

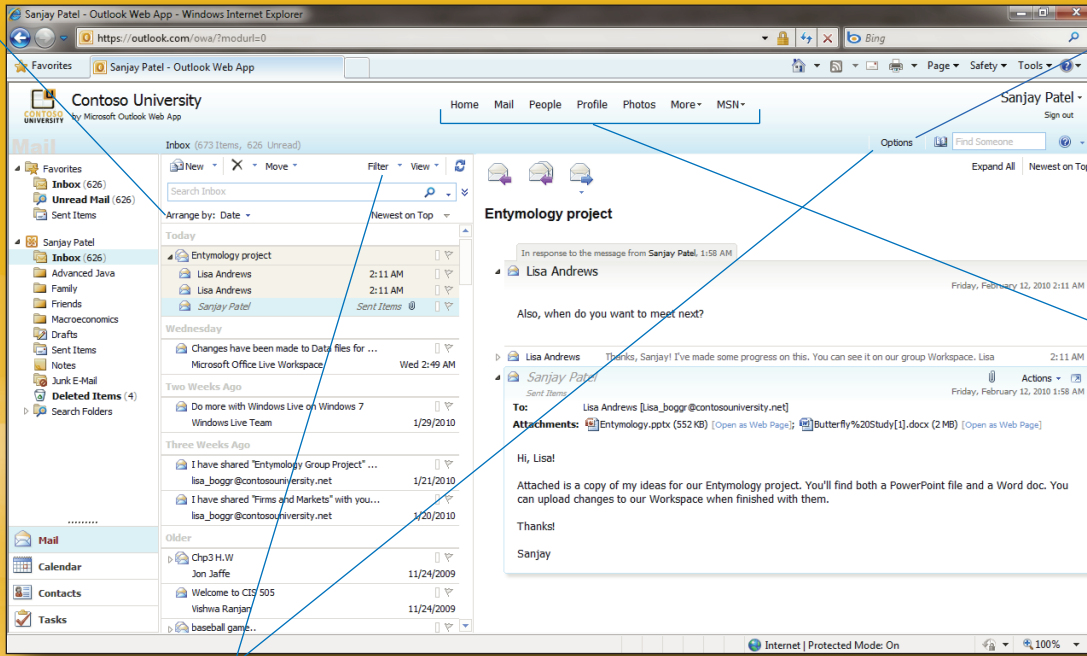
With Microsoft® Outlook® Live get more of what you want most: Time. Part of the no-cost Microsoft Live@edu suite of applications, Outlook Live is built on the Microsoft Exchange platform, bringing you the enterprise-grade tools chosen by the majority of Fortune 1000 companies. Log on to Outlook Live with your school ID, then share schedules and calendars, create distribution lists for study groups, e-mail reports or outlines, IM friends or teachers on the spot, and do it all from any web browser, any time, any place, without the commercial advertising so common to other popular e-mail applications.

Clear out clutter

Reduce information overload. Conversation View keeps related e-mails grouped together so you can save time by following long e-mail threads within a single view.

Store more

Rest assured that you won't lose any data. Outlook Live provides a 10-GB inbox and allows for 20-MB attachments.



Take Control

Manage groups, notifications, account settings, and more by clicking the Options button.

Sign in once, access it all

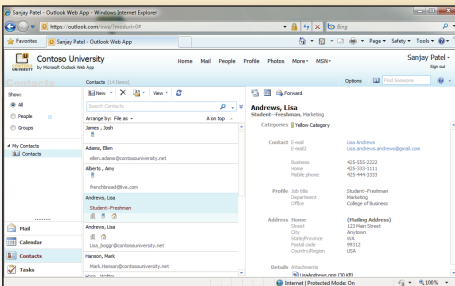
Sign in to Outlook Live with your school ID, then access all Live@edu applications from one convenient location.

Manage multiple projects with ease

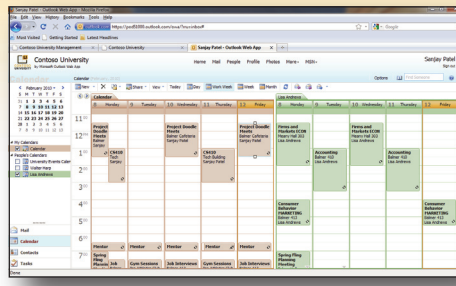
Organize messages and appointments according to subject by creating filters for important topics. Want to keep track of all items related to your biology study group? Create an Inbox Rule under **Options | Organize E-Mail** to route e-mail arriving from members of the study group to a specified folder.

Access Outlook Live from multiple platforms and browsers

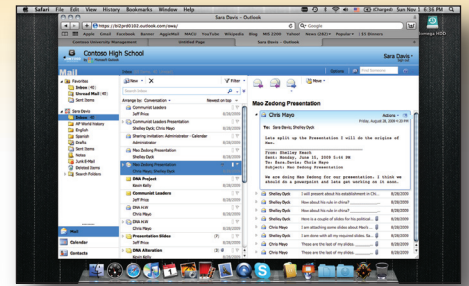
Use the familiar Outlook interface from Windows® and Mac® operating systems on Internet Explorer®, Firefox®, and Safari®. No matter the platform, you will always have access to your Inbox, Calendar, and Contacts.



Categorize and add contacts through Outlook Live in any browser. Here, a student looks up Contact information in Internet Explorer.

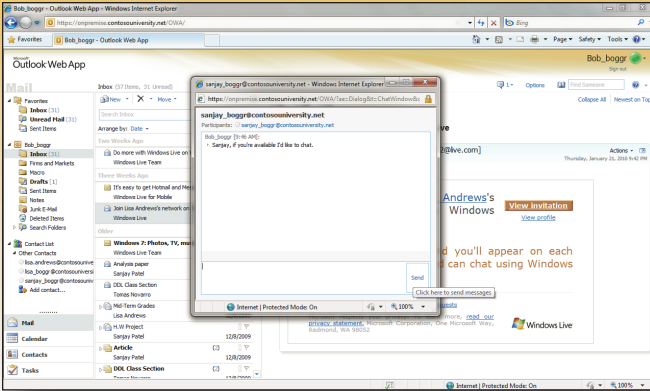


Use Outlook Live to view shared calendars. Do this in any browser from any location. Here, a student views his and a classmate's calendar side-by-side in Firefox.



Access your Outlook Live Inbox from a Mac or a PC. Here, a student checks her mail in Safari.

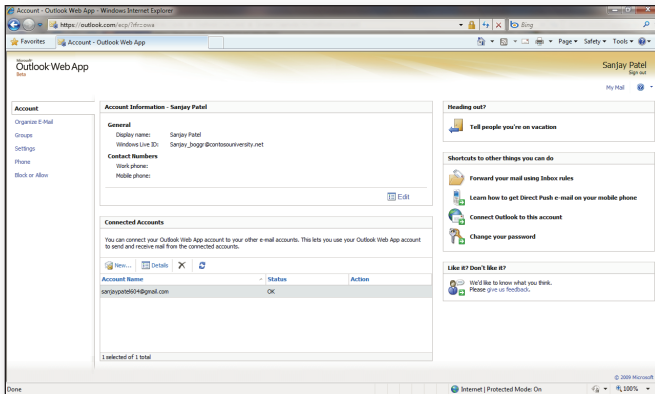
Chat or send instant messages right from Outlook



Need to ask a quick question about the e-mail you just received? You can instant message or chat directly from Outlook Live. Here's how:

1. Click the green **Presence** icon next to the sender's name in the message header.
2. Select **Chat**.
3. Alternatively, you can double-click the contact's name in your IM contacts list.
4. If prompted, enter your ID and password.
5. The chat window will open right in Outlook, so you can resolve your question quickly.
6. Type your question or comment, click **Send**, and wait for a response. If needed, you can watch for a requested file to appear in your Inbox while you chat.

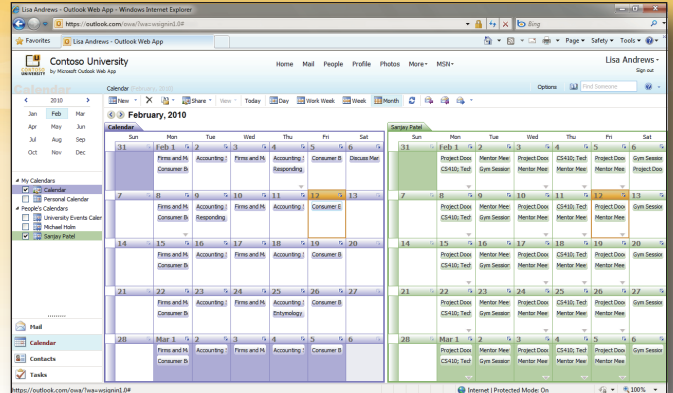
Make Outlook Live a one-stop shop



Don't waste time checking multiple e-mail accounts. Tell Outlook Live to gather messages from all of your e-mail accounts, making it a one-stop shop for all of your messaging needs. To add an account:

1. Click the **Options** button, found near the top right of Outlook Live.
2. In the Connected Accounts section at the bottom left of the screen, click the **New** button to add an account.
3. Enter the e-mail address and the password you use to access that account. It can be any account: Hotmail, Gmail, Yahoo, AOL, etc.
4. Click the **Next** button. Outlook will search for and verify the account.
5. Click the **Finish** button after you receive notification that the account is connected. You will be returned to the Options screen, where you'll see the status of the new account, which will be synched regularly with Outlook Live, allowing you to check and send mail from that account directly from Outlook Live.
6. Click **My Mail** to return to your Inbox.

Stay connected with group scheduling



Working on a project with a group of classmates? Use the Shared Calendar feature to check their availability. To share your Calendar with another user:

1. Open the Calendar you want to share.
2. Click the **Share** button and select **Share Calendar**.
3. When the Sharing Invitation opens, enter the e-mail address of the person with whom you want to share your Calendar.
4. The Subject line will be filled out for you. Choose how to share the Calendar. You can let the recipient see minimal Calendar information, such as when you are free and busy; detailed information, such as where you will be at given times; or all Calendar information.
5. If you choose, check the box that allows you to request permission to view the recipient's Calendar.
6. Click **Send**.
7. To view others' Calendars side-by-side with yours, accept their request to share, expand the People's Calendars link at the left of your Calendar, then check the box of the Calendar you want to view.

Use alerts and reminders so you never miss a beat

Stop worrying about missing an appointment or forgetting an assignment. With Outlook Live, you can tell Outlook to send notifications to your mobile phone via text message.

1. Click the **Options** button, select **Phone** from the left pane, and click the **Text Messaging** tab.
2. Click **Turn on Notifications** and follow the on-screen prompts to connect your mobile phone to Outlook Live.
3. When finished, click **Set up calendar notifications** or **Set up e-mail notifications**.
4. Set rules and alerts, then click **Save**.

