



# Marion County Public Schools

PRESENTS

## Microsoft Live@edu

### What is Live@edu?

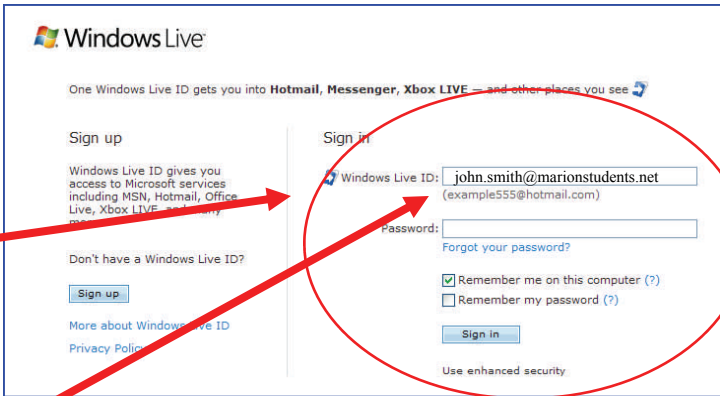
Marion County Public Schools, in co-operation with Microsoft, is providing secondary students with a communications environment which includes a hosted email service known as Live@edu and an online data storage service known as SkyDrive. Both new and returning students will be provided with **new** Live@edu accounts.

EMAIL	SKYDRIVE
<ul style="list-style-type: none"> <li>• Live@edu is Outlook Live</li> <li>• Mailbox capacity of 10 GB</li> <li>• Spam and virus filtering is provided</li> <li>• Access via Internet Explorer, Firefox, Opera, Safari (Mac)</li> </ul>	<ul style="list-style-type: none"> <li>• The Microsoft online storage environment</li> <li>• 25 GB of storage space</li> <li>• Grant other users access to specific files</li> </ul>

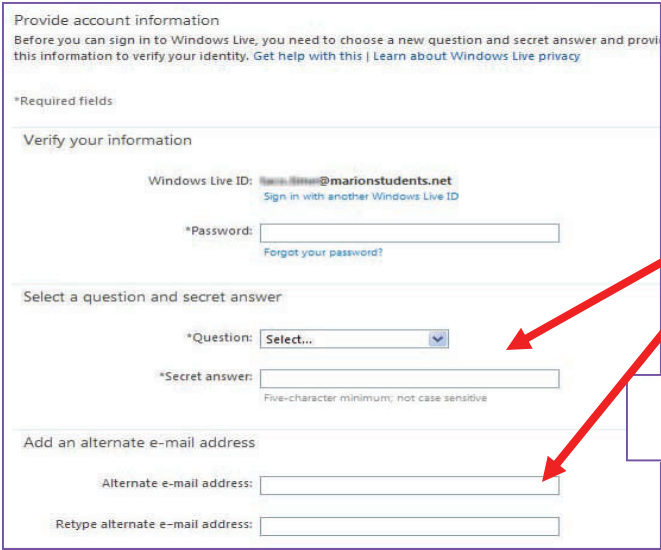
## FIRST TIME LOG IN INSTRUCTIONS

**Where do I go to access the server?**  
 You access Live@edu at <http://home.live.com>

**Remember to choose Sign In, not Sign Up. You already have an account!**

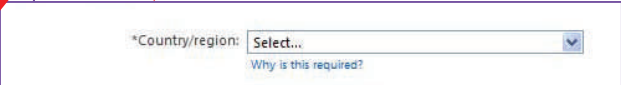


**What do you need to access Live@edu?**  
 You need your Marion County email address (firstname.lastname@marionstudents.net) and your student password (your password is the same one you use to log in to the student server at school)

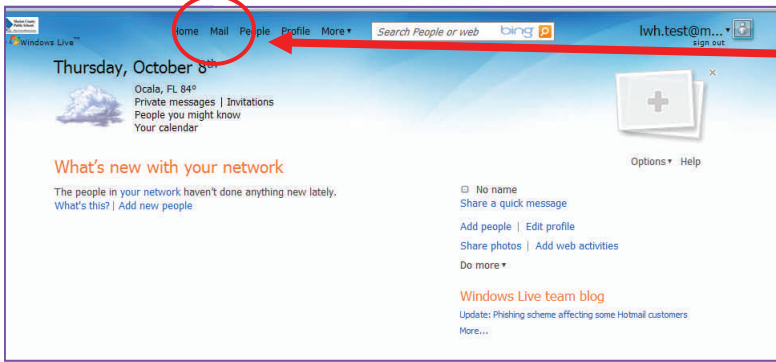


**What happens the first time I log in?**  
 The first time you log in to Windows Live you will be prompted to provide some account information.

- **Security question**
- **Alternate Email (optional)**
- **Country, State & Zip Code**



**When done click SUBMIT!**

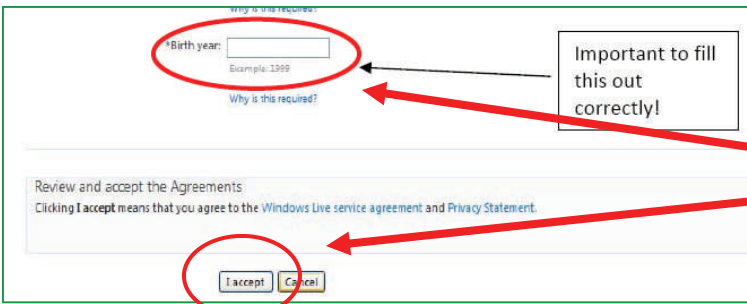
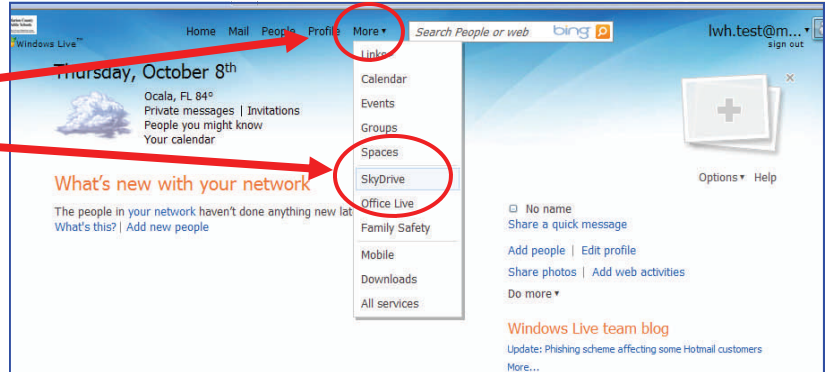


When you get to your homepage, choose **MAIL**. We need to set your time zone.

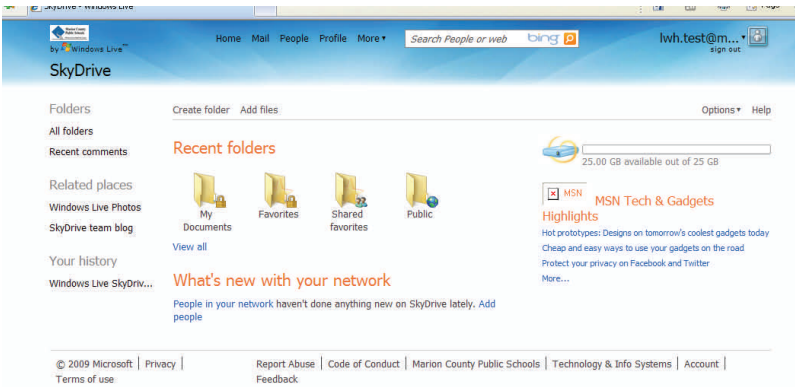
On next screen, Scroll **UP** to:  
*(GMT -5:00) Eastern Time (US & Canada)*  
 Click OK to go to your Outlook Live page

When you are done with email, go back to your home page and click **MORE** and then **SKYDRIVE**.

- You may have to retype your password



This will take you to a screen that will ask for your **BIRTHYEAR**.  
 Click **I ACCEPT**



This is your SKYDRIVE...

You can add new files and folders and choose who you want to share your files/folders with.

**Interesting facts**

- Lake Weir High School is the first secondary school in the country to have access to Live@edu
- When you go to college, you will have the opportunity to transfer your files and email to your new college account at Live@edu
- You can set up your cell phone to receive texts or access the site. Click MORE, then MOBILE from the home page.
- In Outlook Live (your email account), if you click on TO, CC, or BCC you can search through all the student email addresses for the one you are looking for.
- Don't change your password! It will reset to the original every hour as a security precaution.