## 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.
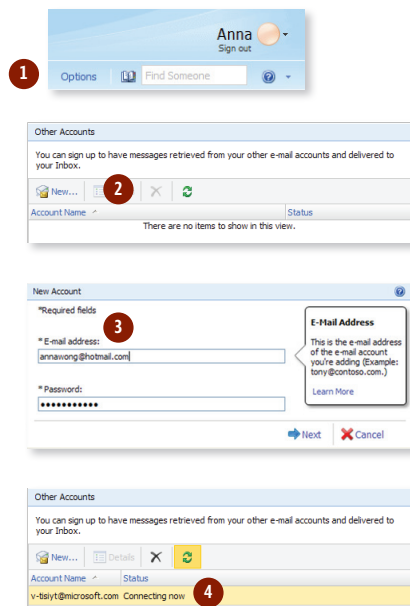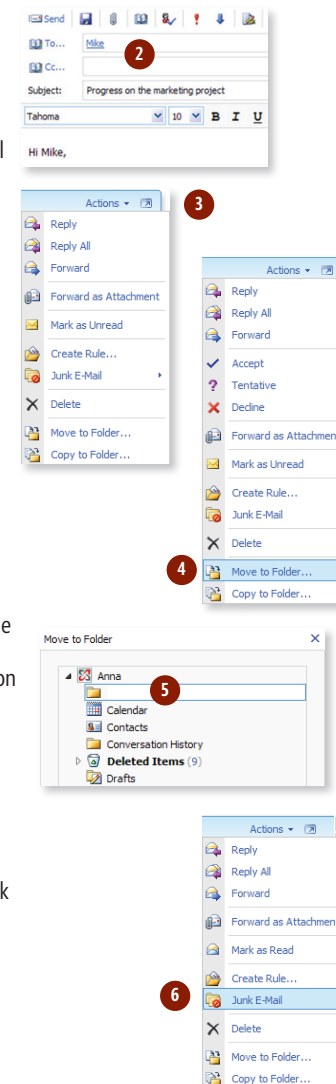
Microsoft® Live@edu

User Reference Guide for Microsoft® Office Outlook® Live

Office Outlook Live lets you use Microsoft Outlook on the web and mobile phone. As a Live@edu user, you get an Inbox of 10GB, free.

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.

Tip: To enter a new contact, you just need a First Name, Last Name and E-mail Address. You can fill in the rest of the details later if you wish.

5 Your new contact is now displayed in the **Contact List**.
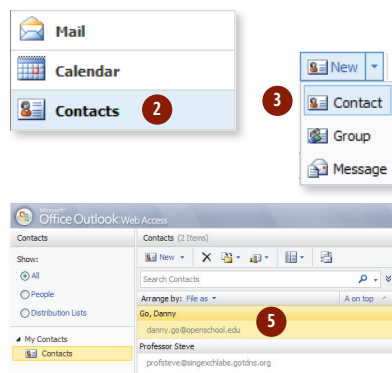
Create a Group

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 the **New** button and click **Group**.

4 In the **Group Name** box, enter the name of your group.

Tip: Name your group something descriptive and easy to remember.

5 To add members to the group, click **Members**. All your contacts from your Contacts List will appear.

Select a contact then click **Members** at the bottom of the window.

Your selected contact will appear in the **Members** box.

Tip: You can tell that a contact is selected when it's highlighted.

When you've selected all the contacts for your group, click **OK**. You will return to the **Groups** screen.

6 To add your selected contacts to your group, click **Add to Group**. The members of the group will be displayed on the screen.

Click **Save and Close**.

7 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.
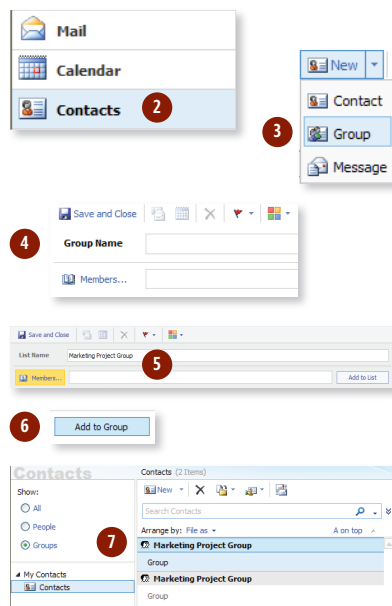
Request a Meeting

1 Click the **Calendar** tab at the bottom left-hand corner of the screen. On the monthly calendar, select the date for your meeting.

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.

2 Click the arrow next to the **New** button and click **Meeting Request**.

3 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.

Tip: You can put your agenda or a meeting description in the text area.

4 Click **Save and Close**.

The meeting will now be displayed in your Calendar.
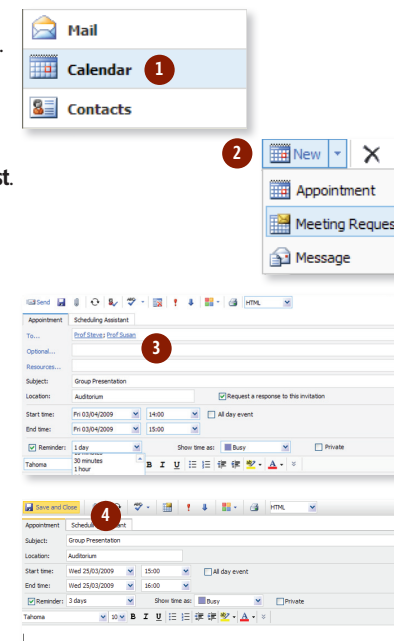
Set Meeting Reminders

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.

Set the reminder by updating the date and time.

3 A reminder dialog box will appear in Office Outlook Live at the selected time.

To view the item click **Open Item**.

If you don't want to be reminded again, click **Dismiss**.

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**.