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Access Multiple E-mail Accounts within Live@edu

- 1 From the top menu of Office Outlook Live, click **Options**. In the **Accounts** tab, scroll down to the **Other Accounts** box.
- 2 In the **Other Accounts** box, click **More...**
- 3 Enter the e-mail address of your e-mail account into the box and click **Next**. Office Outlook Live will search for your account. Once it's found, click **Finish**.
- 4 Your e-mail account is now listed in the **Other Accounts** box. Click **Refresh** to update the e-mail subscription. You are now able to read messages from your other e-mail address within Office Outlook Live. You can add as many e-mail addresses as you wish.



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Microsoft
Live@edu

User Reference Guide for Microsoft® Office Outlook® Live

Office Outlook Live lets you use Microsoft Outlook on the web and mobile phones. As a Live@edu user, you get an inbox of 1GB. Here:

Using Mail

- 1 Log on to Microsoft Live@edu. By default, your inbox will be displayed.
- 2 To send a mail, click **New**. 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**.
- 3 To read, reply and act on a message.

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**. From here you can:

 - **Reply** to the sender or **Reply All**
 - **Forward** the message
 - **Report Junk E-Mail**
 - **Delete** the message
 - **Move** or **Copy** it to a folder.
- 4 To move your e-mail to a new folder.
 - From any message, click **Actions** and click **Move to Folder...**
 - To move the message to an existing folder, click on the folder name then click **Move**.
 - To create a new folder, click **Create New Folder...**. If new folder name will appear. Type your folder name into the blank field, and click **Enter**.
 - Click **Move**.
- 5 To move your e-mail to an existing folder.
 - From any message, click **Actions** and click **Move to Folder...**
 - Click on your mailbox name, then click **Create New Folder...**
 - A new folder name will appear. Type your folder name into the blank field, and click **Enter**.
 - Click **Move**.
- 6 To block junk e-mail.
 - In the message, click **Actions** and click **Junk E-Mail**.
 - Click the first option, **Add Sender to Blocked Senders List**.
 Future e-mails from this sender will go directly to your **Junk E-Mail** folder.



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