

Microsoft Live Mail at Berkeley College

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Accessing Live Mail for the First Time

1. Open your web browser and go to <http://mymail.berkeleycollege.edu> or click on the Email tab in Blackboard.

You have been provided with your Blackboard I.D.

Your Windows Live ID is YourBlackboardID@mymail.berkeleycollege.edu.

Your initial Password is Bc!MMSTID. That is (CAPITAL B) (lower case c) (exclamation point) (the two digit month of your birth) (STID - the last four numbers of your student ID – found on your student ID card). Example: If you were born in March and the last four digits of your student ID is 5555, your new default password will be Bc!035555.

2. Enter your Windows Live ID (including “@mymail.berkeleycollege.edu”) and Password, and then click **Sign in**.

Microsoft Exchange Labs

Sign up

Help

Windows Live ID

Works with MSN, Office Live, and Microsoft Passport sites

Have an **MSN Hotmail, MSN Messenger, or Passport** account? It's your **Windows Live ID**.

Sign in

Windows Live ID:
(example555@hotmail.com)

Password:

[Forgot your password?](#)

Remember me on this computer (?)

Remember my password (?)

Sign in

3. Enter all of your missing information into the form, including a new password and a security question.

4. Click on ***I accept*** at the bottom of the form.

Windows Live™

Provide account information

The account you're signing in to is missing some required information. To finish signing in, enter the following information.

We respect your privacy and will use this information in accordance with our privacy policy. [Learn about Windows Live privacy](#)

*Required fields

Verify your information

Windows Live ID: **username@mymail.berkeleycollege.edu**
[Sign in with another Windows Live ID](#)

*Password:
[Forgot your password?](#)

Change your password

*Type new password:
Six-characters minimum; case sensitive

Password strength:

*Retype new password:

Make my password expire every 72 days
[Get help with this](#)

Select a question and secret answer

*Question:

*Secret answer:
Five-character minimum; not case sensitive

Add an alternate e-mail address

Alternate e-mail address:

Retype alternate e-mail address:

Your information

*Country/Region:
[Why is this required?](#)

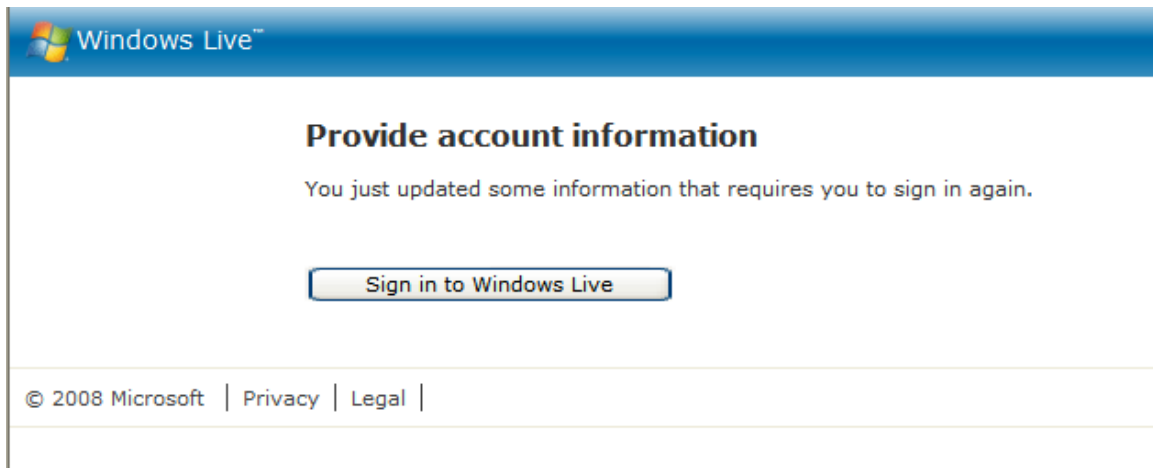
*Birth year:
Example: 1999
[Why is this required?](#)

Review and accept the Agreements

Clicking **I accept** means that you agree to the [Windows Live service agreement](#) and [Privacy Statement](#).

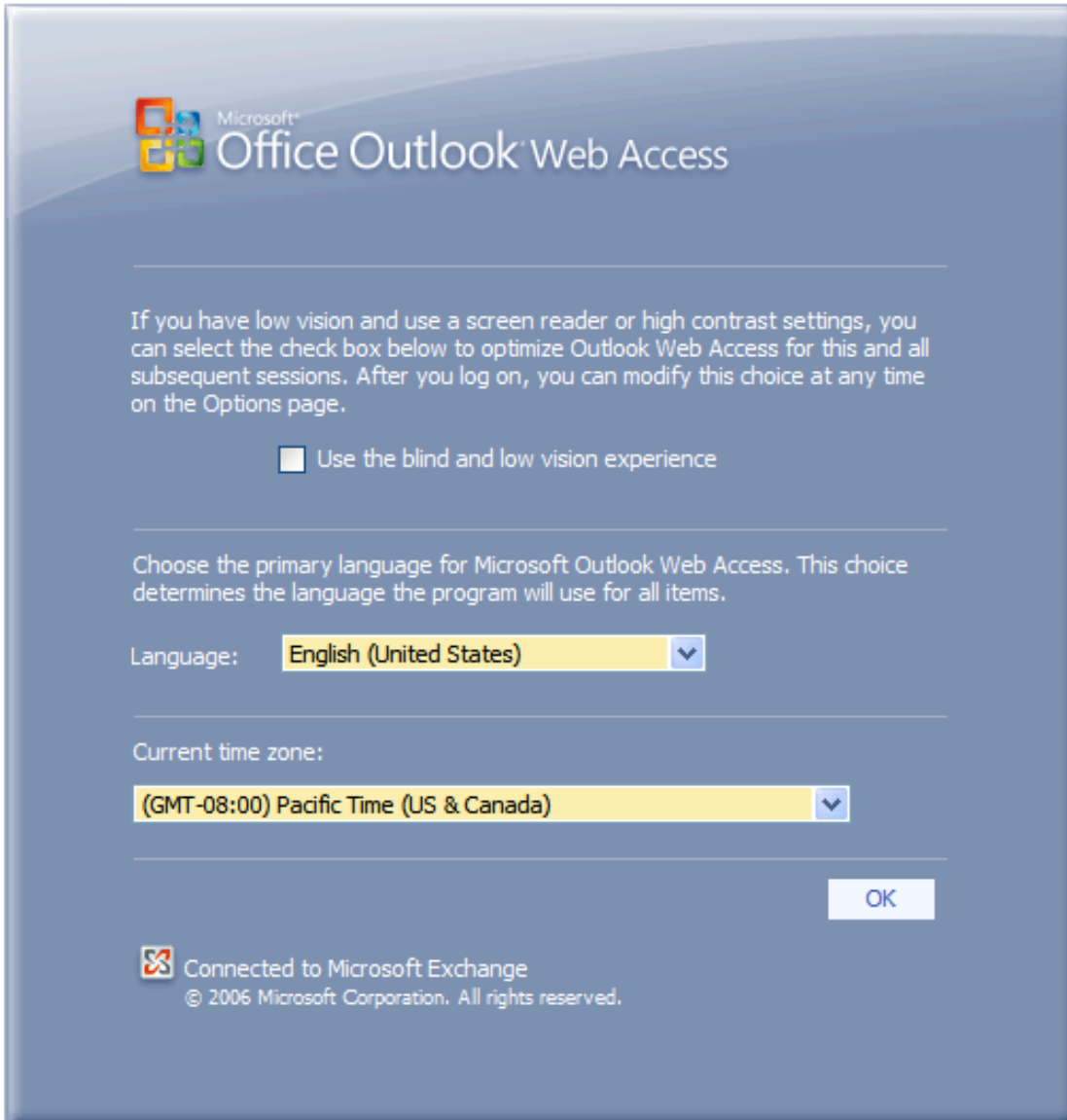
You will now be required to sign into Windows Live using your new password.


5. Click on ***Sign in to Windows Live.***



6. Fill out the form, making your selections for vision setting, Language, and Current time zone.

7. Click on **OK**.



 Microsoft
Office Outlook Web Access

If you have low vision and use a screen reader or high contrast settings, you can select the check box below to optimize Outlook Web Access for this and all subsequent sessions. After you log on, you can modify this choice at any time on the Options page.

Use the blind and low vision experience


Choose the primary language for Microsoft Outlook Web Access. This choice determines the language the program will use for all items.

Language: English (United States) ▼

Current time zone:

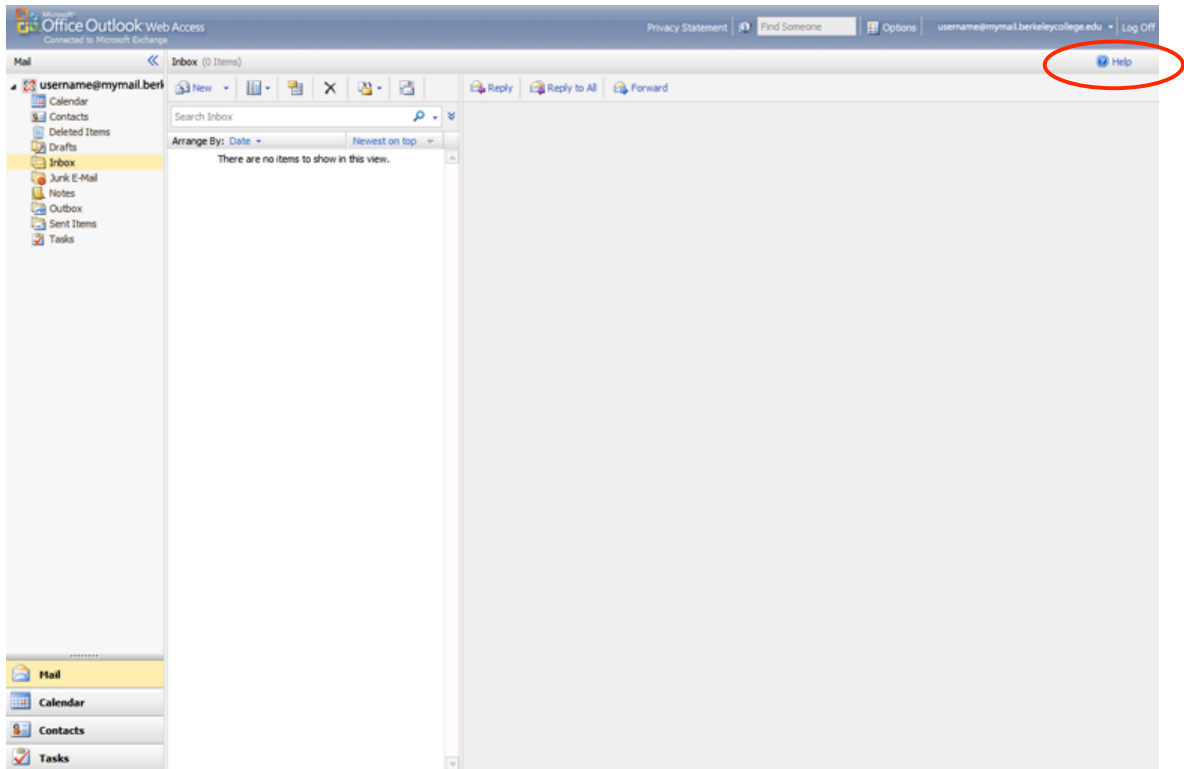
(GMT-08:00) Pacific Time (US & Canada) ▼

OK

 Connected to Microsoft Exchange
© 2006 Microsoft Corporation. All rights reserved.

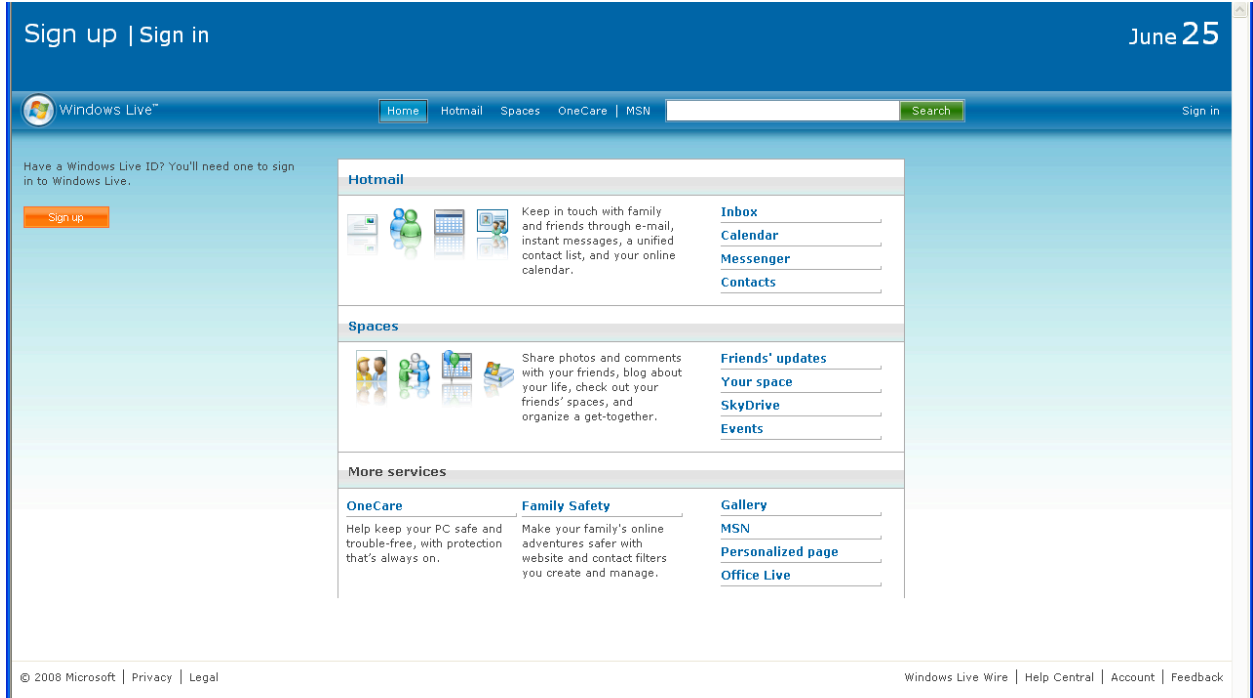
Your main access page will appear, where you can read and compose email messages.

For online help, click on **Help**, located in the upper right part of your screen.

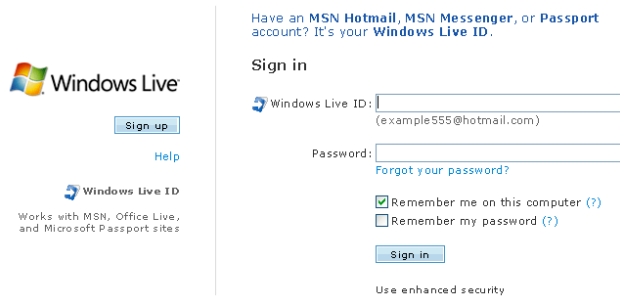


How to Change Your Password in Live Mail

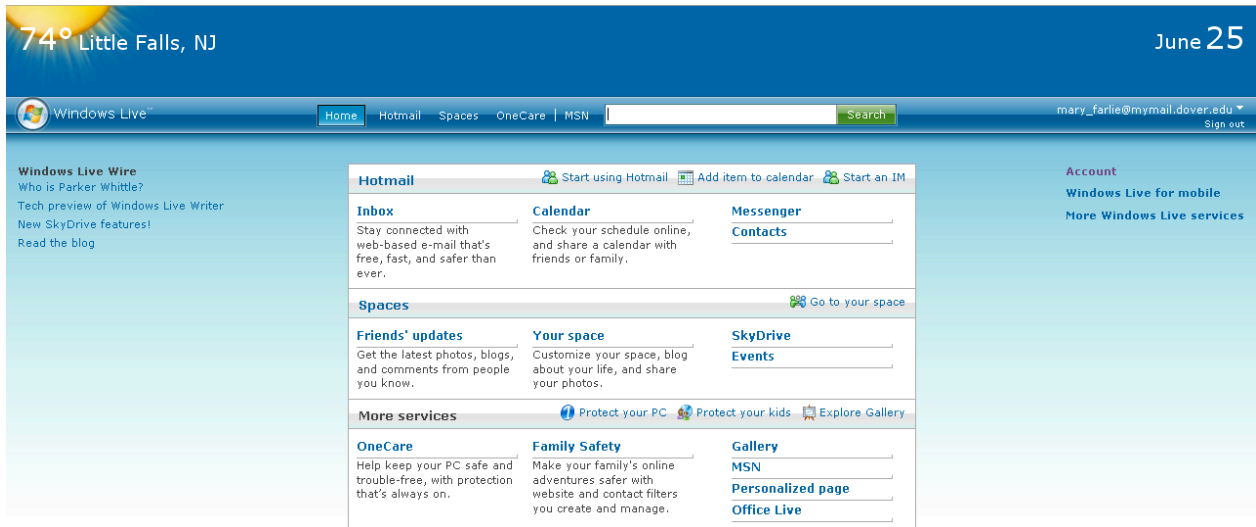
1. Go to <http://logins.live.com>
2. Click on Sign-in in the upper left hand corner.



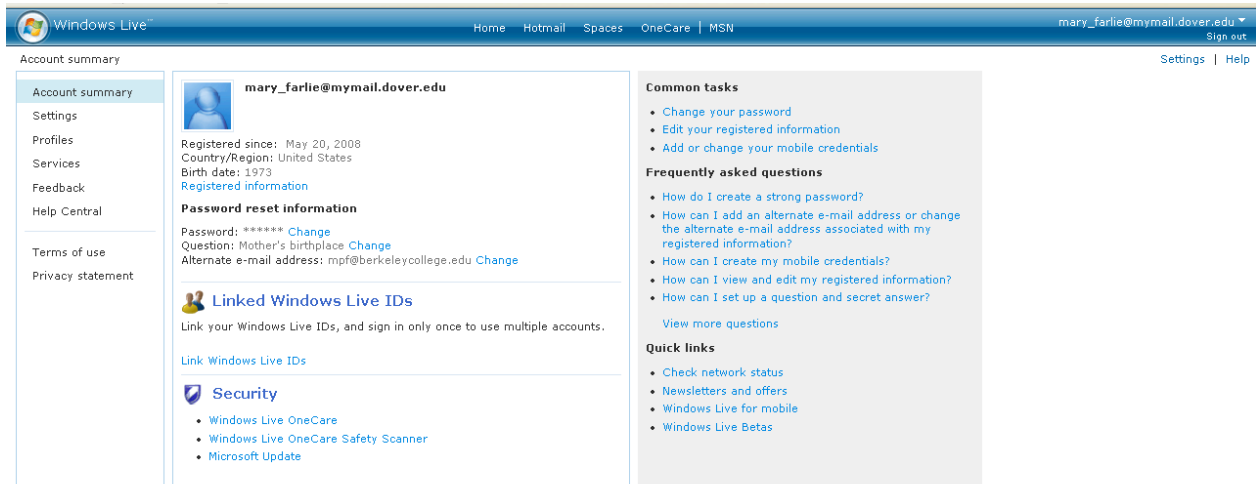
3. The Sign screen below will appear.
4. Type in your Windows Live ID (BlackboardUsername@mymail.berkeleycollege.edu) and your current password.



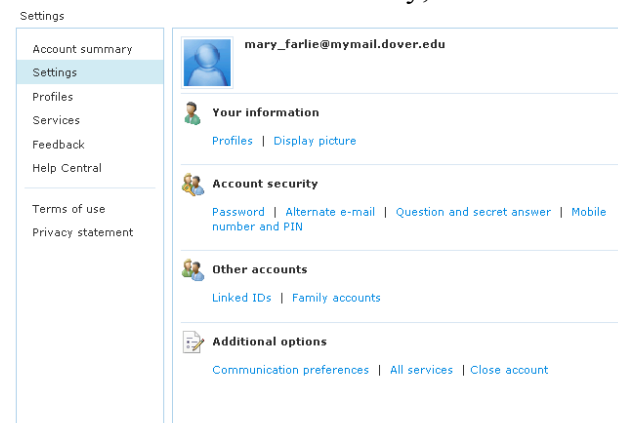
5. Click on **Account** in the upper right side of the screen.



6. Click on Settings under **Account Summary**



7. Under Account Security, click on **Password**



8. Type your current password in the *Old password* field
9. Type your new password in the *Type new password*
10. Retype your new password in the *Retype new password* field

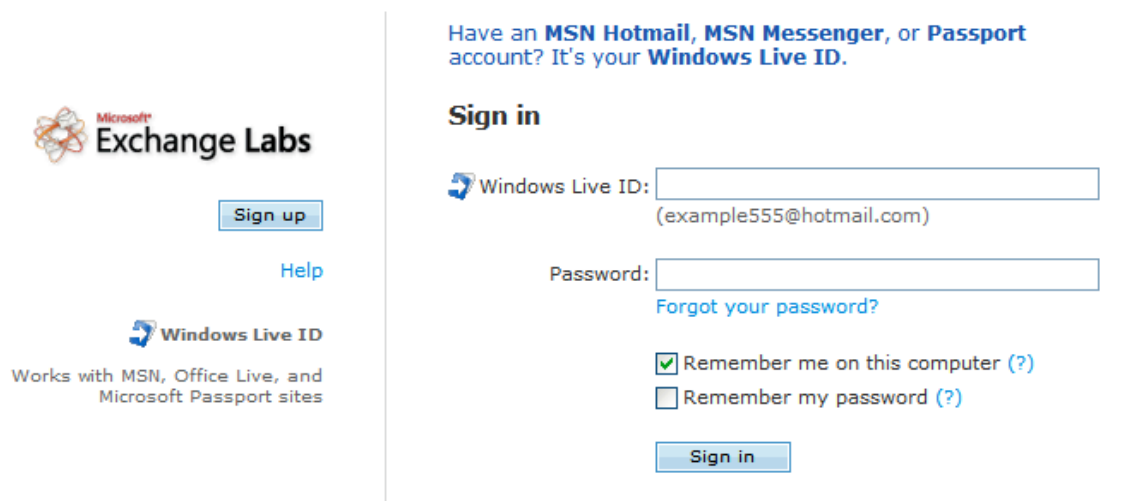
The screenshot shows a dialog box titled "Change your password" for a Windows Live account. The account ID is "mary_farlie@mymail.dover.edu". The form includes the following fields and options:

- Old password:** A text input field with a "Forgot your password?" link below it.
- Type new password:** A text input field with a note: "Six-characters minimum; case sensitive".
- Password strength:** A progress bar showing the strength of the new password, with a "Get help with this" link.
- Retype new password:** A text input field for confirming the new password.
- Make my password expire every 72 days** with a link "What does this mean?".
- At the bottom left, there is a link for the "Windows Live privacy statement" and "Learn more about online security".
- At the bottom right, there are "Save" and "Cancel" buttons.

11. Click on **Save**
12. Click **Sign Out** in the upper right hand corner of the screen

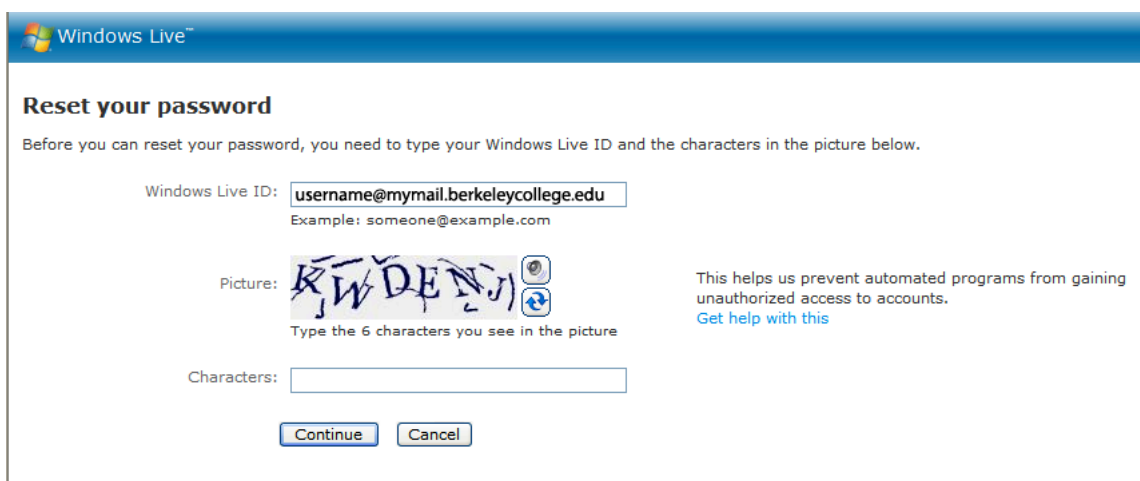
Resetting a Forgotten Password

1. Open your web browser and go to <http://mymail.berkeleycollege.edu> or click on the Email tab in Blackboard.
2. Click on *Forgot your password?*



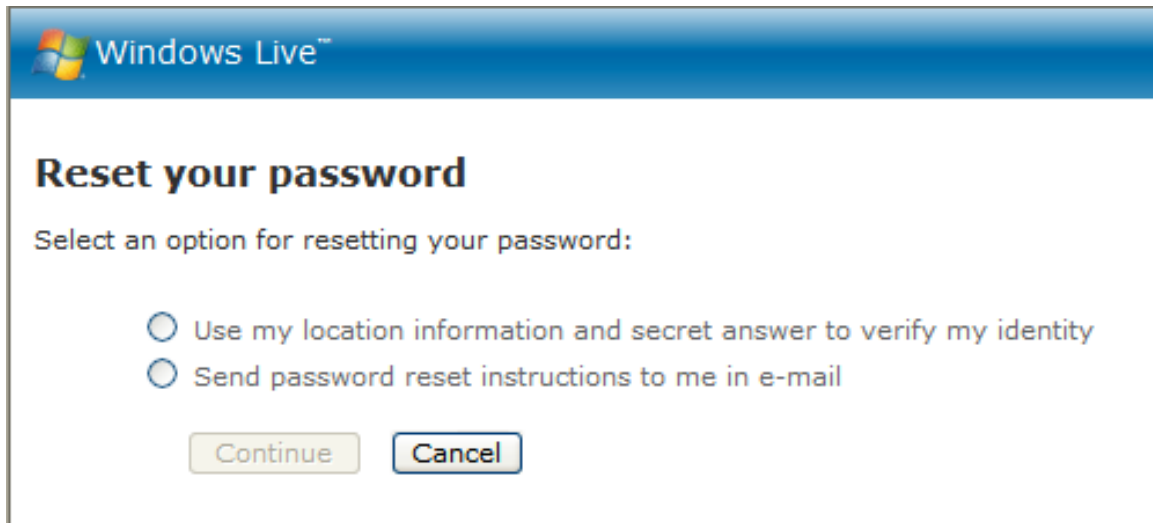
The screenshot shows the Microsoft Exchange Labs sign-in interface. On the left, there is a logo for Microsoft Exchange Labs with a "Sign up" button and a "Help" link. Below that is the Windows Live ID logo and text stating it works with MSN, Office Live, and Microsoft Passport sites. On the right, there is a heading "Sign in" and a message: "Have an MSN Hotmail, MSN Messenger, or Passport account? It's your Windows Live ID." Below this are two input fields: "Windows Live ID:" with a placeholder "(example555@hotmail.com)" and "Password:". There is a "Forgot your password?" link below the password field. Two checkboxes are present: "Remember me on this computer (?)" which is checked, and "Remember my password (?)" which is unchecked. A "Sign in" button is at the bottom right.

3. Enter your Windows Live ID (including "@mymail.berkeleycollege.edu"). Type the characters that you see in the picture into the Characters box.
4. Click *Continue*.



The screenshot shows the Windows Live password reset page. At the top is the Windows Live logo. The heading is "Reset your password". Below it is a message: "Before you can reset your password, you need to type your Windows Live ID and the characters in the picture below." There are two input fields: "Windows Live ID:" with the value "username@mymail.berkeleycollege.edu" and an example "someone@example.com" below it; and "Picture:" with a distorted image of the characters "RWDENJ" and a "Characters:" input field below it. A note on the right says: "This helps us prevent automated programs from gaining unauthorized access to accounts. Get help with this". At the bottom are "Continue" and "Cancel" buttons.

5. Click on the button for your option choice. You can either,
Use your location information and secret answer to verify your identity, or
Send password reset instructions to you in email.
6. Click on *Continue*.



The image shows a Windows Live dialog box for password reset. It has a blue header with the Windows Live logo and text. Below the header, the title "Reset your password" is displayed in bold. Underneath, the instruction "Select an option for resetting your password:" is followed by two radio button options. The first option is "Use my location information and secret answer to verify my identity" and the second is "Send password reset instructions to me in e-mail". At the bottom, there are two buttons: "Continue" and "Cancel".

Windows Live™

Reset your password

Select an option for resetting your password:

- Use my location information and secret answer to verify my identity
- Send password reset instructions to me in e-mail

Sending an Email Message

1. Click on *New Message*.

2. Click on *To...* to add recipients,

or

Type a recipient's address in the To, Cc, or Bcc box. Separate multiple addresses with a semi-colon,

i.e. john-doe@mymail.berkeleycollege.edu; jane-smith@mymail.berkeleycollege.edu.

4. Type a subject and message.

5. If you'd like to attach files to the message,

- Click *Attachments...*
- Click on *Browse*. Select the file you wish to attach.
- Click *Attach*.
- If you wish to attach more files, click on *Browse* again.
- After you are finished attaching files, click on *Done*.

6. Click *Send* to send the message.

Forwarding Mail to another Email Account

1. Click **Options**.
2. Click **Rules**.
3. Click **New Rule**, and select “Create a new rule for arriving messages.”
4. In the pop-up window, type in a name for the rule (example: Forwarding) into the Name box.
4. Under the “Do the following” heading, click on **Forward or redirect...**
5. Click the checkbox for “Redirect the message to people or distribution lists.”
6. In the “Rules Description” left pane, click on **people or distribution lists**. This will bring up the Address Book – Web Page Dialog window.
7. At the bottom of the window in the “Message recipients:” section, type in the email address where you want your mail redirected to, in the “To->” box.
8. Click **OK**. The Address Book – Web Page Dialog window will close and return you to the previous pop-up window.
9. Click **Move, copy, or delete...**
10. Click the checkbox for “Delete the message.”
11. Click **Save**.
12. Click **OK** in the dialog box: “This rule will be applied to every message that you receive. Is this correct?”

Using the Out of Office Assistant

1. Click on *Options*.
2. Click on *Out of Office Assistant*.
3. Select the “Send Out of Office auto-replies” button.

Inside Your Organization

4. If you only want to send replies during a specific time period, select the checkbox for “Send Out of Office auto-replies only during this time period.” Choose a Start time and an End time.

Enter the text that you would like sent out to those within your organization.

Outside of Your Organization

5. To send auto-replies to external senders outside of your organization, select the checkbox for “Send Out of Office auto-replies to External Senders.”

Choose either the button for sending replies only to those in your Contacts list, or the button for sending to anyone outside of your organization.

Enter the text that you would like sent out to those outside of your organization.

6. Click on *Save*, at the top of the page.

Creating an Email Signature

1. Click on *Options*.
2. Select the checkbox for “Automatically include my signature on outgoing messages.”
3. Enter your signature text.
4. Click on *Save*, at the top of the page.

Adding Contacts

1. Click on *Contacts*.
2. Fill out the form with your contact’s information.
3. Click on *Save and Close*.

Adding a Folder

1. Click on *Manage Folders...*
2. Choose the location for the folder in the “Create folder in:” drop-down box.
3. Enter the folder name.
4. Click *Create*.

Deleting a Folder

1. Click on *Manage Folders...*
2. Choose the folder to delete in the “Folder name:” drop-down box.
3. Click *Delete*.

Renaming a Folder

1. Click on *Manage Folders...*
2. Choose the folder name to rename in the “Current name:” drop-down box.
3. Enter a new folder name in the “New name:” box.
4. Click *Rename*.

Moving a Folder

1. Click on *Manage Folders...*
2. Choose the folder name to move in the “Folder to move:” drop-down box.
3. Choose the destination folder in the “New location:” drop-down box.
4. Click *Move*.