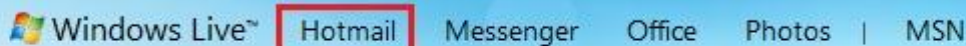


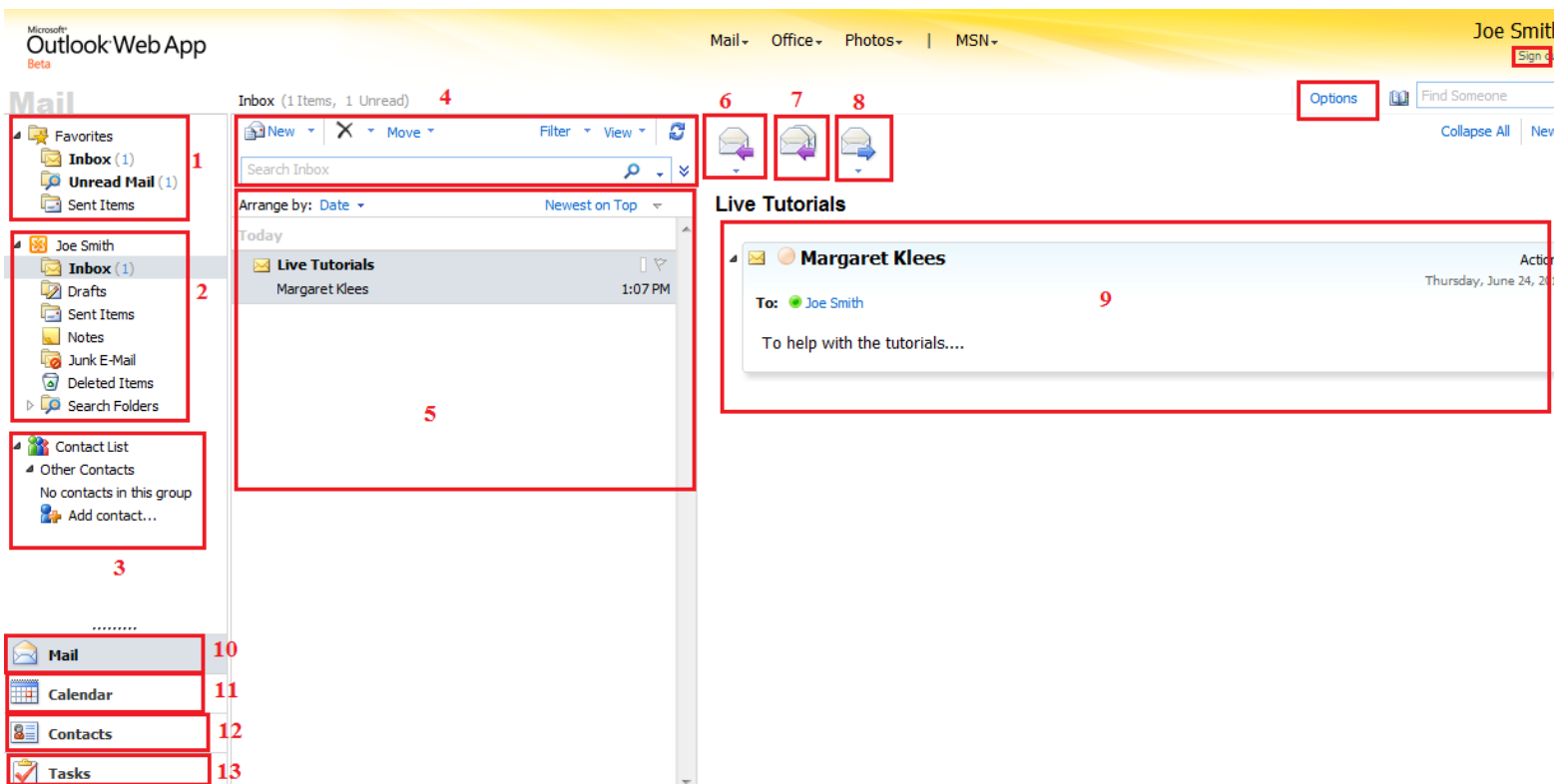
Using Outlook Live (Live@edu email)- Quick Reference

Login to Live@edu (<http://login.live.com>) and click “Hotmail” at the top.



Note: To obtain your student Live@edu email address and initial password log into SCOTS and choose Personal Information and then click on the View Your Email and Network Account Information link.

Outlook Live Screen



Box	Description
1	Favorites- List of folders that are accessed often. Right click on any folder and choose “Add to Favorites”
2	Folder List- Note that your <i>display name</i> is listed at the top
3	Contact List- List of all the contacts that you have added
4	Folder Contents Control- in the example above the Inbox is selected. Create new messages, delete (x) messages, filter through messages in the selected folder and search for messages in that folder
5	Message List- lists the messages in the selected folder. Click on a message to view and select it.
6	Reply to sender of the selected message
7	Reply to all the addresses on the selected message
8	Forward the selected message to another email address
9	Message Display Area- shows the contents of the selected message from the Message List (5)
10	Mail Application- used to manage your mail (what is shown above)
11	Calendar Application- used to manage your calendar(s)
12	Contacts Application- Used to manage your contacts
13	Tasks Application- Used to add and manage tasks such as adding when a project is due and updating the status of project
Options	Setup your accounts, change your display name, organize your mail, set up groups and configure junk mail
Sign Out	Click on this to “log off” the Live@edu system