

Applying security

WHAT ARE MY SECURITY FEATURES, AND HOW DO I APPLY THEM?

Setting your preferred security settings will help to reduce the amount of junk e-mail you receive, and whom you receive messages from. You can block messages from specific e-mail addresses or from an entire domain. You also can specify e-mail addresses or domains that should never be classified as junk e-mail senders, and automatically allow their messages through.

Block e-mail from any sender or domain.

1. In the upper-right corner of the page, click **Options**, and then click **More options**.
2. Under **Junk e-mail**, click **Allowed and blocked senders**.
3. Click **Blocked senders**.
4. Enter an e-mail address or domain, and then click **Add to List**.

Block e-mail from a specific sender.

1. Click the message from the sender you want to block, or double-click the message from the sender you wish to block.
2. Click **Report & Delete**. You also can use a right click to access **Report & Delete**.
3. The e-mail is deleted, and any further e-mail from the same sender is blocked.

Set the junk e-mail filtering level.

1. In the upper-right corner of the page, click **Options**, and then click **More options**.
2. Under **Junk e-mail**, click **Filters and confirmation**.
3. Select the junk e-mail filters and settings that you want, and then click **Save**.

Quick shortcuts

Windows Live @edu is right-click enabled for the following commands when a message is selected: reply, reply all, mark as read/unread, delete, and print. You also can use the following keyboard shortcuts to save time:

TO	PRESS
Select multiple adjacent items	Click first item then SHIFT + click last item
Select multiple nonadjacent items	CTRL + click
Delete selected items	DEL
Previous message or contact	[
Next message or contact]
Open message or contact	ENTER
Return to inbox or contact	ESC
Previous folder or contacts group	CTRL + [
Next folder or contacts group	CTRL +]

NEED MORE HELP?

Go to support.live.com or click on the **Question Mark** icon in your new e-mail inbox.

Quick Start Guide to Windows Live @edu

Your account on Windows Live™ @edu is a powerful communications and collaboration tool. Read on to find out how to get started with **your new student e-mail**.



YOUR NEW E-MAIL COMES WITH:

2 GB storage in your inbox • A 10 MB attachment limit • Spam filtering, virus protection features, and attachment scanning • A familiar user interface with folders for sent messages and junk mail, and the ability to create new folders • Preview reading pane

Getting started with your new e-mail

HOW DO I SET UP MY E-MAIL?

When you log in to your account for the first time, you'll want to make it your own. Customize it by going to the upper-right corner of your inbox, then select **Options** → **More Options** in the drop-down box. From this screen you can fully manage your e-mail account.

Manage your account. Update your name, phone, password, and so on. Select **Manage your account** → **view and edit your personal information** to take you to a screen where you can make these changes.

Customize your mail. Change your screen colors, language preference, and reading pane settings, or add a signature to the end of your e-mails—you can do it all here.

Customize your contacts. Add contacts, import your contact list from Microsoft® Office Outlook® and Webmail accounts, and create distribution lists.

1. Import a contact list or export a contact list: Choose **Import or export contact list** under **Customize your contacts**, from the More Options page. Then follow the prompts on the next screen to complete this action.
2. Add individual contacts: From the main page of your e-mail inbox, choose the address book icon. This will take you to your contacts screen. Here you can add a contact by clicking **New**, or change a contact's information by clicking **Edit Contact**.
3. Create distribution list: In your address book, select **Add to Group**. This drop-down box gives you the option of adding a contact to an existing group (or distribution list) or creating a new group. To create a new group:

Add to group → New group →

1. Name the new group.
2. Go back to your contact list and highlight a contact to be added.
3. Select **Add to group** → **New group name**.

Using your e-mail

HOW DO I MANAGE MY E-MAIL?

Now that you've set up your e-mail preferences, you'll want to customize how you view, organize, and receive e-mail.

Program your reading pane. The reading pane for viewing e-mail content without leaving the inbox can be customized. To move it or remove it altogether:

1. In the upper-right corner of the page, click **Options**, and then click **More options**.
2. Under **Customize your mail**, click **Reading pane settings**.
3. Under **Reading pane settings**, select **Right, Bottom, or Off**.
4. When you first open your inbox or another folder, set the reading pane to **Show the first message automatically** or **Show a message only after you select it**.
5. Click **Save**.

Use Folders. Instead of keeping all your e-mail messages in your inbox, you can organize them into folders so they're easier to find and store. To add a folder:

1. Click on the Mail icon.
2. Next to **New**, click the arrow for the drop-down menu, then select **Folder**.
3. Type a name for the folder, and then press **Enter**.

Move messages between folders. You can either **drag and drop** the messages directly into the desired folder, or **click the check box** next to each message you want to move. Then on the **Move to** menu, select the folder where you want them moved to.

Search your e-mail. Using the search feature enables you to quickly find messages in your inbox from keywords, or find contacts in your address book.

1. Click the Mail icon from your inbox.
2. In the Search box at the top of the page, enter a term that's contained in the message that you want to find, and then click **Mail**. You can also use the same Search box to look up items on the internet.

HOW OFTEN DO I NEED TO LOG IN TO MY E-MAIL ACCOUNT?

To make sure you keep all of the e-mail messages in your inbox, log in at least once every 120 days. If you don't, your account will remain active, but the messages stored in your inbox may be cleared.

CAN I SET FILTERS ON INCOMING MAIL?

Yes, you can have incoming e-mail automatically sorted into folders based on customized rules you create. You can find this feature under **Options** → **More options**.

1. Go to **Customize your mail** → **Automatically sort e-mail into folders**.
2. Click **New filter**.
3. Choose **From address** → **Contains** and type the address.
4. Choose **New folder** and type your folder name.
5. Click **Save**.

Go back to your inbox and wait for newly incoming messages to sort themselves into folders. This doesn't affect messages you've already received. You can use the Search box to find them and move them.

HOW DO I USE MY MOBILE PHONE TO ACCESS MY E-MAIL?

You can access your new e-mail through any Web-enabled browser, including the one on your mobile phone. Go to mail.live.com and log in with your school e-mail address and password.

CAN I ACCESS MY SCHOOL E-MAIL IN OUTLOOK, EUDORA, OR ANOTHER E-MAIL APPLICATION?

Follow these steps to access your e-mail from Outlook:

1. Open Outlook, and then, in the **Tools** menu, click **E-mail accounts**.
2. Click **Add a new e-mail account**, then click **Next**.
3. Click **HTTP**, and then click **Next**.
4. Under **User Information and Logon Information**, type the appropriate information. Do not select the **Log on using Secure Password Authentication (SPA)** check box.
5. In the **HTTP Mail Service Provider** list, make sure that Windows Live Hotmail® is selected.
6. Click **Next**, and then click **Finish**.

CAN I FORWARD MY E-MAIL?

It's not possible to forward messages from your Windows Live @edu account.

Using the calendar

HOW CAN I USE THE CALENDAR?

The Windows Live @edu calendar allows you to create and keep track of appointments, meetings, tasks, and notes. It also stores information about your schedule and reminds you when a calendar entry is near.

Create an appointment or meeting.

1. Click the Calendar icon.
2. Next to **New**, click the arrow ↕, and then click **Appointment** or **Meeting Request**.
3. To invite others to a meeting, type their e-mail addresses in the **Attendees** box. To invite contacts from your contact list, click **Insert Addresses**, and then select contacts from your contacts list.
4. If the appointment happens more than once, you can create it as a Recurring Meeting by selecting **Recurrence**, then indicate how often to repeat the appointment (daily, weekly, monthly, or yearly).
5. Enter the information required, and then click **Save** or **Send**, depending on whether or not you're inviting others to join you.

HOW DO I SET A REMINDER FOR MY APPOINTMENT OR MEETING?

When creating your appointment or meeting, you can have a reminder sent to your e-mail or to your mobile device using MSN® Alerts. Before you can receive e-mail alerts on your mobile phone, you have to join Windows Live for Mobile:

1. Join Windows Live for Mobile.
 - a. Click **Options**, and then click **More options**.
 - b. Click **Mobile alerts for new messages**.
 - c. Click **Sign up for Windows Live Mobile—it's free and easy**.
 - d. Follow the on-screen instructions.
2. Under **What types of Windows Live Mail messages do you want to receive mobile alerts for**, select the option that you want.
3. Set up your mobile alert filters.
 - a. In the last option under **What types of Windows Live Mail messages do you want to receive mobile alerts for**, click **Mobile alert filters**.
 - b. On the **Mobile alert filters** page, create, edit, or delete the filters that you want.
 - c. After you've configured your filters, click **Done**.

CAN I SHARE MY CALENDAR?

You can share with anyone who has a Windows Live @edu account.

1. Click the Calendar icon.
2. In the left pane under **Sharing**, click **Manage Shared Calendars**.
3. Click **Share Your Calendar**.
4. Type the e-mail address of the person you want to share your calendar with, or select someone from your contacts list, and then click **Next**.
5. Choose how much information you want the other person to see, and then click **Next**.
6. Add a personal note or comment if you want, and then click **Finish**.
7. Click **OK**.

