Microsoft Live@edu Faculty E-mail Tutorial

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This tutorial is designed to illustrate some of the many benefits that your Live@edu email account offers. By the end of this tutorial, you will have a better understanding of your email account’s structure, layout and design.

**Logging In**

Go to [www.bakeru.edu](http://www.bakeru.edu) and click on **E-mail** in the middle at the bottom of the screen.
Click on
Graduate & Working Adult Campuses-Faculty (e-mail ending in @fac.bakeru.edu)

Enter your **Windows Live ID** and **Password**, then click **Sign In**.
This will take you to your **Inbox**.
Logging Into Your E-Mail from Your Faculty Portal Account

Go to www.bakeru.edu and click on Portal in the center at the bottom of the screen.

Choose the campus to which you belong and click the corresponding link.
Click on Faculty Portal Homepage.

Enter your Username and Password, then click Login.
Click on **Links & Utilities**

Then click on **Faculty E-Mail**

Click on **Click Here**
Choose **Graduate & Working Adult Campuses**

Accessing Your E-Mail Account

- Baldwin City Campus
- School of Nursing – Topeka Campus
- Graduate & Working Adult Campuses

Enter your **Windows Live ID** and **Password**, then click **Sign In**.
This will take you to your **Inbox**.
Sending Email

From your **Inbox** you will have access to your **email**, a **Calendar**, **Contacts**, and **Tasks**.

![Outlook Web App](image)

**Note:** Anytime you see this icon it means an item is collapsed. To expand the item out click on the arrow.
How to Send an Email

To send an email click on [New].

A pop-up window appears where you write your email message.
To locate a person’s email address click on [To...].

Enter the person’s name into the horizontal rectangle and click [Search] (magnifying glass).

Double click the person’s email account once it appears. The person’s name will fall into the section behind [To ->] in the Message recipients: section.
You can add multiple names by repeating this process. Once you are finished click **OK** in the bottom right corner.

The person’s name now appears and is ready to be sent to them.

To attach a file click on the **icon in the email’s menu toolbar.**

Click on **Browse** to search for the file you wish to attach.
Click the name of the file you wish to attach.

It will appear in the **File name:** section.

Then click **Open**.

Next, the files name will appear in the horizontal bar.

Then click **Attach**.
You will see the attachment in your email message.

Type your message in the message box provided. When you are finished click on [Send] to send the message.
By clicking on the [image] next to your name, more options appear.

From here, you can arrange and order files, access Sent Items, access Junk Mail, access Deleted Items, and Search Folders.
To Create New Folder, place the cursor over your name and right click on your mouse.

Click on Create New Folder.

Type a name for the folder in the space provided.

Then click anywhere on the screen. Your folder will appear.
To place an email into the folder you can simply place your cursor over the email, left click your mouse and hold down the button. Then drag the email to the appropriate folder.

The folder you move the item to will highlight in orange.

Or to place an email into a folder click on the drop down menu titled **Actions** in the right hand corner of an email.

When the menu appears click on **Move to folder...**
A pop-up window will appear in the middle of the screen.

Once the window appears you can either **Create New Folder**…or you can **Move** to a current folder.

Click on the folder’s name you wish to move the email to and then click on **Move**.

To create a new folder click on the **Inbox** folder.
Then click on **Create New Folder**…

Name the folder in the space provided.
Click on the new folder and then click on **Move** to transfer the email.
Contact List

Building your contact list will enable you to quickly share folders, files, and use instant messaging.

Click on  next to  and click on Add contact….

A pop-up window will appear.

Click on the Address Book and search for the person’s name you wish to add.

Note: To find a person you will need to enter in their entire first name. For instance, Mike would be entered as Michael.
Once you enter their name into the horizontal rectangular box provided click on **Michael**.

When the person’s email ID appears, double click on the person’s name. Then click Add at the bottom of the page under **Contacts**.

The click OK in the lower right hand corner.
Next, enter a message into the text box provided and click Invite. This will send the person an invite. It is their choice on whether or not they wish to accept the invitation. If they do accept it, they will appear in your Contact List.

You will then be able to send them an instant message.

**Note:** This icon behind a person’s name in your contact list means they are not online. The icon will appear green when they are online.
To send a person instant messages double click on their name under your Contact List.

A pop-up screen will appear with the person’s name you are contacting at the top and a text box. Type your message in the horizontal box provided below and click Send.
Calendar

Click on Calendar to open your Live@Edu calendar.
You can adjust your calendar’s view by clicking on the options provided in the top toolbar. You can either have the view as **Day, Work Week, Week, or Month**.

To add a new appointment click on **New**.
A pop-up window will appear.

![Image of pop-up window]

Inside the pop-up window you have a variety of options:

Click on ![Image of attachment icon] to attach a file.

Click on **Browse** to search for the file you wish to attach.

![Image of browse button]

Click the name of the file you wish to attach.

It will appear in the **File name** section.
Then click **Open**.

Next, the files name will appear in the horizontal bar.

Then click **Attach**.
The file’s name will appear as an attachment.

Clicking on ![Recurring Meeting](image) will set up a meeting in the calendar as reoccurring.

You will need to select how often or frequent the meeting will occur. Then click on **Ok** in the bottom right of the pop-up window.

Click on ![Invite Attendees](image) to **Invite Attendees**.
Enter the person or persons’ names you wish to invite in the space provided next to or across from To...

If you do not know the person’s name click on To... and search for their name.

Enter the person’s name into the horizontal rectangle and click.
Double click the person’s email account once it appears. The person’s name will fall into the section behind To in the **Message recipients:** section.

You can add multiple names by repeating this process.
Once you are finished click **OK** in the bottom right corner.

The person’s name will then appear in the **To...** section.

If you click on **Schedule Assistant**, you will be able to view how this appointment time fits in with other appointments times that are set up, for all of those that you intend to invite.
Enter the Start time and End time for the meeting by using the drop down menus provided.

You can set a reminder up by clicking on the drop down menu next to Reminder.

Click the drop down menu next to Show time as to determine how the meeting will appear to those who view your calendar or to those with whom you share a calendar.
In the textbox provided at the bottom, you can leave a message or instructions for the meeting.

To cancel an invitation click on \[\text{Cancel}\].

If you decide to invite the person, click \textbf{Send}.

If you cancel the invitation and still need to save the meeting in your calendar, click \textbf{Save and Close} in the upper left corner.
Click on the meeting in your calendar and the information will appear.

To **Share** your calendar click on the drop down menu next to **Share**.
You will then have three options.

1. **Open a Shared Calendar**

Double click on **Open a Shared Calendar**.

Enter the name of the shared calendar you wish to open and click OK.

The calendar will appear or a list of names that are similar will appear. If you have permission to the calendar, you will be able to view it. If you do not have permission you will need to request permission.
To Share a Calendar

To share a calendar click on **Share a Calendar** in the drop down menu.

Then click on the name of the calendar you wish to share.

In the pop-up widow **enter the email address** with whom you wish to share the calendar.

Choose which types of information you wish to **Share**.

Type a message that will accompany your invitation.

Then click **Send**.
The message that is sent will appear as this:

![Email Message Screen Shot](image)

Clint Mcduffie (ClintMcduffie@fac.bakeru.edu) has invited you to view his or her Microsoft Exchange Calendar. For instructions on how to view shared folders on Exchange, see the following article:

http://go.microsoft.com/fwlink/?LinkId=57561

To accept an invitation or to add this calendar to your list, click on the **Add This Calendar** option in this message.
Change Permission

Click on the Share drop down menu.

Click on Change Sharing Permissions, then the name of the calendar you wish to change.

A pop-up window will appear. Click on the person’s name (they will then appear in grey) and then click the delete button to stop sharing with that person.
Once you click the delete button you will be asked if you are sure, click on Yes.
Contacts

Building up your contacts will make retrieving names for emails much easier.

Click on **Contacts** on the left side menu bar.
Under **Show**: click on which list you want to appear. Your choices are **All, People, Groups**. You will know the choice you have chosen because a green dot will appear within the circle.

To add a new contact, click on the drop down menu next to **Contacts**. Then click on **Contact**.

A pop-up window will appear where you are able to fill in as much contact information as you prefer.

You can send them a message by clicking on **Message**.
You can attach a document by clicking on 📁

When you are finished make sure to click on Save and Close in the top left corner.
To add a new **Group** contact list, click on the drop down menu next to *New*. Click on **Group**.

In the pop-up window provide the **Group Name**.

You can search for name to add to the group by clicking on **Members...** and then typing the person’s name in the search box provided in the pop-up window. Click on **Members...** when you ready to search.

Once you locate the name, double click on their name to add them to the **Members** list down below.

Then click on **OK** in the bottom right corner of the pop-up window.
Their name will appear in the Members…bar. Click Add to Group and the name will drop into the box provided with their name and email.

To Remove from Group click on their name and then click on Remove from Group in the bottom right corner.
To **Save** to the Group, click on **Save and Close** in the upper left corner.

Click the drop down menu next to **Groups** and click on **Message** to send an email.

In the pop-up window you will be able to send an email.
By clicking on person’s name in your contact list, you will be able to see and access their email address.

By clicking on the title of a group, the list of names and email addresses will appear just to the right.
Clicking on ▶️ will enable you to send an email to either an individual contact or an entire group.

Clicking on ☀️ will allow you to set up and request a meeting time.