Access Multiple E-mail Accounts within Live@edu

1. From the top menu of Office Outlook Live, click Options. In the Accounts tab, scroll down to the Other Accounts box.

2. In the Other Accounts box, click New...

3. Enter the e-mail address of your e-mail account into the box and click Next. Office Outlook Live will search for your account. Once it is found, click Finish.

4. Your e-mail account is now listed in the Other Accounts box. Click Refresh to update the e-mail subscription. You are now able to read messages from your other e-mail address within Office Outlook Live. You can add as many e-mail addresses as you wish.

Using Mail

1. Log on to Microsoft Live@edu. By default, your Inbox will be displayed.

2. To send e-mail, click New. A mail message window will appear.
   - Enter the recipients’ e-mail address in the To or Cc box. You can add anyone who is in your Contacts list or simply type in an e-mail address. Separate names with a semicolon (;)
   - In the Subject box, type the subject of the message
   - When your e-mail is completed, click Send.

3. To read, reply and sort a message:
   - In your Inbox, click the e-mail you wish to read. The contents of the message will appear on the right side of the screen.
   - Click Actions. From here you can:
     - Reply to the sender or Reply All
     - Forward the message
     - Report Junk E-Mail
     - Delete the message
     - Move or Copy it to a folder

4. To move your e-mail to a new folder:
   - From any message, click Actions and click Move to Folder...
   - To move the message to an existing folder, click on the folder name then click Move
   - To create a new folder, click Create New Folder... A new folder icon will appear. Type your folder name into the blank field, and click Enter
   - Click Move

5. To move your e-mail to an existing folder:
   - From any message, click Actions and click Move to Folder...
   - Click on your mailbox name, then click Create New Folder...
   - A new folder icon will appear. Type your folder name into the blank field, and click Enter
   - Click Move

6. To block Junk E-Mail:
   - In the message, click Actions and click Junk E-Mail
   - Click the first option, Add Sender to Blocked Senders List
   - Future e-mails from this sender will go directly to your Junk E-Mail folder.
Add Contacts

1. Log on to Microsoft Live@edu through your school portal or http://home.live.com and click Mail.
2. Click the Contacts tab in the bottom left-hand corner of the screen.
3. On the top menu, click the arrow next to New and click Contact.
4. Enter the details of your new contact. Then click Save and Close on the top right of the window.
5. Your new contact is now displayed in the Contact List.

Create a Group

By creating a group, you can send a single e-mail to multiple contacts, such as your project group or members of a club.

1. Log on to Microsoft Live@edu through your school portal or http://home.live.com and click Mail.
2. Click the Contacts tab in the bottom left-hand corner of the screen.
3. On the top menu, click the arrow next to New and click Group.
4. In the Group Name box, enter the name of your group.
5. Tip: Name your group something descriptive and easy to remember.
6. To add members to the group, click Members. All your contacts from your Contacts List will appear.
7. Select a contact then click Members at the bottom of the window.
8. When you've selected all the contacts for your group, click OK. You will return to the Groups screen.
9. To add your selected contacts to your group, click Add to Group. The members of the group will be displayed on the screen.
10. Click Save and Close.
11. To view your new group, click Groups on the Contacts menu on the left-hand bar. Your new group will also be listed in your Contacts list.

Request a Meeting

1. Click the Calendar tab at the bottom left-hand corner of the screen. On the monthly calendar, select the date for your meeting.
2. Tip: The calendar defaults to the current month. To select a different month, click the month in the calendar on the top-left corner of the screen.
3. Click the arrow next to the New button and click Meeting Request.
4. In the Meeting Request screen, enter the following:
   - E-mail addresses in the To box
   - Your meeting name in the Subject box
   - The meeting location in the Location box
   - The meeting's Start Time and End Time
   Tip: You can set a reminder for your meeting by selecting the time in the Reminder drop-down menu. Make sure the Reminder box is checked.
5. Tip: You can put your agenda or a meeting description in the text area.
6. Click Save and Close.
7. The meeting will now be displayed in your Calendar.

Set Meeting Reminders

1. To set a reminder for a meeting, go to Calendar and click the meeting for which you wish to set a reminder.
2. Check the box next to Reminder. The drop-down menus for Date and Time can now be edited.
3. Set the reminder by updating the date and time.
4. A reminder dialog box will appear in Office Outlook Live at the selected time.
5. To view the item click Open Item.
6. If you don't want to be reminded again, click Dismiss.
7. If you want to be reminded later, click Click Snooze to be reminded again in: drop-down menu and click the time, then click Snooze.