



PRIFYSGOL CYMRU
Y Drindod Dewi Sant
UNIVERSITY OF WALES
Trinity Saint David

Microsoft
Live@edu 

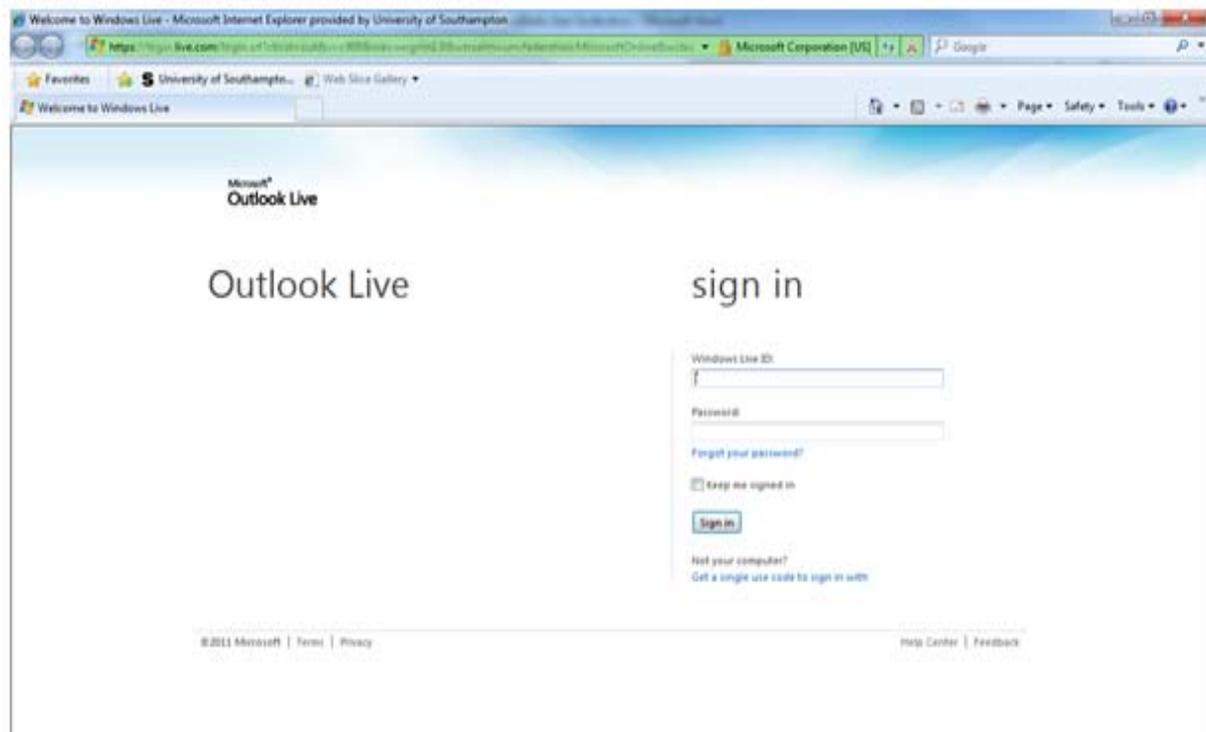
User Guide for Live@edu

CONTENTS

Signing in	3
Using Email	3
Sending Email.....	4
Email Read & Reply	4
Email Essentials	5
Adding a Contact.....	5
Email Signature	6
Out of Office.....	7
Spell Checker and Dictionary	8
Creating a folder to store email	8
Spam Filtering and Virus Protection	9
Calendar	10
Add an Appointment.....	10
Editing an Appointment	10
Delete an Appointment.....	11
Request a Meeting	11
Sharing your Calendar.....	12
Open a Calendar you have been given access to	12
SkyDrive	13
To access SkyDrive	13
Create a Folder	14
Office Web Apps	15
Save from Office 2010.....	16
Mobile Compatibility	17

SIGNING IN

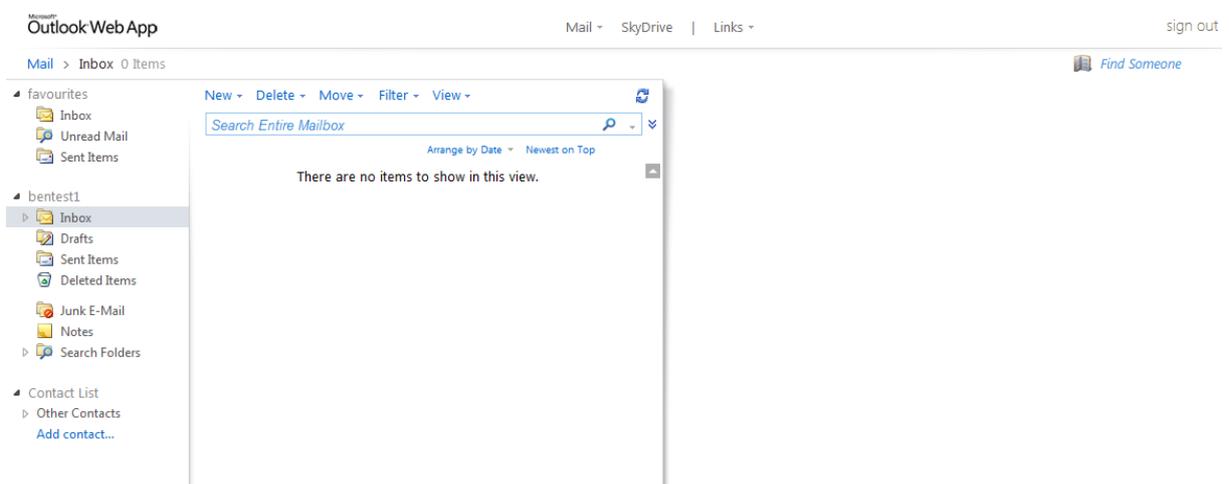
Login to your Live@EDU account by visiting www.outlook.com



The Windows Live ID is your allocated Email address in the format 'studentnumber@student.tsd.ac.uk'

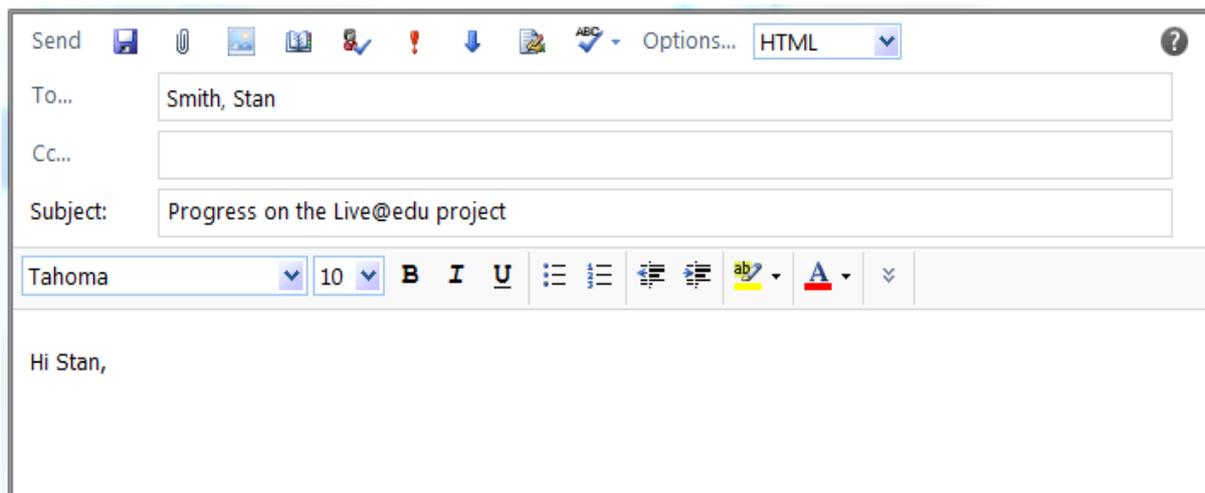
USING EMAIL

After logging on to Live@edu, by default, your Inbox will be displayed



SENDING EMAIL

To send an email, click **New** and a mail message window will appear



- Enter the recipient's 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**.

EMAIL READ & REPLY

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**, and from here you can:

- **Reply** to the sender or **Reply All** to all email recipients
- **Forward** the message to someone else
- Report the email as **Junk E-Mail**
- **Delete** the message
- **Move** or **Copy** the email to another folder

You can also Reply or Forward an email using the    icons.

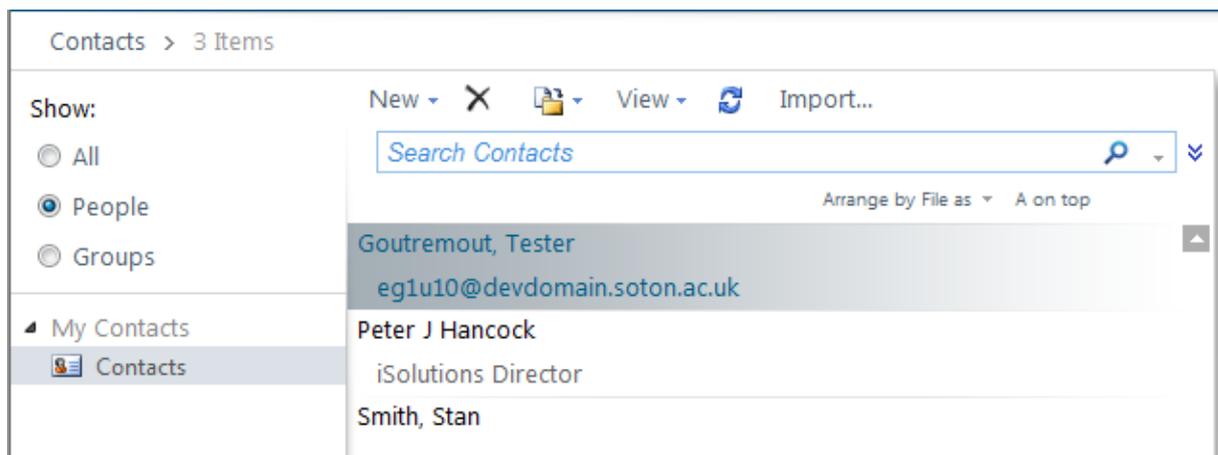
EMAIL ESSENTIALS

Useful information to improve your usage of the e-mail system is included in the sections below.

ADDING A CONTACT

From within the **Mail** view, select **Contacts** from bottom left of the screen

This will open the contacts view



Click on **New** to open the following dialog box

Type in the appropriate entries; not all are required, but the important ones are **First Name**, **Last Name** and **email**

On completion click **Save and Close**

EMAIL SIGNATURE

To add a signature to your emails by default, click **Options**, then **See All Options...**

In the navigation menu select **Settings**, and then the **Mail** tab

The screenshot displays the Live@edu settings interface. On the left is a navigation menu with the following items: Account, Organize E-Mail, Groups, **Settings** (highlighted), Phone, and Block or Allow. The main content area is titled 'E-Mail Signature' and features a toolbar with various formatting options. The signature text is displayed as 'Phil Blakeman' followed by a blue hyperlink 'Live@edu Tester'. At the bottom of the settings box, there is a checked checkbox labeled 'Automatically include my signature on messages I send'.

In the **E-Mail Signature** box, use the text editor to create your signature

Check the **Automatically include my signature on messages I send** box towards the bottom of the screen to make this the default for all your messages.

(If you don't tick the box to automatically include your signature, you can manually add your signature to a message by clicking **Insert Signature** on the toolbar)

Once complete, click on **Save** at the bottom right corner of the screen

To return to your email, click on the **My Mail** link in the top right of the screen

OUT OF OFFICE

From within the **Mail** view, select **Options**, then **See All Options...**

In the navigation menu select **Organise E-Mail**, then click the **Automatic Replies** icon.

The screenshot shows the 'Automatic Replies' settings page in Live@edu. On the left is a navigation menu with 'Organize E-Mail' selected. The main content area has a title 'Automatic Replies' and a subtitle 'Create automatic reply (Out of Office) messages here. You can send replies to senders the'. There are two radio buttons: 'Don't send automatic replies' (selected) and 'Send automatic replies'. Below the second radio button is a checkbox 'Send replies only during this time period:' with two time selection fields: 'Start time: Fri 29/07/2011 11:00' and 'End time: Sat 30/07/2011 11:00'. At the bottom, there is a text area for the reply message with a toolbar containing a font dropdown (set to 'Tahoma'), a size dropdown (set to '10'), and buttons for bold, italic, underline, text color, background color, bulleted list, numbered list, and link.

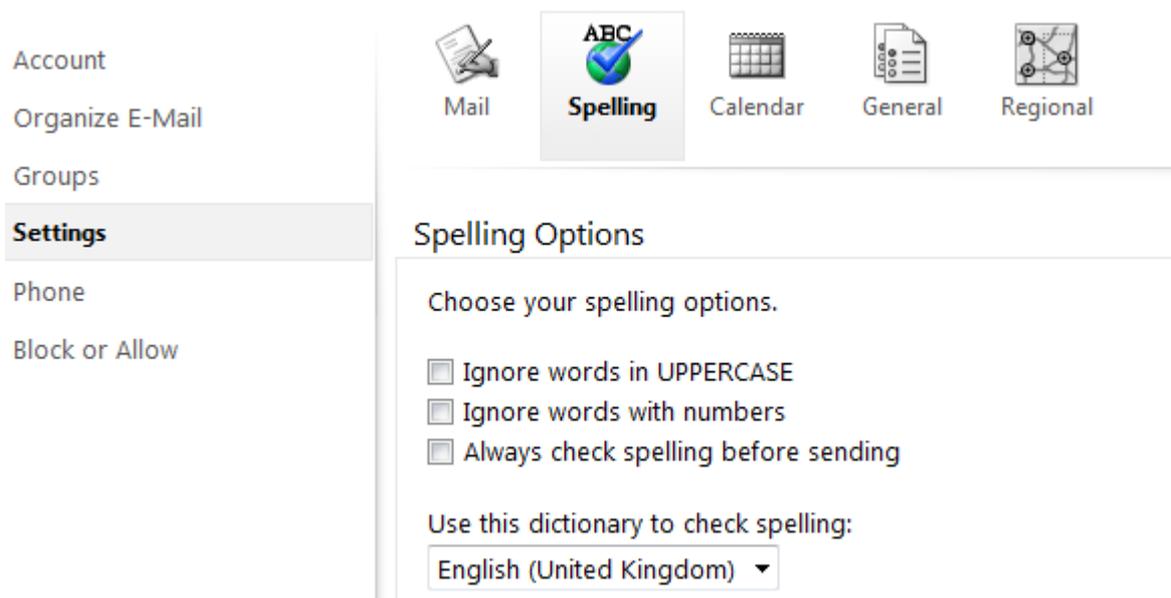
Select **Send automatic replies**, then fill out the form with the details you wish to send to email recipients, noting that you can have different details for people inside and outside of your organisation

Select **Save** from the bottom right hand corner and use the **My Mail** link to return to your mailbox.

SPELL CHECKER AND DICTIONARY

From within the **Mail** view, select **Options**, then **See All Options...**

In the navigation menu select **Settings**, and then the **Spelling** tab



In the **Spelling Options**, select **Always check spelling before sending** and ensure the dictionary language is set to **English (United Kingdom)**

Select **Save** from the bottom right hand corner and use the **My Mail** link to return to your mailbox.

CREATING A FOLDER TO STORE EMAIL

From within the **Mail** view, click **Actions**, and then **Move to Folder**

Highlight an existing folder (e.g. Inbox) and select **Create New Folder**

Enter a name for the folder, then press **Enter**

Mail from your Inbox can now be moved to this folder by simply clicking and dragging a mail item into the new folder, or via **Actions**, and then **Move to Folder**.

SPAM FILTERING AND VIRUS PROTECTION

Junk email settings

Junk email filtering is enabled on all mailboxes in Live@edu. To help control spam, you can specify **Safe or Blocked Senders** whose emails will either always or never be delivered to your inbox.

Simply click on the **Options** button at the top-right of the Live@edu email window, and then **See All Options...**, then choose **Block or Allow** from the navigation menu.

Blocking of potentially dangerous email and attachments

All incoming and outgoing email is scanned for viruses and attachments with specific file extensions. Potentially dangerous items are automatically blocked.

- If an email is blocked: the sender and recipients are not notified (for security reasons).
- If attachments are removed: the sender and recipients are notified.

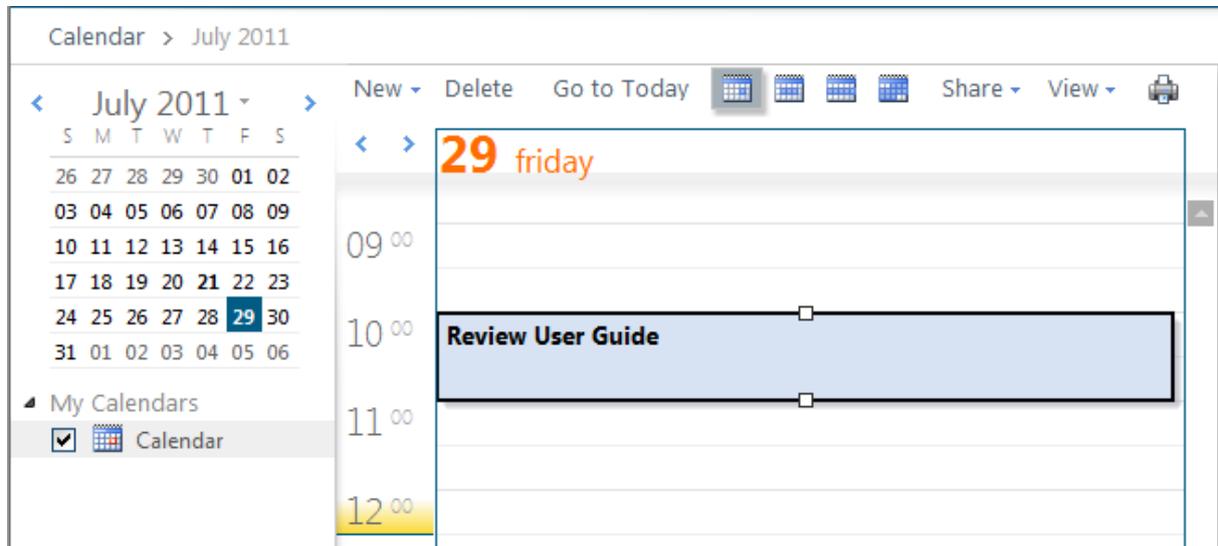
List of blocked file types

.bat, .com, .exe, .pif, .scr, .vbs

Note: The only way to send a blocked file type is by including it within a zip file.

CALENDAR

Whilst in the **Mail** view, select the **Calendar** item in the left-hand navigation of the inbox page. This will open the calendar view with a screen that appears displaying today's date.



ADD AN APPOINTMENT

Click on **New** at the top of the calendar screen, and a new window will open

Fill in the appropriate details in this window and click **Save and Close**

EDITING AN APPOINTMENT

Double click on the entry in the calendar to open it

Modify the entry details in the popup window that appears, then click **Save and Close**.

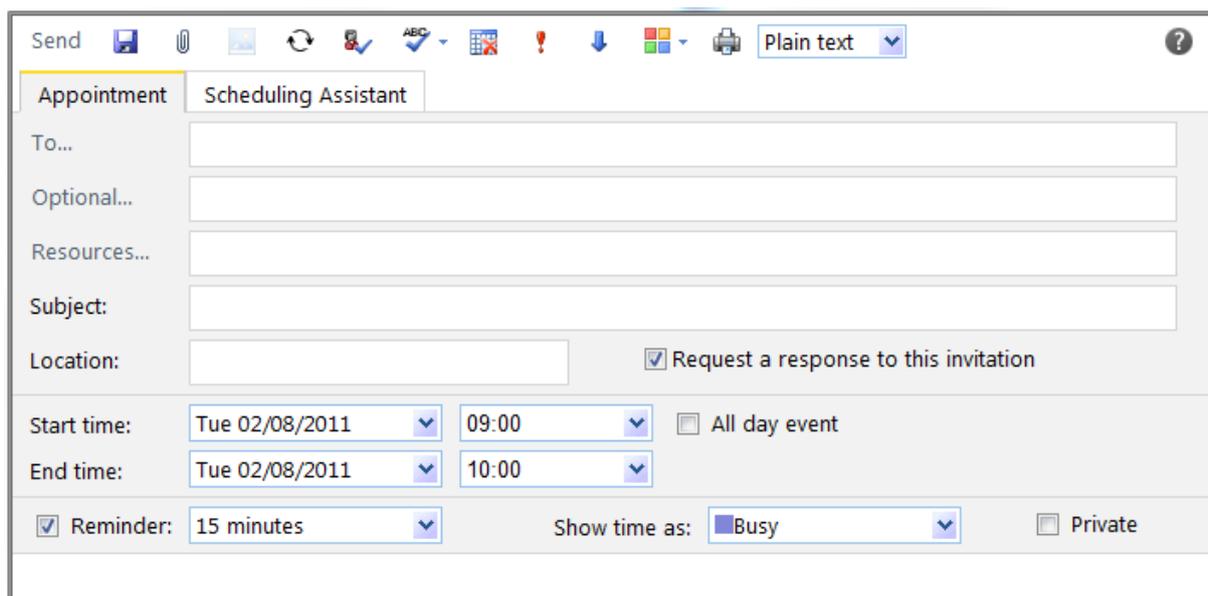
DELETE AN APPOINTMENT

Right click on the entry you wish to delete

From the bottom of the menu select **Delete**.

REQUEST A MEETING

Click the arrow next to the **New** button and then click **Meeting Request**, the following window will open



The screenshot shows a 'Meeting Request' dialog box. At the top, there is a toolbar with icons for Send, Save, Attach, Refresh, Undo, Redo, ABC, Print, and a 'Plain text' dropdown menu. Below the toolbar, the dialog is titled 'Appointment' and 'Scheduling Assistant'. It contains several input fields: 'To...' (empty), 'Optional...' (empty), 'Resources...' (empty), and 'Subject:' (empty). Below these is a 'Location:' field (empty) and a checked checkbox 'Request a response to this invitation'. The 'Start time:' is set to 'Tue 02/08/2011' at '09:00', with an unchecked 'All day event' checkbox. The 'End time:' is set to 'Tue 02/08/2011' at '10:00'. At the bottom, there is a checked 'Reminder:' set to '15 minutes', a 'Show time as:' dropdown set to 'Busy', and an unchecked 'Private' checkbox.

In the Meeting Request screen, enter the following information:

- e-mail address 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**

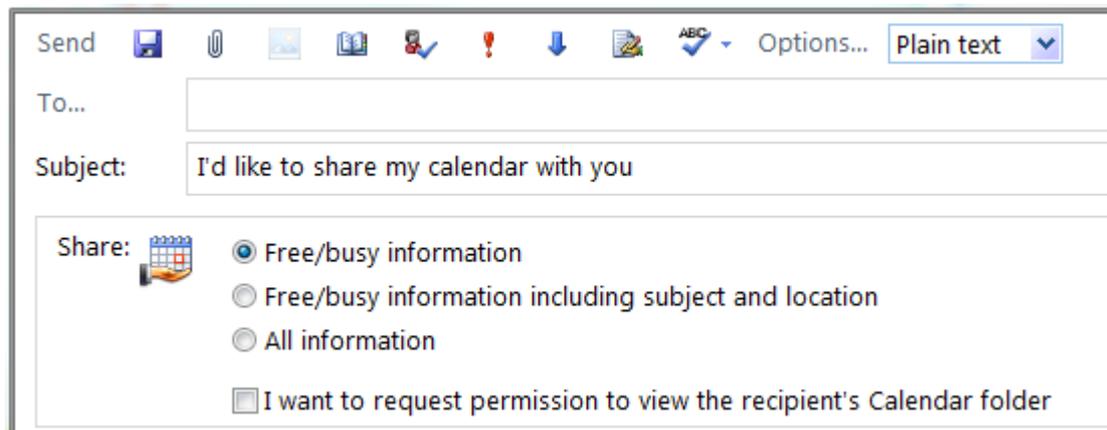
Click **Save and Close**, and the meeting will now be displayed in your Calendar.

SHARING YOUR CALENDAR

Note: if you share your Calendar with someone, they will be able to view your appointments (unless they are marked Private).

Select the **Calendar** from the bottom left of the screen

In the Calendar dialogue click on **Share** to open the Sharing Invitation window



Enter the persons full email address or click **To:** to select from a list of available people

Make the appropriate selections and then click on **Send** to let the other person know you have shared your calendar with them.

OPEN A CALENDAR YOU HAVE BEEN GIVEN ACCESS TO

The calendar owner needs to first share their calendar with you. When they do this, you will receive an email from the calendar owner containing the invitation to view their calendar.

Select the **Add This Calendar** button from the invitation email

Select the **Calendar** item from the left-hand navigation pane and under **People's Calendars** on the left, place a tick in the box to display the calendar in the right-hand window.

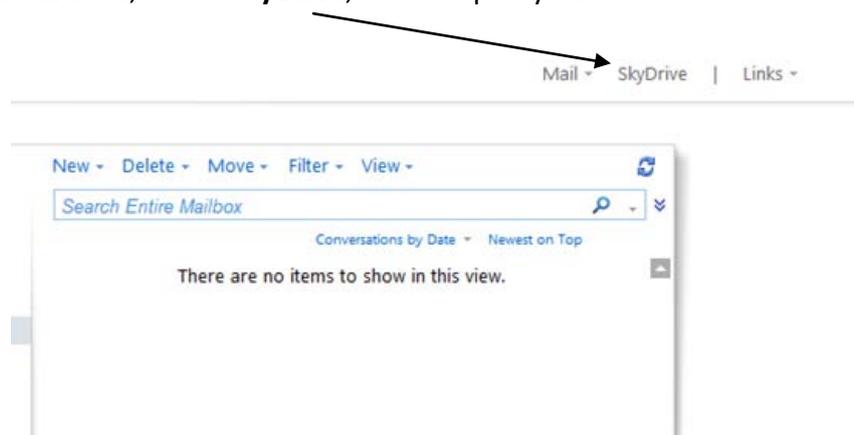
SKYDRIVE

SkyDrive is a storage space for you to utilize in any way you choose. You have 25GB allocated to your Live@edu account which can be used to store Word documents, Excel files, PowerPoint presentations, photos, mp3 files, etc.

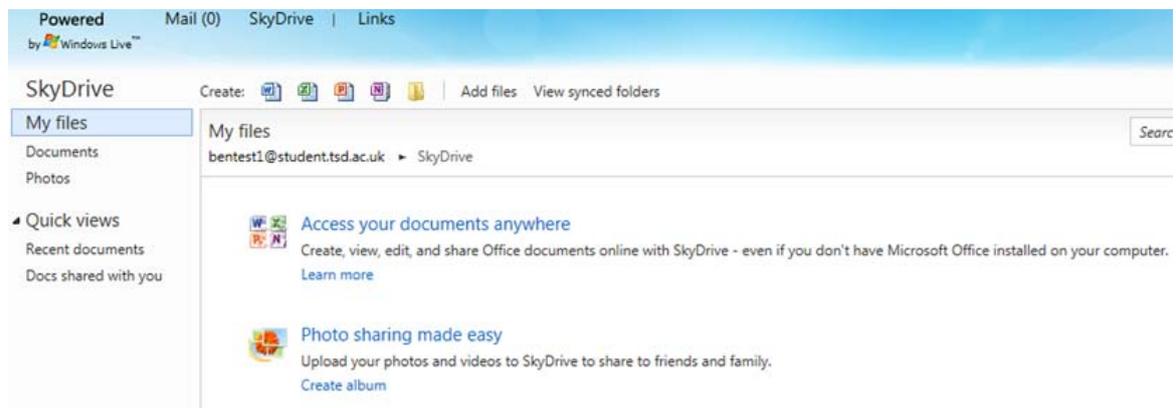
You can create folders to organize your files and you can even share them with other Live@edu account users if you so choose.

TO ACCESS SKYDRIVE

Whilst in the **Mail** view, select **SkyDrive**, at the top of your screen



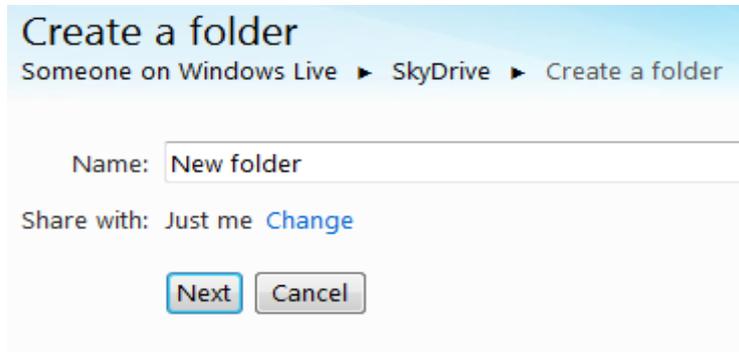
The SkyDrive view will then be displayed



CREATE A FOLDER

Your SkyDrive will contain some default folders (Documents, Photos), however you can create your own to help group documents by subject if you wish

Select  to create a new folder



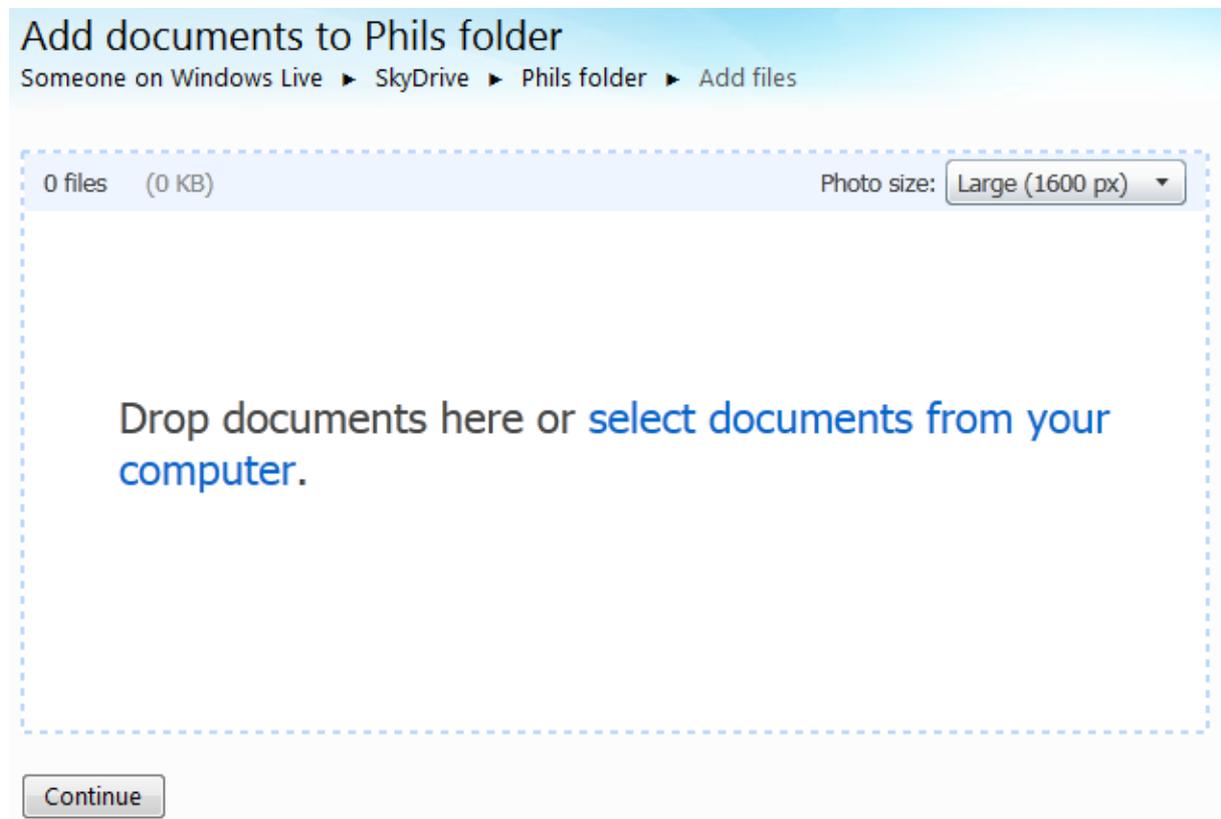
Create a folder

Someone on Windows Live > SkyDrive > Create a folder

Name:

Share with: Just me [Change](#)

Enter a name for the folder and select **Next**, and the following screen will be displayed inviting you to add documents to the folder



Add documents to Phils folder

Someone on Windows Live > SkyDrive > Phils folder > Add files

0 files (0 KB) Photo size:

Drop documents here or [select documents from your computer.](#)

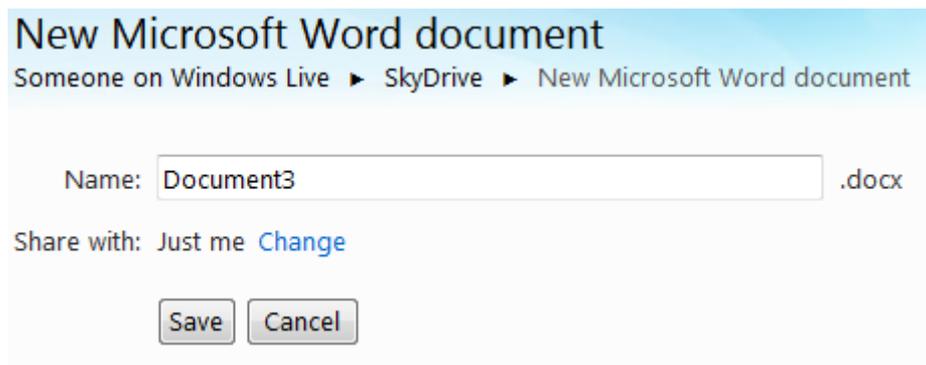
Clicking **select documents from your computer** will allow you to browse files held on your computer and download them to your new folder.

OFFICE WEB APPS

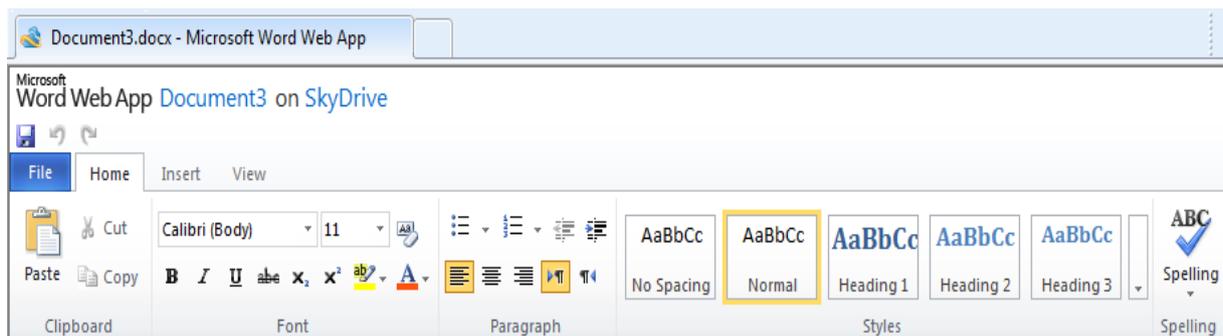
From the SkyDrive view you have access to a suite of Microsoft Office Web Apps which includes Word, Excel, PowerPoint and OneNote.

Select the appropriate icon  to open a new document

For example, selecting the  icon will open the following screen



Enter a name for the document and select **Save**, and a new Word document would be created



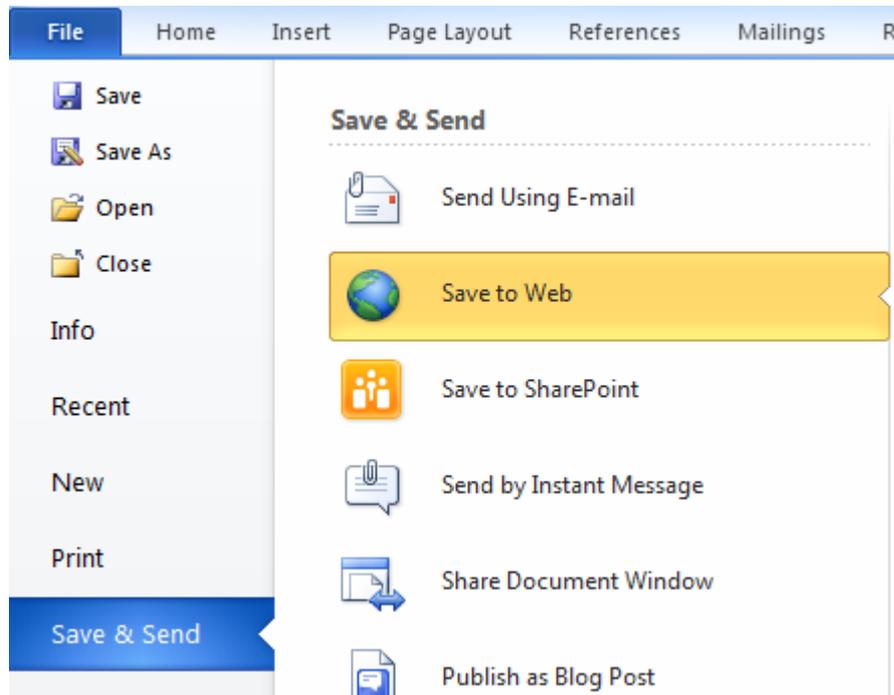
To update an existing document just **double click** the document from the appropriate folder directory list on the SkyDrive view.

SAVE FROM OFFICE 2010

If you use Microsoft Office 2010 on your computer, you can save documents directly from Microsoft Office applications to SkyDrive – *Older versions of Microsoft Office do not support this function.*

In Word, Excel, or PowerPoint open an existing document or create a new one

Click **File**, then **Save & Send**, and then click **Save to Web**



You will be requested to enter your Windows Live ID and password, and click **OK**.

Select a folder in SkyDrive, and click Save As.

Type a name for the file and click **Save**, and the document is now saved on SkyDrive.

Click **File** and **Close**.

MOBILE COMPATIBILITY

Instructions on how to setup your mobile phone are also available. General instructions for accessing Live@edu on an internet-capable mobile device can be found here:

<http://help.outlook.com/en-GB/140/cc825472.aspx?selfhelp>