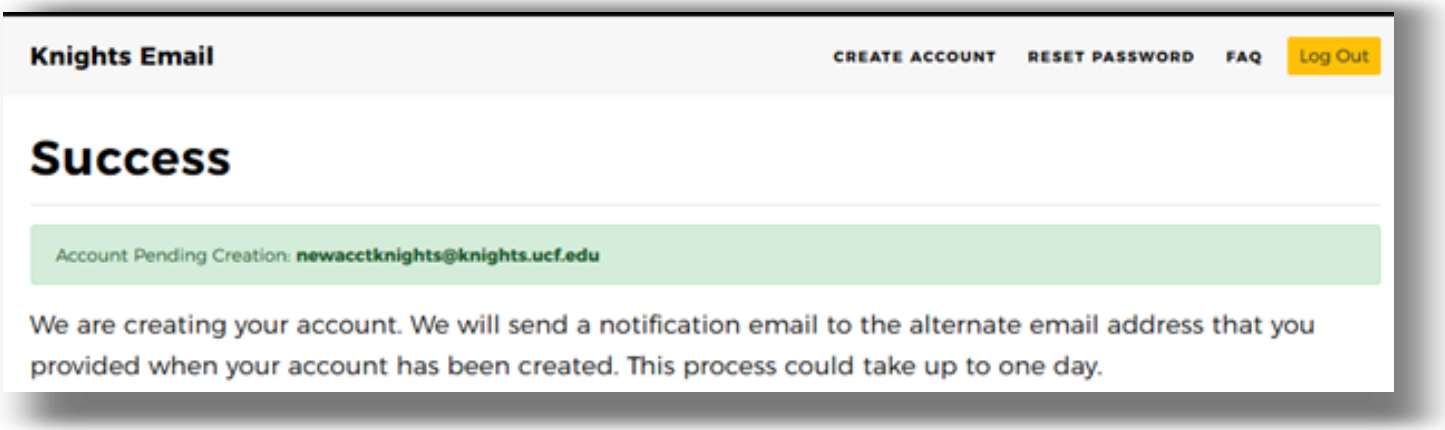
Create Your New Knights Email Account

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/



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.



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 or call 407-823-5117