DOES MY EMAIL ID GIVE ME WAY MORE THAN JUST EMAIL?

STUDENTS.
YES!
Microsoft

What is Live@edu?

Microsoft Live@edu is a platform that supports the collaborative campus of the 21st century. Outlook Live e-mail service provides the familiar and reliable Outlook Web Access (OWA) co-branded with your school's name and logo for students and alumni. Live@edu includes access to other programs and services that increase your school's ability to collaborate and communicate, including calendars, document sharing, shared workspaces, blogs, instant messaging, video chat, mobile e-mail and document access, and address books. With 10 gigabytes (GB) of e-mail storage and 25 GB of additional file storage, your students can participate in online tutorials, collaborate on assignments, discuss ideas with faculty, and build lifelong relationships with your educational institution. Live@edu is accessible through popular Web browsers for Windows, Mac, and Linux operating systems—and it's not only free, it's easy for you to set up and administer.

Why is Live@edu so important to students?

Students are coming to schools more technologically savvy than before. They expect their school environments to have rich, high-quality communications capabilities like those available to them in non-academic settings. Live@edu puts a no-cost yet familiar email and document management and sharing service at the tip of the students' fingertips allowing them to communicate and collaborate easily with their fellow students and seamlessly incorporate their digital lifestyle with their academic work style.

1. How do I access my student e-mail account?

Here are your login details:

Login URL: http://outlook.com

Email Address: lvalenz2@imperial.edu

Password: Type in the same password you use to login to the Student Portal (your on campus password will be kept in sync with Live@Edu if you update it). Click **Sign in**.

IMPORTANT! IVC students will be expected to check their email on a frequent and consistent basis in order to stay current with college-related communications. **Students have the responsibility to recognize that certain communications may be time-critical.** Do not rely on any courtesy email forwarding or other means to ensure you are receiving important IVC information! The best strategy is to get accustomed to checking this email account at least once a day while a student at IVC, especially during critical times such as registration.

IMPORTANT! If you have any issues accessing your new IVC email account, please submit a ticket to the IVC Service Desk at: https://servicedesk.imperial.edu and we'll be happy to help you resolve your issue. You can login to the Service Desk using your new IVC email address and your Student Portal password. Once logged in please select the **Technology Request | E-mail Support | Students** request type and provide some details for the issue you are having and we''ll get to you as soon as possible. If you can't login, you may also call 760-355-6300 to receive help.

Microsoft
Outlook Live

Outlook Live   sign in

Windows Live ID:
lvalenz2@imperial.edu
Password:
••••••
Forgot your password?
☐ Keep me signed in
[Sign in]

This address will be the primary email address we'll use to contact you while you are studying at Imperial Valley College **(this includes all financial aid contacts)!** You'll also be required to use this account for a number of new services we will be launching in the near future for students. In fact, you can already use your new email address to login to the Student Portal (in addition to the current G00# method).

2. Choose the language **English** and then select Time Zone: **Pacific Time (US and Canada).** Click **Ok.**
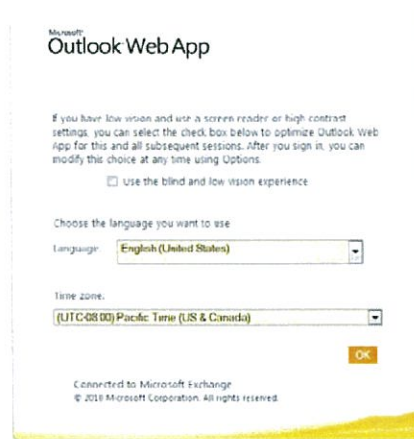
3. Here is a sample of what you should see when you log into your new student e-mail account. Position cursor on the right hand side and click on **Office** and select **recent documents**.

4. <u>**How do I create folders?**</u> Position cursor in the middle and click on **New Folder**. Name the folder, for example (CIS 100 – Hwk Assignments) and the click **Next.**
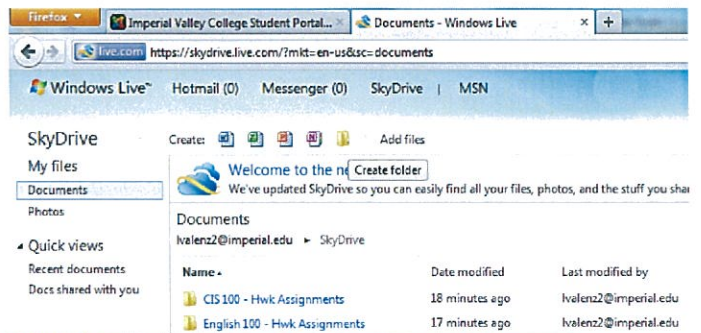
5. <u>**How do I add files to a current folder?**</u> Click on **Add Files.** Select documents from your computer such as (Microsoft Word, Excel, PowerPoint, or OneNote) and then ciick on continue.
   Note: Upload size is limited to 100 MB per file.
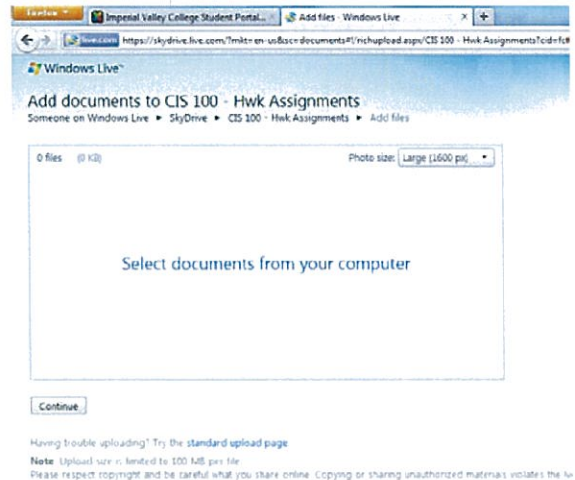
6. **How do I log out?** Click on **Sign Out.**
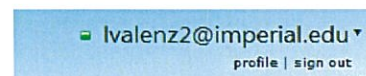
Windows Live – Sky Drive Handout
Sky Drive – Free password protection online storage http

24.97 GB available out of 25 GB

1. **What is Windows Live Sky Drive?** Free 25 GB online storage means you can store, access, and share your files online with friends or co-workers, from anywhere. With 25 GB of fre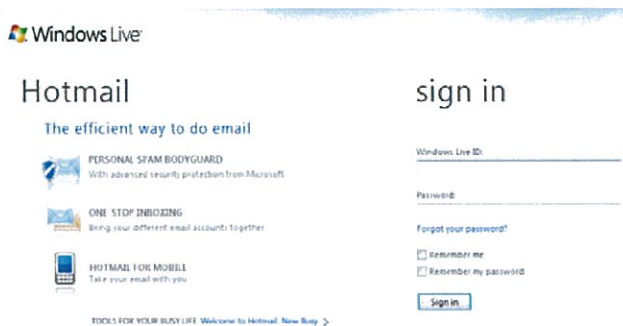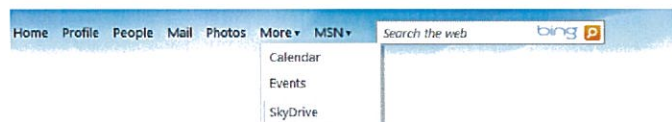e, password-protected online storage, you've got the freedom to share large photos, files, and documents. You set the passwords and you decide who sees what, so you have confidence that your data is in your control.

2. **Personal Folders:** Store your files online and access them with virtually any Web-enabled computer or mobile device—whether it's yours, a friend's, or a public computer.
   Drag and Drop Files: Uploading content is as easy as dragging and dropping the files from your computer onto the Web.

3. **Share Folders:** Working on a project with classmates, co-workers, or family? With shared folders, the whole crew can upload, download, and collaborate with you on documents and other files.

4. **Direct links:** Each folder on SkyDrive has a unique Web address, so you can save the link as a favorite or copy-and-paste it into e-mail or other documents for direct access.
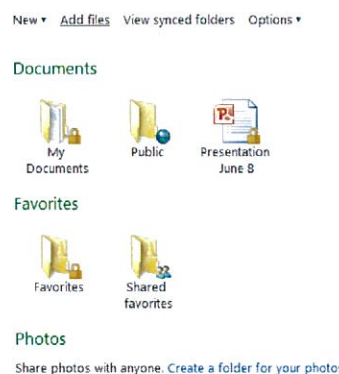
Step 1. How do I access my Windows Live Sky Drive?
Log into your Windows Live – Hotmail E-mail account.

Windows Live

Home   How It Works   **Online**   Desktop   Mobile

Windows Live SkyDrive

Get SkyDrive

Online Storage | Share Files with Shared Folders | Windows Live SkyDrive

Free 25 GB online storage means you can Store, access, and share your files online with friends or co-workers, from anywhere.

Windows Live
SkyDrive

Folders

All folders

Windows Live

Hotmail   **sign in**

The efficient way to do email

PERSONAL SPAM BODYGUARD
With advanced security protection from Microsoft

ONE STOP INBOXING
Bring your different email accounts together

HOTMAIL FOR MOBILE
Take your email with you

Windows Live ID:

Password:

Forgot your password?

☐ Remember me
☐ Remember my password

[Sign in]

TOOLS FOR YOUR BUSY LIFE Welcome to Hotmail. New Busy >

Step 2. Click on More, then select Sky Drive
(See example on the right hand side). --->

Home   Profile   People   Mail   Photos   More▾   MSN▾   Search the web   bing 🅿

Calendar
Events
SkyDrive

Step 3. How do I add documents to my Windows Live - Sky Drive account (25 G.B.) online storage? Click on Add files, then in My Documents select a Folder.
(See example on the right hand side). --->

New ▾   Add files   View synced folders   Options ▾

Documents

My Documents   Public   Presentation June 8

Favorites

Favorites   Shared favorites

Photos

Share photos with anyone. Create a folder for your photos

Step 4. Click on "Select documents from computer"
Find the document from your "My Documents" or
"Flash Drive" and then select the file and then click
open.

0 files   Total size: 0 KB   Photo size: Large (1600 px) ▾

Drop documents here or select documents from your computer.

Step 5. Here is an example of how a file looks like
when you upload it. Click Continue.

0 of 1 file uploaded   93 KB of 166 KB

[W] Test Gen... ▬▬▬▬ ✕

New ▾ Add files Share ▾ View: Details ▾ Sort by: Date ▾ Download as .zip file More ▾

You're done! You successfully added 1 file.

Step 6. Here is an example of a file uploaded to your
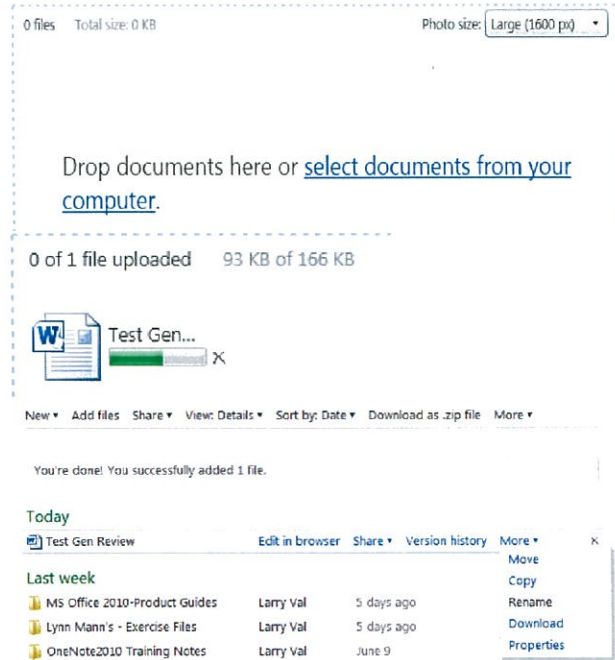**Sky Drive My Documents section.**
You can:
- **Move** the file to another folder
- **Copy** the file to another folder
- **Rename** the file
- **Download** file to your local drive or flash drive

Today
🗐 Test Gen Review   Edit in browser Share ▾ Version history More ▾ ✕
                                                              Move
Last week   Copy
📁 MS Office 2010-Product Guides   Larry Val   5 days ago   Rename
📁 Lynn Mann's - Exercise Files   Larry Val   5 days ago   Download
📁 OneNote2010 Training Notes   Larry Val   June 9   Properties

Step 7. You can also share your documents with
family, friends, public (optional) or just me by clicking
on Share, then selecting Edit Permissions (see sample
**on the right hand side).**

You can also **add specific people** by entering their
e-mail address in giving them permission to only:
- **View files**
- **Can add, edit details, and delete files.**

Note: Click Save to update changes

You're sharing this folder. Clear these settings

Who can access this

⌐ Everyone (public)
│ My friends and their friends
│ Friends (20)
└ Some friends (20)
🗁 Just me

Sharing this with Friends, My friends and their friends, or Everyone (public) may also publish updates to some connected services you have set up.

Add specific people

Enter a name or an e-mail address: Select from your contact list
[_____]

☑ "David"con carino y amor   [Can view files   ▾]
                               [Can view files   ]
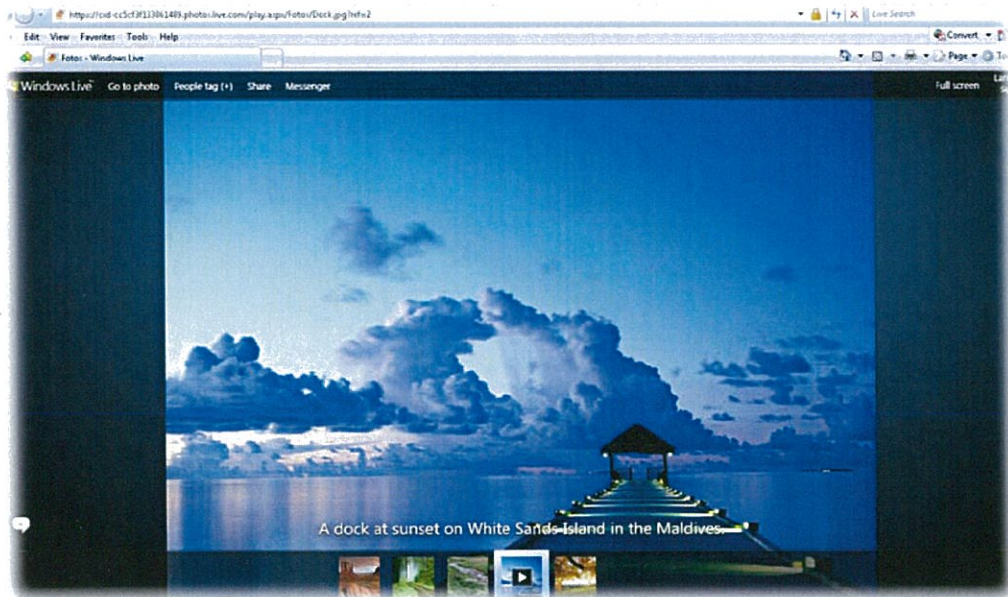[Save] [Cancel]   [Can add, edit details, and delete files]

Step 8. How do I drag and drop photo files into my Sky Drive account? Click on Photos, then Create an Album, then click on Add Photos, then you can drag and drop photos to the middle area or select photos from your computer, then click Continue. See sample below.

2
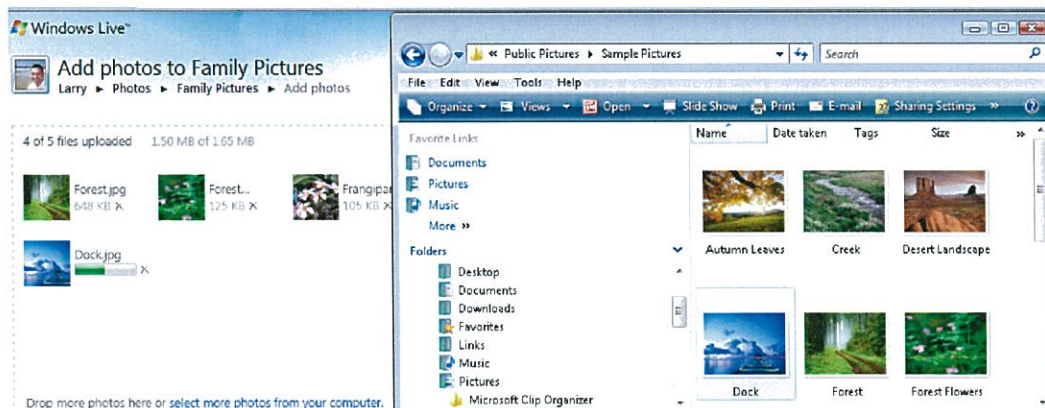
Step 9. <u>You can also view a slide show of your pictures</u>.

Add photos   Create folder   Slide show   Share ▾   View: Thumbnails ▾   Sort by: Date ▾   More ▾

You're done! You successfully added 1 file.

A dock at sunset on White Sands Island in the Maldives

Step 10. <u>How do I exit out of my Sky Drive account?</u> On the right hand side, click on Sign Out.

profile | sign out

Step 11. Tips on Windows SkyDrive: Go to http://explore.live.com/windows-live-skydrive-using

SkyDrive: Tips

Featured tips

Share with groups

View files from a PC or Mac

Share using email

Share with your social networks

Share photos with friends

Upload your photos

Work together on Microsoft Office docs

View photos from a mobile phone