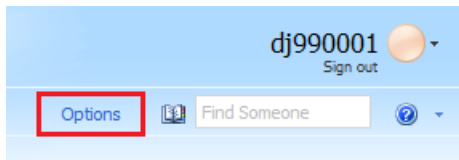


## Configuring Outlook Live (Live@edu email) – Quick Reference

Login to Live@edu (<http://login.live.com>) and click on the “Mail” tab at the top to access Outlook Live

Click on “Options” in the top right corner next under your login name.



On the left side of the Options page you will find the following tabs and what they configure

Tab	Configurable Options
Account	Display Name, Street, City, State, Zip, Country, Phone numbers Add other email accounts Provide feedback to Microsoft
Organize E-Mail	<u>Inbox Rules</u> – apply rules such as redirection, forwarding, deleting, sending text messages...etc (Note: You cannot forward or redirect to any external email address) <u>Automatic Replies</u> – Setting up predefined replies for when you are away (date ranges) <u>Delivery Reports</u> – Search for messages you have sent or received or by keywords <u>Deleted Items</u> – Empty deleted items folder or recover recently deleted items
Groups	Manage groups of contacts that you own or you can join other groups (personal distribution lists)
Settings	<u>Mail</u> – Configure message options (notifications, sounds), Email Signatures, Message formats...etc. <u>Spelling</u> – Setup the spelling checker options <u>Calendar</u> – Choose the look and feel of your calendar and setup notifications/alerts to your events <u>General</u> – Address book resolution, color scheme and accessibility options (low vision settings) <u>Regional</u> – Configure language, date and time format and time zone
Phone	Mobile Phones – this option is not enabled as we do not have a Microsoft Exchange service Text Messaging – Allows you to setup calendar alerts to be sent to your cell phone
Junk E-Mail	Setup Junk e-mail filtering by adding or blocking senders and managing safe recipients

Note: Make sure you click on the “Save” icon on each of these email setting screens to update your configurations

To return to Outlook Live click on “My Mail” in the upper right corner

