



Quick Start Guide Windows Live@EDU

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** in the drop-down box. From this screen you can fully manage your e-mail account.

Account Information. From the Options page, to update your name, phone, location, and so on. Select **Edit** to take you to a screen where you can make these changes.

Change your password. From the Options page, to change your password. Select **Change your password** from the Shortcuts menu located on the right hand side of the page.

[How do I add a contact?](#)

From the main page of your e-mail inbox. Select **Add contact**. A pop up window will open, and you simply add your contacts IM address, and when you have finished, click **Invite**

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:

- 25 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

If you need any support call our Live@EDU Administrator on 01384 363160 or email simon.hill@dudleycol.ac.uk

USING YOUR E-MAIL

How do I manage my e-mail?

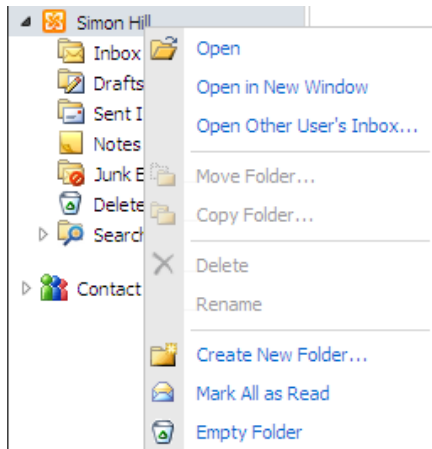
Now that you've set up your e-mail preferences, you'll want to customise how you view, organize, and receive e-mail.

Open/Closing Reading pane. The reading pane for viewing e-mail content without leaving the inbox can be switched on or off.

To turn it on or off:

1. Above the Search Inbox area, to the right, click on **View**.
2. This will open up a pup up giving you two options, Reading Pane **Off** or **Right**.
3. Under **Reading pane settings**, select **Right, Bottom**, or **Off**.
4. If you don't have a reading pane on the screen, selecting **Right** will now enable the reading pane to be viewed, if you want to switch the reading pane off, click **Off**

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



1. Right click on your name on the left hand menu off the inbox, which should open up a menu
2. Select Create New 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 email you wish to move**. Then on the **Move** menu, select Move to Folder, a new window will open up, which shows the structure of your inbox, select the folder you wish to move the message and click **Move**

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.

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 the magnifying glass to the right of the search box.

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.