

## Posting a Blog Entry

1 Once you are logged into your Space, click **Add blog entry** at the top of the page.

2 Provide a title for your blog entry then start writing in the editing space.

When writing your blog, you can use the **formatting tools** provided by Windows Live Spaces, which are very similar to Microsoft® Office Word.

If you are familiar with HTML, click **HTML** and edit the code directly.

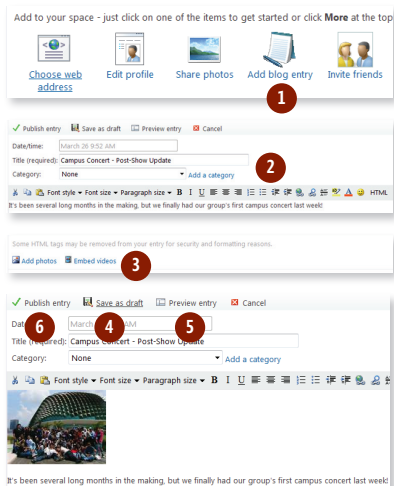
3 To add photos, click **Add photos** below the editing area. You can select photos from an online album or upload photos from your computer.

4 At any time, to save your blog entry as a draft click **Save as draft**.

5 To see what your blog entry will look like when published, click **Preview entry**.

6 When finished, click **Publish entry**.

Your blog is now visible on your Space! Invite people to read it and post comments.



## Creating Lists

Lists are a good way of pointing your friends, students or peers to a set of resources, such as reading material, online resources, or a project checklist.

1 On the top menu of your space, click **More** and then click **Add a list**.

2 Select the **List type** you want to create, and give it a **Title** and **Description**.

When finished click **Save**.

3 Type your list in the dialog box provided, and click **Save**.

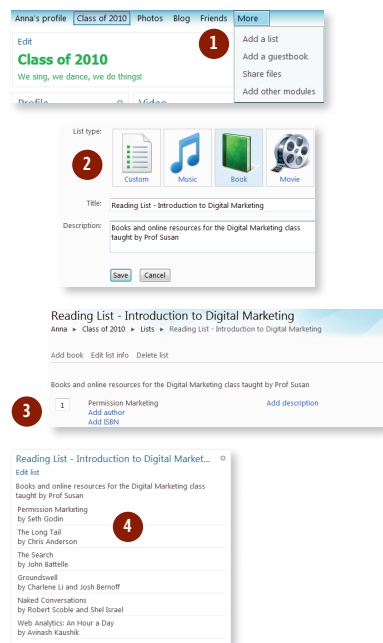
Depending on the type of list you've created, you will be prompted for additional information.

For example, when creating a **book list**, you can add an **author**, **ISBN number**, and **description**.

When creating a **music list**, you can add a **singer** and **description**.

*Note: This additional information is optional.*

4 When finished, go back to your Space to view the list.



# Microsoft® Live@edu

## User Reference Guide for Windows Live™ Spaces

Windows Live™ Spaces is your own page on the Internet where you can share updates by posting photos, blog entries and lists. This is a free service with your Live@edu account.

## Creating Your Space

1 Go to <http://home.spaces.live.com> and log on with your **Live@edu** account.

2 Click **Create your space**.

3 You can personalize your space by giving it a Web address, editing your profile, posting photos and blog entries, and adding lists. Begin by editing your profile details. Click **Edit profile details** on the left-hand side of the page.

4 On your profile page, you can edit or update the following:

- Your name
- Your picture
- A personal message
- Personal information
- Your contact information
- Your favorite things
- Education details
- Your work information

**Tip: Aside from adding your name, all other items are optional.**

5 Click **More** on the top menu, then **Spaces** to go back to Spaces when you are finished.

6 Choose a Web address for your Space. Click **Choose web address**.

7 Enter the Web address you want for your Space and click **Check availability** to see if it's available or already taken. Once you've chosen the Web address, click **Save**.

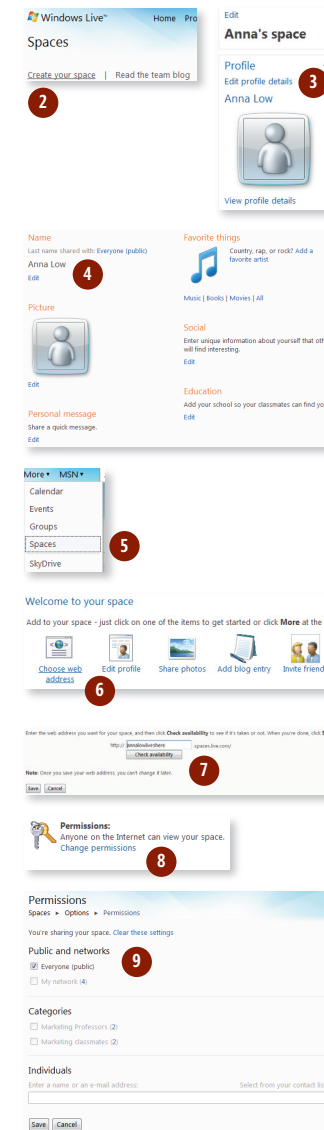
8 By default, anyone on the Internet can view your Space. To change this, click **Change permissions**.

9 You can change your settings based on:

- **My network:** Only people in your Windows Live network (friends) can see your Space
- **Categories:** Only people in specific groups can see your Space
- **Individuals:** Only specific people you allow can see your Space

Click **Save** to update your permission settings.

You can now start updating your Space with blog entries, photos, and lists.



## Uploading and Sharing Photos

- 1 Once you are logged on to your space, click **Share** photos at the top of the page.
- 2 Click **Create album**.
- 3 Give your album a name and then decide with whom you want to share it. You can share your album with:
  - **My network**: your friends can see it
  - **Everyone**: anyone on the Internet can see itIf you do not want to share your album, select **Just me**. Click **Next**.
- 4 You can add photos by dropping them into the square labelled **Drop files here**.

Open the folder on your computer where you store your photos. Click and drag one or more photos from your folder into the square labelled **Drop files here**.

The square will turn blue to confirm that you are adding photos correctly.

**Tip: You can reduce your photo upload size. This makes the file easier to view on slow network connections.**

**To change the photo upload size, go to the Photo upload size menu, then select Large or Medium.**
- 5 When you are finished adding photos, click **Upload**.

A status bar will show the upload progress.
- 6 You've created an album! To tell people, click **Let people know** or click **Send a link**.

Click the **To** button and check the box next to the people you wish to invite.

You can also invite an entire group by clicking on the **Categories** tab and selecting a group of people.

When finished, click **Close**.
- 7 You can include a message (optional) and then click **Send**.

Add to your space - just click on one of the items to get started or click **More** at the top

1 Choose web address Edit profile Share photos Add blog entry Invite friends

2 Anna's photos Anna > Photos Create album Add photos

3 Create a folder Anna > SkyDrive > Create a folder Name: Campus Concert Share with: Everyone (public) Next Cancel

4 Add files to Campus Concert Anna > Photos > Campus Concert > Add files Drop files here Photo upload size: Large (1600 px) Original (1600 px) Medium (600 px)

5 Campus Concert Anna > SkyDrive > Campus Concert Add photos Create folder Slide show View: Thumbnails Send a link More > You just created the album Campus Concert. Let people know

6 Shared with: Everyone (public) To: Jenny Page (Jenny@singexchlabs.gotdns.org) x Mike Lim (Mike@singexchlabs.gotdns.org) x @ Marketing Professors x

7 Include your own message (optional): [ ] Don't require recipients to sign in with Windows Live ID Anyone who receives this link in e-mail can view the photos. Send Cancel

## Customizing Your Space

- 1 Go to <http://home.spaces.live.com> and log on with your **Live@edu** account.
- 2 Click **Customize your space**. You can customize several features of your Space:
  - Title and tagline
  - Modules
  - Themes
  - Layout
  - Colors and fonts
- 3 To edit your title and tagline, click on the **Edit** link. A dialog box will appear where you can edit your Space's **title, tagline** and **font settings** such as size, style and color.

As you make changes, you can preview the title and tagline in the **Preview box** at the bottom of the screen.

When finished click **Save**.
- 4 To add or remove modules in your Space, click the **Modules** link to show all available modules.

To add a module, click **Show** or **Add**.

To remove a module, click **Hide**.

Your Space will be immediately refreshed with your changes. Click **Save** on the top-right corner of the page.
- 5 To change your Space's theme, click the **Themes** link to show all available themes.

Scroll through the list until you see a theme you like and then click on it.

Your space will be immediately refreshed with your new theme. Click **Save** on the top-right corner of the page.
- 6 To change your Space's layout, click the **Layout** link to show all available layout.

Scroll through the list until you see a layout you like then click on it.

Your Space will be immediately refreshed with your new layout. Click **Save** at the top-right corner of the page.
- 7 To change your Space's colors, fonts and background, click the **Advanced** link. From this menu, you can:
  - Change the color of text and links
  - Change font styles
  - Change background colors
  - Upload a custom background image
  - Change the colors and font styles of specific modules

Your space will be immediately refreshed with your new colors, fonts and background. Click **Save** at the top-right corner of the page.

Anna's profile Anna's space Photos Blog Friends More Customize (Use keyboard accessible version) Choose from the options below. Drag modules to rearrange them.

1 Modules Themes Layout Advanced

2 Edit title and tagline Title setting Text (required): Class of 2010 Font: Tahoma Size: Large Style: Bold Italic Underline Color: #008050 Alignment: Left Tagline setting Text: We sing, we dance, we do things! Font: Tahoma Size: Normal Style: Bold Italic Underline Color: #008050 Alignment: Left Preview Class of 2010 We sing, we dance, we do things! Clear all changes and use the default settings Save Cancel

3 Modules Themes Layout Advanced Featured modules Guestbook Show SkyDrive Show Friends Hide Social Friends Hide Profile Hide

4 Themes Layout Advanced Characters Music and entertainment Musical notes

5 Layout Advanced

6 Advanced Customize the colors, background, and font for your space. Text colors and fonts Text: Link: Font: Default Size: Default Style: Bold Italic Background colors Page: