

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.

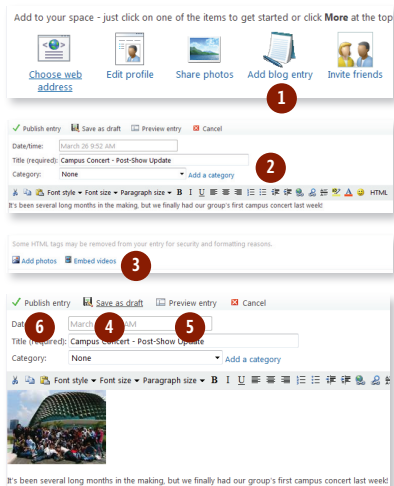
3 To add photos, click **Add photos** below the editing area. You can select photos from an online album or upload photos from your computer.

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**.

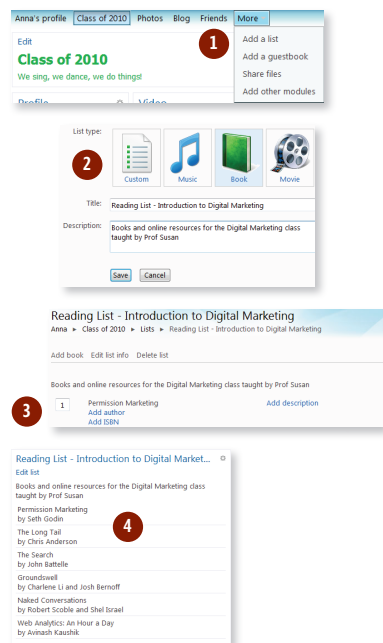
Depending on the type of list you've created, you will be prompted for additional information.

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**.

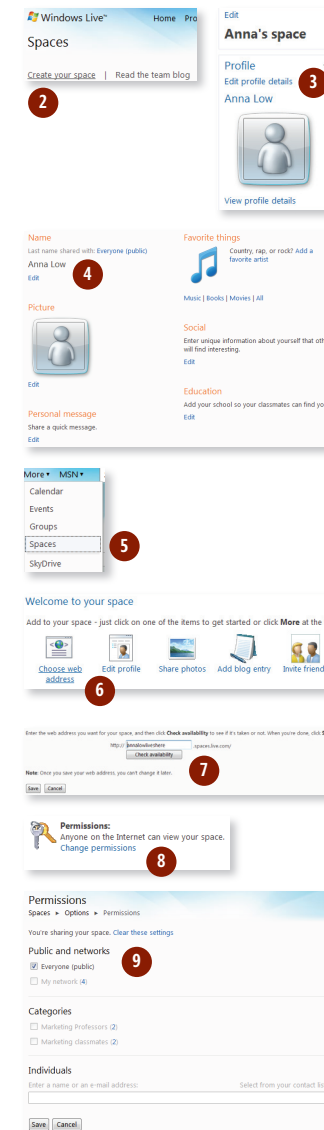
8 By default, anyone on the Internet can view your Space. To change this, click **Change permissions**.

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 modulesYour 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 4 Modules Themes Layout Advanced Featured modules Guestbook Show SkyDrive Show Friends Hide Social Friends Hide Profile Hide

5 Themes Layout Advanced Characters Music and entertainment Musical notes

6 Layout Advanced

7 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: