

Below you can find instructions for logging into your Live @ Edu account for the first time.

1. Using a web browser, access <http://mail.live.com>
2. Sign in using your newly created email address
  - a. Your login name will be in this format: **firstinitial.lastname@mycanadore.ca**
  - b. If you have logged into a lab machine with your network account already or have changed your password on the network, your password will be what you have chosen
  - c. If you have NOT logged into a lab machine with your network account or have not changed your password on the network, your password is still the default: your birth date in the format of **ddmmyy**
3. You will be asked to reset your password
  - a. Enter your old password
  - b. Enter your new password twice
  - c. Click Submit

### Reset your password

Before you can sign in to Windows Live, you need to create a new password. We recommend creating a strong password to help protect your information. [Learn about Windows Live privacy](#)

Windows Live ID: **screenshot\_test\_01@butterfly3.msuniversity.com**

Password:  [Forgot your password?](#)

Type new password:   
Six-characters minimum; case sensitive

Password strength: **Weak**

Retype new password:

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

4. Login again with your new password
5. Windows Live also wants a secret question and answer – to be used if you forget your password
  - a. Enter your password again
  - b. Select a secret question and provide a secret answer
  - c. Provide an alternate e-mail address
6. You may now be asked for some personal profile information
  - a. Complete the fields as shown below and review the service agreement
  - b. Click 'I Accept'

### Your information

Birth year:   
Example: 1999

Country/Region:

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### Review and accept the Agreements

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

**Your new e-mail comes with:**

- 2 GB storage in your inbox
- 10 MB attachment limit
- Spam filtering, virus protection features, and attachment scanning
- A familiar interface with folders for sent messages and junk mail, and the ability to create new folders
- Preview reading pane

**How do I manage my e-mail?**

*Program your reading pane.* The reading pane for viewing e-mail content without leaving the inbox can be customized. To move it or remove it altogether:

1. In the upper-right corner of the page, click **Options**, and then click **More options**
2. Under Customize your mail, click **Reading pane settings**
3. Under Reading pane settings, select **Right, Bottom** or **Off**
4. When you first open your inbox or another folder, set the reading pane to **Show the first message automatically** or **Show a message only after you select it**
5. Click **Save**

*Use Folders.* Instead of keeping all your e-mail messages in your inbox, you can organize them into folders so they're easier to find and store. *Move messages between folders.* You can either **drag and drop** the messages directly into the desired folder, or **click the check box** next to each message you want to move. Then on the **Move to** menu, select the folder where you want them moved to.

**How often do I need to log in to my e-mail account?**

To make sure you keep all of the e-mail messages in your inbox, log in at least once every 120 days. If you don't, your account will remain active, but the messages stored in your inbox may be cleared.

**Applying Security**

Setting your preferred security settings will help to reduce the amount of junk e-mail you receive, and whom you receive messages from.

*Block e-mail from any sender or domain*

1. In the upper-right corner of the page, click **Options**, and then click **More Options**
2. Under Junk e-mail, click **Allowed and blocked senders**
3. Click **Blocked senders**
4. Enter an e-mail address or domain, and then click **Add to list**

*Block e-mail from a specific sender*

1. Click the message from the sender you want to block, or double-click the message from the sender you wish to block
2. Click **Report & Delete**. You also can use a right click to access **Report & Delete**.
3. The e-mail is deleted, and any further e-mail from the same sender is blocked

*Set the junk e-mail filtering level*

1. In the upper-right corner of the page, click **Options**, and then click **More Options**
2. Under **Junk e-mail**, click **Filters and confirmation**
3. Select the junk e-mail filters and settings that you want, and then click **Save**

**Support**

**If you require any assistance with IT services please contact the Service Desk:**

- In person in room D228 at College Drive campus. Hours: Monday through Friday 8:00AM to 4:30PM
- By phone at 705-474-7600 extension 5800
- By e-mail at servicedesk@canadorec.on.ca