

Microsoft
Live@edu



You gotta check out



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Live@Edu Program Lead

Microsoft Corporation

North Africa, Eastern Mediterrean and Pakistan

Live@edu Demos

Demo Scenarios

- **Student Scenario**

- *Lisa Andrews is a freshman in Contoso University. She is a Business major*

- **Faculty Scenario**

- *Prof Bob has been teaching undergraduate studies at Contoso University for about a decade*

- **IT Admin Scenario**

- *Steve is the IT Admin at Contoso University and he manages the Live@edu platform*

STUDENT SCENARIO

Anywhere access to your digital campus with one identity

Single sign-on access to all school services

Home - Windows Internet Explorer

http://contosoUniversity.net/UniversityHome.aspx

Get More Add-ons Live@edu Analytics & Fiel... FastHelp SMP MEA Sharepoint WW Sharepoint Infoweb Hotmail My NEPA Live@edu Connect Support Demo Acco

ity - Home

Chemistry formulas

Home

Welcome to Contoso University

With a rich history and a dedication to the pursuit of excellence, Contoso University offers unique learning experiences across a broad spectrum of academic and social environments.

[» More about CU](#)

EVENTS

 **Sep 27** Steve Ballmer Speaks to Law School

UNIVERSITY NEWS

 [Summer Graduation Ceremony 2009](#)
The graduation ceremony for full-time and evening graduate students is scheduled for Saturday, June 13, 2009 at 7:00pm. You can find information about the ceremony on the Graduation website.

SIGN IN

User Name
lisa_john

Password

[Sign In](#) [Sign Up](#)

Anywhere access to your digital campus with one identity

Easy access and integration with school portal and calendar

Contoso University - Windows Internet Explorer

http://contoso.university.net/StudentHome.aspx

Contoso University

SkyDrive

Calendar

September 29, 2010

Responding to Hate Crime
Venue: Meany Hall 303

Responding to Hate Crime
Venue: Steve Hall - # ...

Cougars Events Calendar

- ▶ **Responding to Hate Crime**
Steve Hall - # 316
Time: 6:00PM-7:00PM
- ▶ **Director's Dutes in a Time**
Bill Hall - # 304 Time: 7:00PM-8:00PM
- ▶ **Annual Ethics Seminar**
George - # 308 Time: 8:00PM-9:00PM

News

- ▶ Capital Markets Discussion More
- ▶ Dean Hirsch felicitated at the DC Educators' Forum More
- ▶ "Find your voice" campus news digest featured on NPR More
- ▶ Harnessing cloud computing for data-intensive research on More

Cougar e-bazaar

Available: One bedroom off campus housing on 45th Street Interested in moving out of your cramped dorm ...

For Sale: French Composition textbook. Stylistique comparee du et de l' Carefully used and in great reading condition ...

Free free free: Cougar basketball tickets available I am giving away two free tickets to the game on April 29th to anyone ...

Cougar Happenings

- ▶ Marketing Club offers free pizza for your ideas Meet at the Marketing club annex in building
- ▶ Rick Steves discusses Iran trip The popular uber travel host comes to campus on April 30 ...
- ▶ Microsoft CEO Steve Ballmer addresses Law Students Steve Ballmer will be in Meany Hall on May 8 addressing the current ...

Internet | Protected Mode: On

2:17 PM 9/29/2010

Anywhere access to your digital campus with one identity

Access Outlook Live Inbox

Links to other services, including SkyDrive

The screenshot displays the Outlook Web App interface within a Windows Internet Explorer browser. The interface is branded for Contoso University. Key features and their corresponding labels are as follows:

- Cobranded:** Points to the Contoso University logo and header.
- Organize my Mail Using Rules:** Points to the 'Mail' tab in the top navigation bar.
- Change online "status":** Points to the status menu on the right, which includes options like Online, Busy, Away, and Sign Out of IM.
- Conversation View Custom Links:** Points to the 'Conversation View' link in the 'Helpful links for' section.
- Start Real-time Chat:** Points to the 'Start Real-time Chat' link in the email header.
- Messenger Contacts:** Points to the 'Contact List' on the left sidebar.
- Links to other services, including SkyDrive:** Points to the 'More' dropdown menu in the top navigation bar, which lists services like SkyDrive, Mobile, and Downloads.

The main content area shows an email from Bob Kelly to Lisa Andrews, dated 2/16/2010. The email includes a list of 'Helpful links for assignment #7' and a real-time chat window at the bottom.

Make working in teams easy

Accessing and Sharing Calendars

The screenshot displays the Outlook Web App interface in a Windows Internet Explorer browser. The address bar shows the URL <https://outlook.officeapps.com/owa/>. The page header includes the Contoso University logo and navigation links for Mail, Office, Photos, More, and MSN. The user's name, Lisa Andrews, is displayed in the top right corner with a 'Sign out' link.

The main content area is the 'Calendar' view, showing a weekly calendar for the week of September 26 to October 2, 2010. The calendar is divided into two panes: 'My Calendars' and 'People's Calendars'. The 'My Calendars' pane shows the user's own calendar with events such as 'Firms and Markets' (orange), 'Accounting 500' (blue), and 'Consumer Behavior' (green). The 'People's Calendars' pane shows the calendar for Sanjay Patel, which is marked as 'Busy' for the entire week.

The left sidebar contains navigation links for Mail, Calendar, Contacts, and Tasks. The bottom status bar shows the system clock as 3:51 PM on 9/29/2010.

Organize my life and my stuff

Access my Other Email Accounts from Outlook Live

Account - Outlook Web App - Windows Internet Explorer

https://pod51000.outlook.com/ecpi?fr=ows

Outlook Web App

Lisa Andrews
Sign out

My Mail

Account

- Organize E-Mail
- Groups
- Settings
- Phone
- Block or Allow

General

Display name: Lisa Andrews
Windows Live ID: Lisa_v-nadhed@contosouniversity.net

Contact Numbers

Work phone:
Mobile phone:

Edit

Connected Accounts

You can connect your Outlook Web App account to your other e-mail accounts. This lets you use your Outlook Web App account to send and receive mail from the connected accounts.

New... Details X

Account Name	Status	Action
lisa_andrews88@live.com	OK	
lisaandrews81@gmail.com	Downloading	

Tell people you're on vacation

Shortcuts to other things you can do

- Forward your mail using Inbox rules
- Learn how to get Direct Push e-mail on your mobile phone
- Connect Outlook to this account
- Change your password

Like it? Don't like it?

We'd like to know what you think. Please [give us feedback](#).

© 2009 Microsoft

Internet | Protected Mode: On

4:09 PM
9/29/2010

Make working in teams easy

Find my Teammates and Create a Group

The screenshot displays the Outlook Web App interface. On the left, the 'Contacts' sidebar is visible, showing a list of contacts. The main window, titled 'Untitled Group - Windows Internet Explorer', shows the 'Accounting Project' group being created. The 'Members...' section lists two contacts: Chris Preston and David Hamilton. A blue callout box points to the 'Members...' section, stating: 'Lisa found her teammates in the Global Address List'. The 'Members...' section is a table with two columns: 'Name' and 'E-Mail'. The table contains two rows: Chris Preston (chris.preston@contosouniversity.net) and David Hamilton (David.Hamilton@contosouniversity.net). The 'Members...' section also includes an 'Add to Group' button and a 'Remove from Group' button. The 'Notes' section is empty. The bottom of the screen shows the Windows taskbar with the Start button and several application icons. The system tray in the bottom right corner shows the date and time: 4:24 PM, 9/29/2010.

Group Name: Accounting Project

Members...

Name	E-Mail
Chris Preston	chris.preston@contosouniversity.net
David Hamilton	David.Hamilton@contosouniversity.net

Add to Group

Remove from Group

Notes

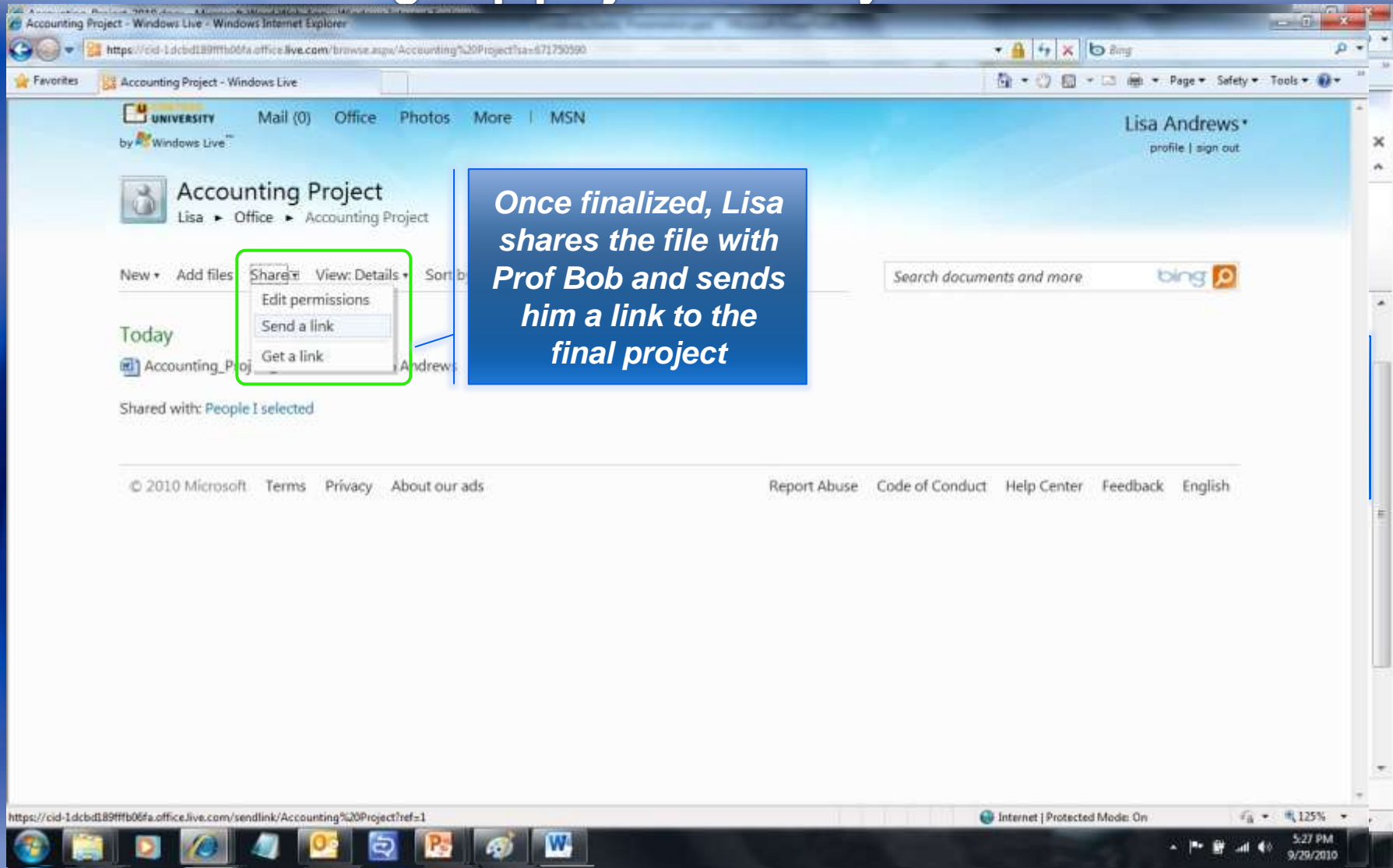
Members -> Chris Preston;

Lisa found her teammates in the Global Address List

Microsoft Live@edu

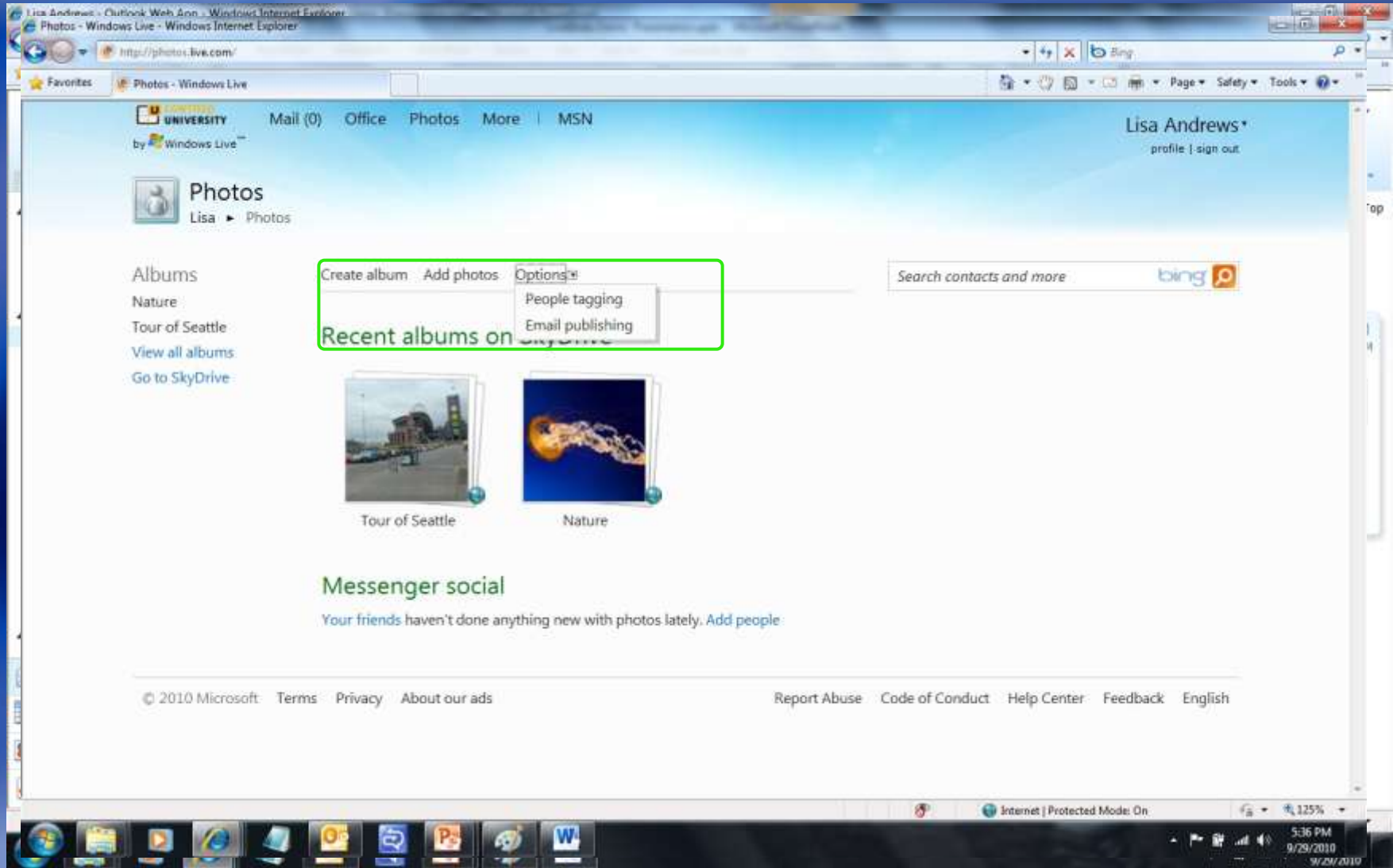
Make working in teams easy

Collaborate on a group project with SkyDrive and Office Live



Organize my life and my stuff

Manage my Photos with Live Photos



STAFF SCENARIO

Anywhere access to your digital campus with one identity

Single sign-on access to all school services

The screenshot displays the Contoso University website in a Windows Internet Explorer browser window. The URL bar shows http://contosouniversity.net/UniversityHome.aspx?userId=Bob_v-nadhad&language=en-us. The website features a navigation bar with links for SCHOOLS, OFFICES, ABOUT CONTOSO, ADMISSIONS & AID, and SEARCH. A large banner image shows a group of students studying together, with the text "Welcome to Contoso University" and a description of the university's commitment to excellence. Below the banner, there are sections for EVENTS, UNIVERSITY NEWS, and a SIGN IN area. The SIGN IN area is circled in green and contains fields for User Name (Bob_v-nadhad) and Password (*****), along with Sign In and Sign Up buttons. Below the SIGN IN area, there are links for Gateways for Faculty & Staff, Parents, and Students. The bottom of the page shows the Windows taskbar with various application icons and the system clock indicating 5:41 PM on 9/29/2010.

Contoso University - Home - Windows Internet Explorer

http://contosouniversity.net/UniversityHome.aspx?userId=Bob_v-nadhad&language=en-us

Contoso University - Home

CONTOSO UNIVERSITY

SCHOOLS OFFICES ABOUT CONTOSO ADMISSIONS & AID SEARCH

Welcome to Contoso University

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[More about CU](#)

EVENTS

Oct 4 Steve Ballmer Speaks to Law School

Oct 7 Rick Steves on Campus

[Event Calendar](#)

UNIVERSITY NEWS

Summer Graduation Ceremony 2009
The graduation ceremony for full-time and evening graduate students is scheduled for Saturday, June 13, 2009 at 7:00pm. You can find information about the ceremony on the Graduation website.

Legend's Breakfast Series Rolls Out for 2009
Come meet the some highly successful luminaries in both business and the arts and hear them speak. Please visit the Breakfast Series website for more information on the schedule and dates for the.

[Capital Markets Discussion](#)

[Dean Blank featured at the PC Education Forum](#)

SIGN IN

User Name
Bob_v-nadhad

Password

[Sign In](#) [Sign Up](#)

Gateways for..

- Faculty & Staff
- Parents
- Students

Done

Internet | Protected Mode: On

5:41 PM 9/29/2010

oft Live@edu

Anywhere access to your digital campus with one identity

Easy access and integration with school portal and calendar

The screenshot displays the 'Contoso University - Faculty Home' web portal. The page features a navigation bar with links for 'SCHOOLS', 'OFFICES', 'ABOUT CONTOSO', and 'ADMISSIONS & AID'. A 'Welcome Bob Log Out' message is visible in the top right. The main content area is divided into several sections:

- SkyDrive:** A link to the user's SkyDrive storage, highlighted with a green circle and a blue callout box labeled 'Live@edu SkyDrive'.
- Cougar Mail:** A list of emails, including messages from Sanjay Patel, Microsoft Outlook, and Lisa Andrews, with links to attachments like 'Analysis paper', 'Weekly assignment', 'Final Project', and 'Presentation next week'. This section is highlighted with a green box and a blue callout box labeled 'Exchange Emails'.
- Calendar:** A calendar view for September 29, 2010, showing a single event titled 'Macroeconomics' from 8:00 to 11:00. This section is highlighted with a green box and a blue callout box labeled 'Exchange Calendar'.
- Campus News:** A section for news updates, including 'Research News' and 'News'.

The Windows taskbar at the bottom shows the system clock as 3:44 PM on 9/29/2010. The bottom right corner of the slide features the 'Live@edu' logo.

Anywhere access to your digital campus with one identity

Access on-Premises Exchange through Outlook Web Access

The screenshot displays the Outlook Web App (OWA) interface within a Windows Internet Explorer browser window. The browser's address bar shows the URL <https://onpremise.contosouniversity.net/OWA/#>. The OWA interface is titled "Outlook Web App" and shows the user "Bob_v-nadhad" with a status menu on the right. The main area is divided into a left sidebar with navigation links (Inbox, Unread Mail, Sent Items, etc.), a central list of emails, and a right pane showing the details of the selected email.

Navigation Sidebar:

- Mail
- Calendar
- Contacts
- Tasks

Email List (Inbox):

From	Subject	Date
Sanjay Patel	Analysis paper	2/16/2010
Sanjay Patel	Weekly assignment	2/16/2010
Microsoft Outlook	Presentation next week	2/16/2010
Sanjay Patel	Final Project	2/16/2010
Administrator	Sharing invitation: Administrator...	2/16/2010
Lisa Andrews	Presentation next week	2/16/2010
Lisa Andrews	Chapter 3 Data	2/16/2010
Lisa Andrews	Notes Outline	2/16/2010

Selected Email Details:

From: Lisa Andrews [lisa.andrews@contosouniversity.net]
To: Bob_v-nadhad
Subject: RE: Presentation next week
Date: Tuesday, February 16, 2010 12:35 PM

Attachments: De_Beers_Powerpoint.ppt (235 KB) [Open as Web Page]

Message Body:

I have attached the copy of powerpoint from the ideas you gave me. Some other ideas that have come to my thought is the cartel, the slogan and the price control.

Previous Message:

From: Bob Kelly [Bob Kelly@onpremise.contosouniversity.net]
Sent: Thursday, January 14, 2010 4:20 PM
To: Lisa Andrews
Subject: RE: Presentation next week

You can talk about the history they have of being dominant diamond manufacturer, also think of adding market structures, and the agenda of the company.

Previous Message:

From: Lisa Andrews [lisa.andrews@contosouniversity.net]
Sent: Thursday, January 14, 2010 4:17 PM
To: Bob Kelly
Subject: RE: Presentation next week

I am very interested in doing DeBeers

Anywhere access to your digital campus with one identity

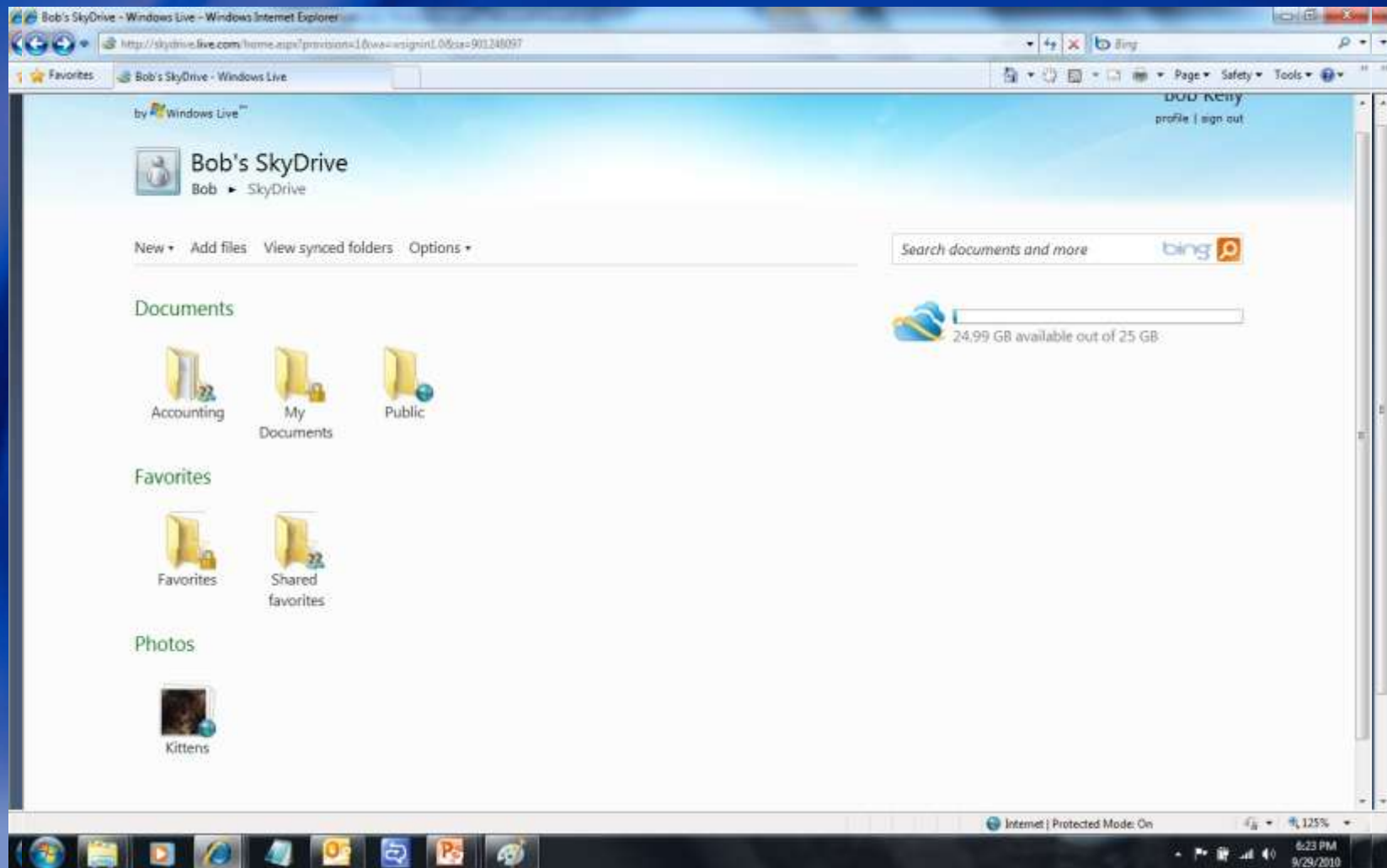
Find my Class in the Global Address List and Create a Group

The screenshot displays the Outlook Web App interface. On the left, the 'Contacts' sidebar is visible, with a green circle highlighting the 'Group' link. The main window shows the 'Address Book' dialog box. The 'Default Global Address List' is selected, and the search results for 'Lisa Andrews' are displayed. The contact details for 'Lisa_v-nadhad' are shown, including 'Business School' and 'Lisa_v-nadhad@contosouniversity.net'. The 'Member selections' section at the bottom shows 'Members ->' with 'Lisa_v-nadhad;' selected. A blue callout box on the right contains the text: 'Prof Bob is able to find his Students in the Global Address List'. The bottom of the screen shows the Windows taskbar with the Start button and several application icons.

Prof Bob is able to find his Students in the Global Address List

Make collaboration with my class easy

Collaborate with my Class with SkyDrive and Office Live



IT ADMIN SCENARIO

Easily manage my Live@edu platform

Single sign-on access to my management portals

Contoso University - Home - Windows Internet Explorer

http://demo4.contosouniversity.net/

Contoso University - Home

CONTOSO UNIVERSITY

SCHOOLS OFFICES ABOUT CONTOSO ADMISSIONS & AID SEARCH

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[Event Calendar](#)

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Legend's Breakfast Series Rolls Out for 2009
Come meet the same highly successful luminaries in both business and the arts and hear them speak. Please visit the Breakfast Series website for more information on the schedule and dates for the

[Capital Markets Discussion](#)

SIGN IN

User Name
demo4admin

Password
.....

[Sign In](#) [Sign Up](#)

Gateways for..

- [Faculty & Staff](#)
- [Parents](#)
- [Students](#)

Internet | Protected Mode: On

6:29 PM 9/29/2010

Easily manage my Live@edu platform

Single sign-on access to my management portals

The screenshot shows the Live@edu Service Management Portal in Internet Explorer. The address bar displays <https://eduadmin.live.com/default.aspx?webvsignrtd.0>. The page title is "demo4.contosouniversity.net".

Navigation Menu (Left):

- Home
- Institution profile
- Users and groups
- Domains
- Co-branding
- Mail delivery
- Single sign-on
- Reports
- Support
- Service status

Getting started

After you've confirmed domain ownership, you can quickly test the mail flow and begin your deployment.

- Plan your Live@edu deployment
- Create user accounts
- Set up an MX record
- Test mail flow
- Add your own brand to your site

Advanced options

- Enable single sign-on (SSO)
- Configure additional e-mail routing options

Recommended tasks

On the Institution profile page, provide a distribution list for critical notifications. While you're there, enter an estimated deployment size to help us better support your capacity needs.

[Institution profile](#)

Join the Live@edu community and see how others manage their Live@edu services.

[Live@edu community](#)

Get materials to help market Live@edu to your students.

[Student Launch Kit](#)

Search and Partners (Right):

Enter your search term

Partners

Find Live@edu solutions and services offered by Microsoft Partners.

[Find a partner](#)

Quick access
to key
administrative
tasks

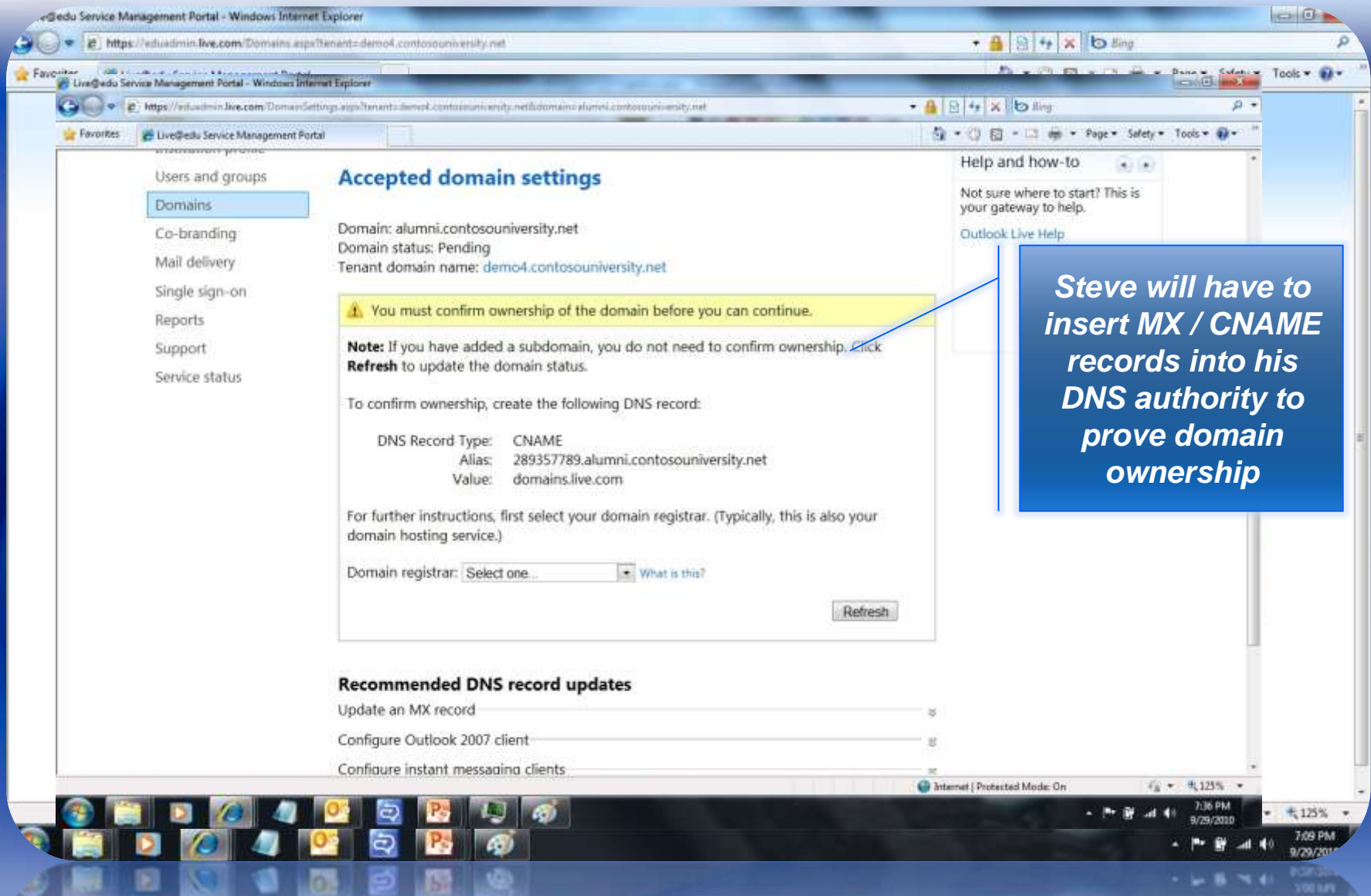
Help gadget

One place
to get
started

Promote the
Live@edu
services

Live@edu

Domain Management



Co-branding: your school logo & more

Customized for my school

Windows Live Outlook Live

You can co-brand and customize the behavior of Outlook Live.

Selected language/region: English - United States (default)

Provide your organization information

Customize the interface to show your organization's brand.

Organization Name

Name:

Contoso University

Provide an image or logo for your organization

File name:

Browse...



☐ Delete your image

Properties:

File type: PNG

Max. height (pixels): 42

Max. width (pixels): 60

Resolution: 32

Max. size (KB): 30

Alt text:

Provide a logoff redirection link

You can change the URL that your users will be redirected to when they log off of Outlook Live.

URL:

<http://www.contosouniversity.com>

[Click here to test](#)

Send users back to the school homepage or portal

Customize Windows Live services

Show users your organization's look and feel across the Windows Live suite of services.

Current language/region: English - United States (default) [Change](#) [Delete](#)

Click the Windows Live service or component you want to customize. IMPORTANT: You must customize the language/region separately.



We are publishing your cobranding. Allow 24 hours for publishing.

Service

Last updated

Status

Outlook Live

4/21/2009 3:16:32 PM

Published

Header and Footer

4/21/2009 3:16:32 PM

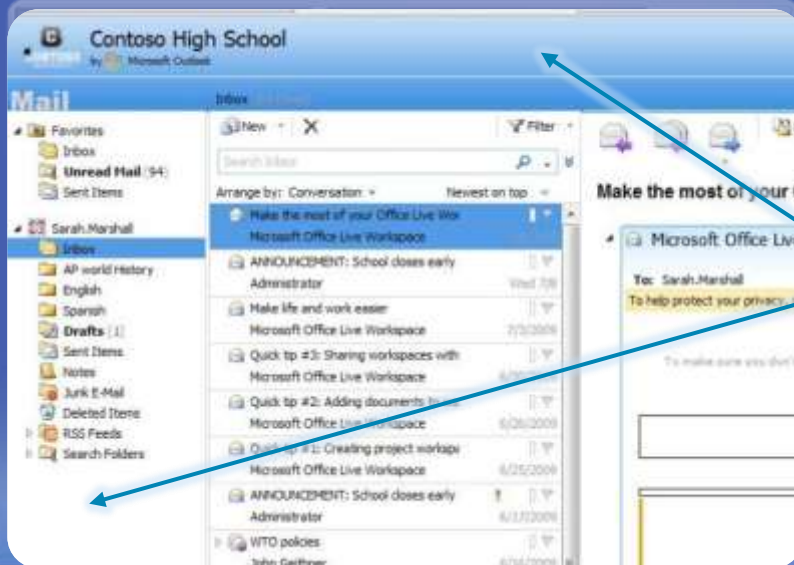
Published



Preview changes



Publish to the web



UI available in 17 languages, ability to publish in 75+ languages

In Outlook Live & Windows Live Services

Your school logo

IT controls: "no header" and no instant messaging options

Mail Delivery

The screenshot shows a Windows Internet Explorer browser window displaying the Live@edu Service Management Portal. The address bar shows the URL <https://eduadmin.live.com/Mail.aspx?tenant=demo4.contosouniversity.net>. The left sidebar contains a navigation menu with the following items: Home, Institution profile, Users and groups, Domains, Co-branding, Mail delivery (highlighted), Single sign-on, Reports, Support, and Service status. The main content area is titled "Mail delivery" and contains the following text: "The following tools and information can be used to confirm e-mail messages are routed properly. To learn more, see [Mail delivery and relay scenarios](#)."

Create an SPF record

A Sender Policy Framework (SPF) record identifies messages sent from your domain as originating from Outlook Live messaging servers, which allows destination e-mail systems to trust those messages. To add a TXT record for this, provide your domain registrar with the following information:

DNS Record Type:	TXT
Host:	demo4.contosouniversity.net
Value:	v=spf1 include:outlook.com -all
TTL:	3600 or 1 hour (if requested)

To learn more, see [Use an SPF record to validate e-mail sent from your domain](#).

Safelist mail servers

On the Manage IP safelists page, ensure e-mail delivery to mailboxes in your domain by adding the IP addresses for your gateway servers and internal mail servers to your safelists. [Manage IP safelists](#)

Shared address space

Configure your domain to share the same Simple Mail Transfer Protocol (SMTP) e-mail address space with a different e-mail system. [Learn more about Shared address space](#).

The right sidebar contains a search bar with the text "Enter your search term" and a magnifying glass icon. Below the search bar is a section titled "Developer tools" with the text "Get access to technical solutions others have created." and a link "Browse CodePlex". Below this is a section titled "Featured solution: PowerShell Toolkit" with a green hexagonal icon. At the bottom of the sidebar, there is a note: "CodePlex projects are not supported by Microsoft."

The Windows taskbar at the bottom shows the Start button and several application icons, including Internet Explorer, Outlook, and Photoshop. The system tray on the right shows the time as 7:31 PM on 9/29/2010 and the network status as 125%.

Live@edu Reporting

Track usage of Live@edu services through IT reporting

Outlook Live Reports

Account Trends

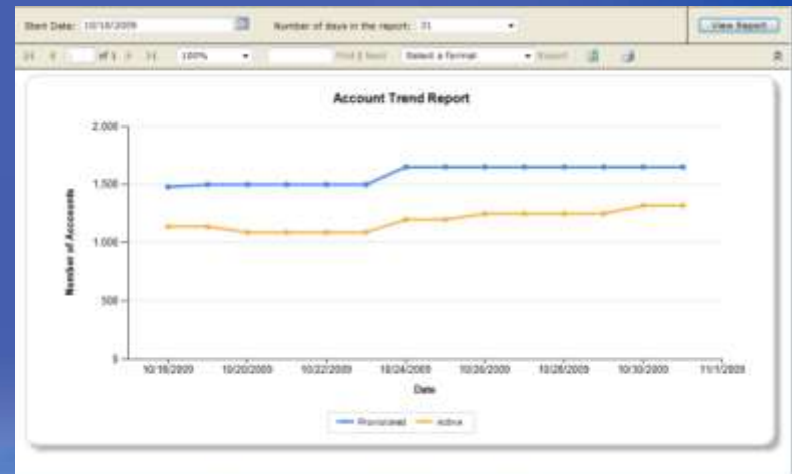
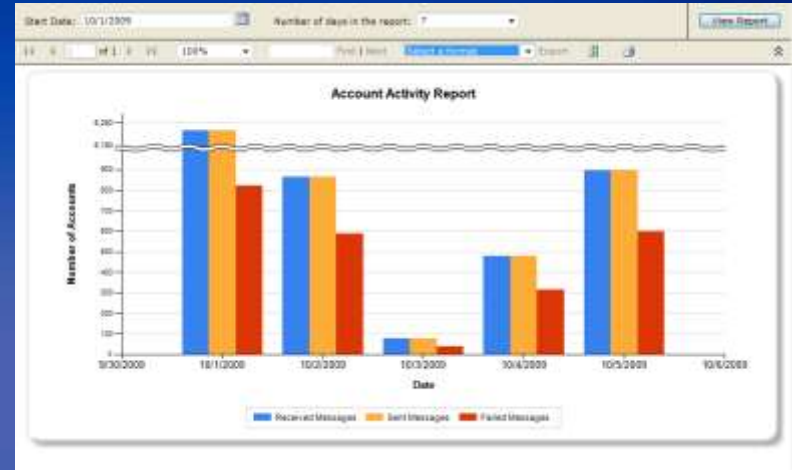
of active and provisioned accounts

Account Activity Summary

of accounts that have received, sent or had failed messages

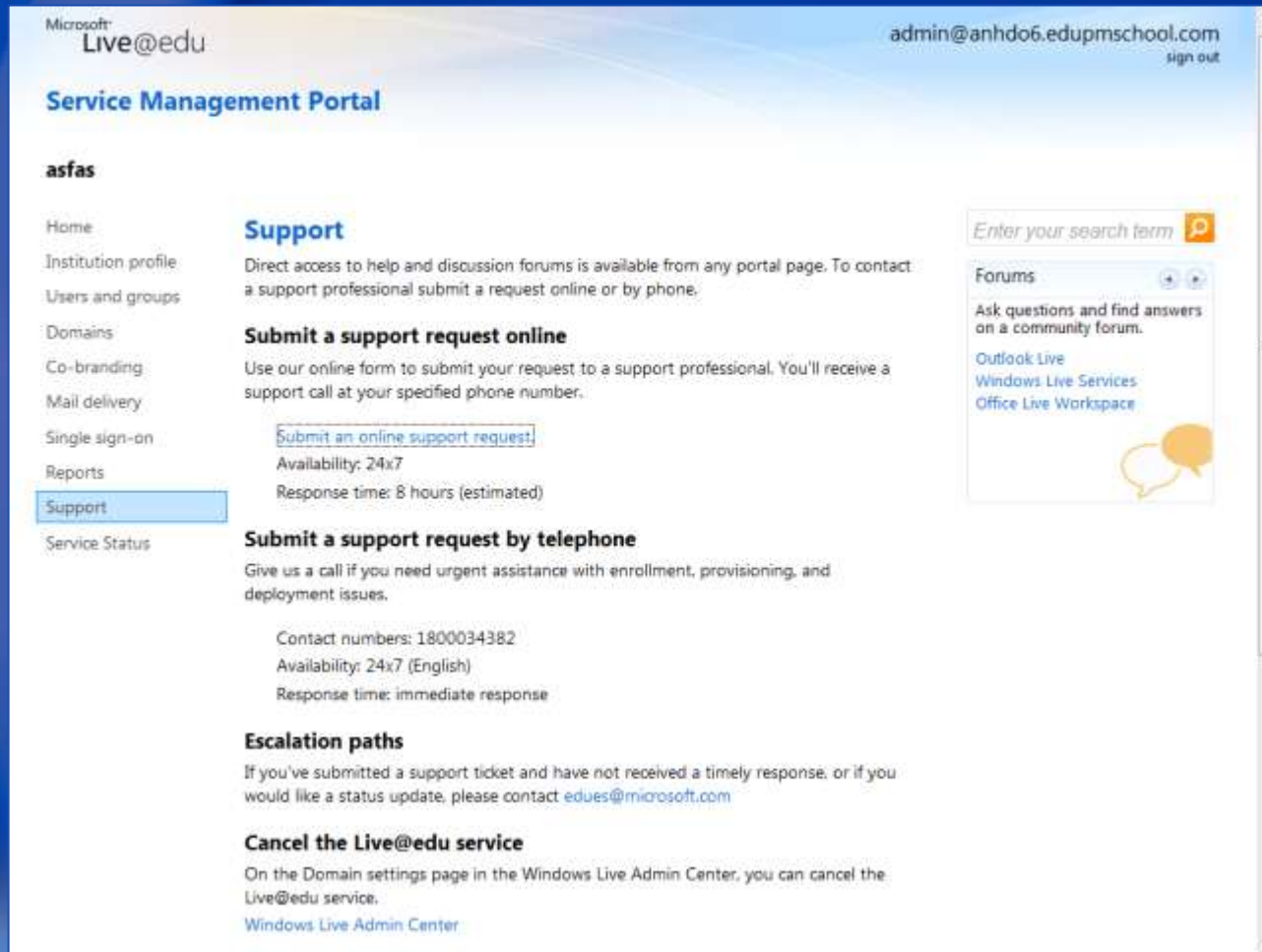
Message Activity

of received, sent and failed messages for the domain



24x7 support for IT administrators

Free hosted email support for school administrators and help desks



The screenshot shows the Microsoft Live@edu Service Management Portal. At the top, the Microsoft Live@edu logo is on the left, and the user email 'admin@anhdo6.edupmschool.com' with a 'sign out' link is on the right. The page title is 'Service Management Portal'. A left sidebar lists navigation options: Home, Institution profile, Users and groups, Domains, Co-branding, Mail delivery, Single sign-on, Reports, Support (highlighted), and Service Status. The main content area is titled 'Support' and includes a description of the support service, a link to 'Submit an online support request', and details about 24x7 availability and an 8-hour response time. It also provides a section for submitting requests by telephone, including contact numbers and immediate response times. Further down, there are sections for 'Escalation paths' and 'Cancel the Live@edu service'. On the right side of the main content, there is a search bar and a 'Forums' section with links to Outlook Live, Windows Live Services, and Office Live Workspace.

Microsoft
Live@edu

admin@anhdo6.edupmschool.com
sign out

Service Management Portal

asfas

- Home
- Institution profile
- Users and groups
- Domains
- Co-branding
- Mail delivery
- Single sign-on
- Reports
- Support**
- Service Status

Support

Direct access to help and discussion forums is available from any portal page. To contact a support professional submit a request online or by phone.

Submit a support request online

Use our online form to submit your request to a support professional. You'll receive a support call at your specified phone number.

[Submit an online support request.](#)

Availability: 24x7
Response time: 8 hours (estimated)

Submit a support request by telephone

Give us a call if you need urgent assistance with enrollment, provisioning, and deployment issues.

Contact numbers: 1800034382
Availability: 24x7 (English)
Response time: immediate response

Escalation paths

If you've submitted a support ticket and have not received a timely response, or if you would like a status update, please contact edues@microsoft.com

Cancel the Live@edu service

On the Domain settings page in the Windows Live Admin Center, you can cancel the Live@edu service.
[Windows Live Admin Center](#)


Enter your search term



Forums

Ask questions and find answers on a community forum.

- [Outlook Live](#)
- [Windows Live Services](#)
- [Office Live Workspace](#)


Live@edu Help Gadget



Search for help 

Partners  

Find Live@edu solutions and services offered by Microsoft Partners.

[Find a partner](#)



Forums  

Ask questions and find answers on a community forum.


[Outlook Live](#)



[Windows Live Hotmail](#)

[Windows Live](#)

SkyDrive, Spaces, Messenger, Writer, Mobile

[Office Live Workspace](#)




Developer Tools  

Get access to technical solutions others have created.

[Browse Codeplex](#)

CodePlex projects are not supported by Microsoft. supported by Microsoft



Help and how-to

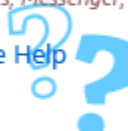
Not sure where to start? This is your gateway to help.



[Outlook Live Help](#)

[Windows Live Help](#)

Hotmail, SkyDrive, Spaces, Messenger, Writer, Mobile


[Office Live Workspace Help](#)





Support  

We're here when you need us.

[Contact support](#)



Forums  


Ask questions and find answers on a community forum.

[Outlook Live](#)

[Windows Live Hotmail](#)

[Windows Live](#)

[Office Live Workspace](#)



Easily manage my Live@edu platform

The screenshot shows the Microsoft Exchange Online Administrator interface. The browser window title is "Mailboxes - Microsoft Exchange - Windows Internet Explorer". The address bar shows "https://pod51000.outlook.com/ecp/". The page header includes the "Microsoft Exchange Online Beta" logo and the user "Administrator" with a "Sign out" link. A "Select what to manage:" dropdown menu is open, with "My Organization" selected and highlighted by a green box. Other options in the dropdown are "Myself", "My Organization", and "Another User...". The left sidebar contains links for "Users & Groups", "Mail Controls", and "Reporting". The main content area has tabs for "Mailboxes", "Public Groups", "External Contacts", "Administrator Roles", "User Roles", and "E-Mail Migration". Below these tabs is a "Mailboxes" section with buttons for "New...", "Import users...", "Details", "Reset Password", and a search icon. A search bar labeled "Search mailboxes" is present. Below the search bar is a table with two columns: "Display Name" and "E-Mail Address". The table contains two rows: "Administrator" with email "admin@demo4.contosouniversity.net" and "test user" with email "test.user@demo4.contosouniversity.net". At the bottom of the table, it says "1 selected of 2 total". The Windows taskbar at the bottom shows the Start button and several application icons. The system tray shows the time "7:42 PM" and date "9/29/2010".

Microsoft Exchange Online Beta

Administrator Sign out

My Mail

Select what to manage: My Organization

Myself

My Organization

Another User...

Users & Groups

Mail Controls

Reporting

Mailboxes

Public Groups

External Contacts

Administrator Roles

User Roles

E-Mail Migration

Mailboxes

New... Import users... Details Reset Password

Search mailboxes

Display Name	E-Mail Address
Administrator	admin@demo4.contosouniversity.net
test user	test.user@demo4.contosouniversity.net

1 selected of 2 total

© 2009 Microsoft

Internet | Protected Mode: On

125%

7:42 PM 9/29/2010

Manage Users and Groups

Bulk Create Users (CSV Upload Tool)

The screenshot shows the Outlook Web App interface with the 'Mailboxes' tab selected. A table lists various mailboxes, including Administrator, Amy Alberts, Anthony Riddle, Atticus Count, Bean McCounter, Ben Andrews, Bill English, Bob Kelly, Chris Preston, Chris Samuel, Daniel Collins, David, David Hamilton, Eddie Money, Elizabeth Speakeasy, Ellen Adams, galsync, Gautam Gambhir, I User, Iphone User, Jay Hamlin, Jim Baker, Jim Kim, and John. An 'Import Users' dialog box is open, showing the URL 'https://outlook.com/ecp/UsersGroups/ImportUsers.aspx' and instructions on how to import users using a CSV file. The dialog box includes a 'Browse...' button to select a CSV file and 'Import' and 'Cancel' buttons at the bottom.

Display Name	E-Mail Address
Administrator	admin@contosouniversity.net
Amy Alberts	Amy.Alberts@contosouniversity.net
Anthony Riddle	anthony.riddle@contosouniversity.net
Atticus Count	Atticus.Count@contosouniversity.net
Bean McCounter	bean.mccounter@contosouniversity.net
Ben Andrews	ben.andrews@contosouniversity.net
Bill English	bill.english@contosouniversity.net
Bob Kelly	bob.kelly@contosouniversity.net
Chris Preston	chris.preston@contosouniversity.net
Chris Samuel	chris.samuel@contosouniversity.net
Daniel Collins	daniel.collins@contosouniversity.net
David	David@contosouniversity.net
David Hamilton	David.Hamilton@contosouniversity.net
Eddie Money	eddie@contosouniversity.net
Elizabeth Speakeasy	elizabeth.speakeasy@contosouniversity.net
Ellen Adams	ellen.adams@contosouniversity.net
galsync	galsync@contosouniversity.net
Gautam Gambhir	gautam.gambhir@contosouniversity.net
I User	i.user@contosouniversity.net
Iphone User	Iphone.User@contosouniversity.net
Jay Hamlin	jay.hamlin@contosouniversity.net
Jim Baker	jim.baker@contosouniversity.net
Jim Kim	jim.kim@contosouniversity.net
John	John.M@contosouniversity.net

selected of 154 total

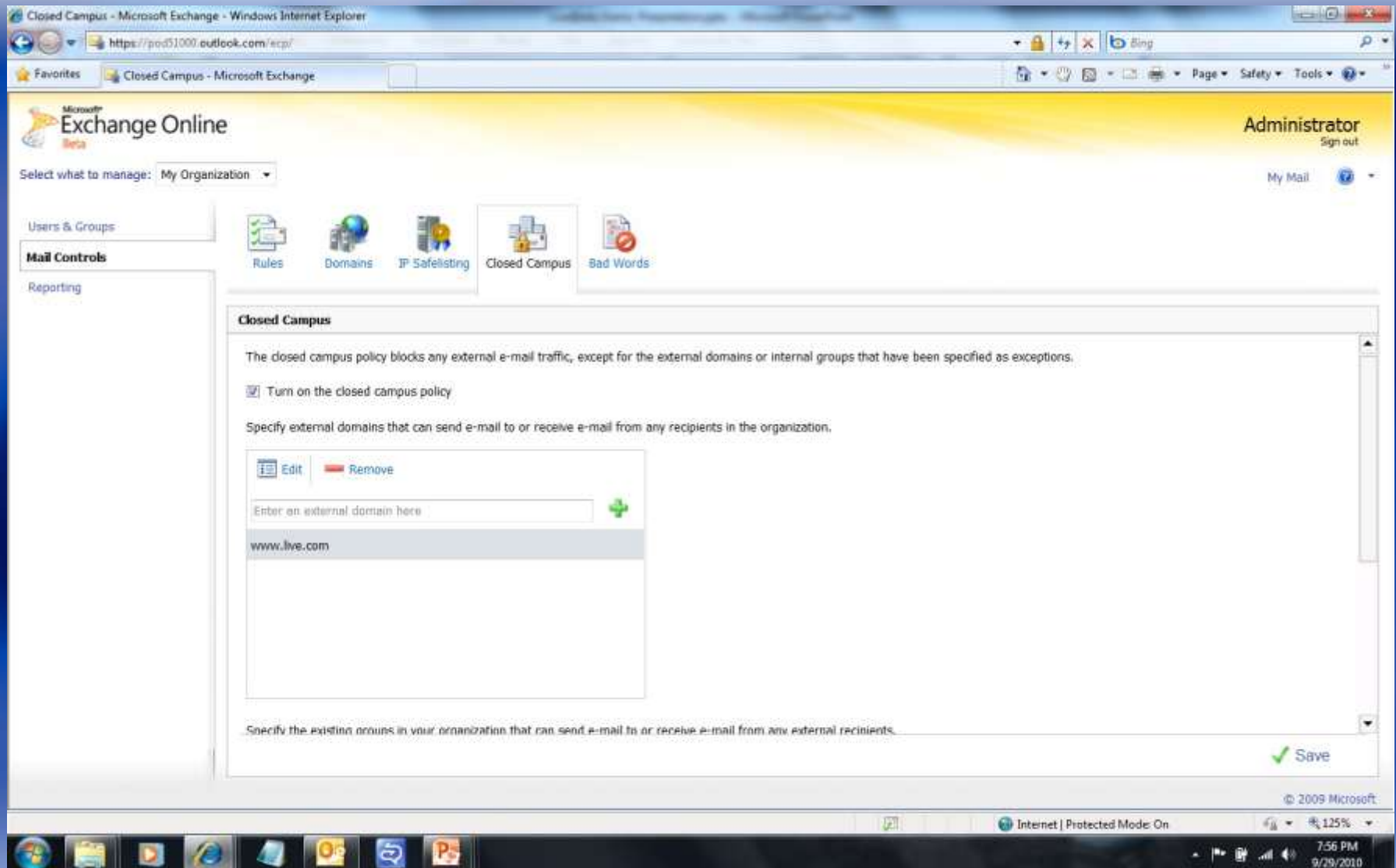
Create Distribution Lists

The screenshot shows the Outlook Web App interface with the 'Groups' tab selected. A 'New Group' dialog box is open, showing the 'General' tab. The dialog box includes fields for 'Display name' (Business 203), 'Alias' (bus203), and 'Description' (Business 203). The 'Ownership' tab is also visible, showing the 'Owners' section with a list of owners (rajatam@rajexch.contosouniversity.com) and buttons to 'Add' or 'Remove' owners. A callout box explains that all public groups must have at least one owner who is responsible for managing the group, and by default, you're the owner of the group you're creating. To add owners, click 'Add'. A 'Learn More' link is also present.

Add Faculty or External Users

The screenshot shows the Outlook Web App interface with the 'Add External Contact' dialog box open. The dialog box includes fields for 'First name' (John), 'Initial' (Prof.), 'Last name' (Richards), 'Display name' (Prof. J.R.), 'Alias' (Prof.richards), and 'External e-mail address' (john.richards@contosouniversity.com). A callout box explains that the external e-mail address should look like 'someone@example.com'. A 'Learn More' link is also present.

Apply Closed Campus Policy



Apply Transport Rules

The screenshot displays the 'Rules' management interface. On the left, a list of rules is shown under the 'On' and 'Rule' tabs. The rule 'Sent to scope Outside the organization' is selected and checked. The main area shows the configuration for this rule, titled 'Edit rule: Sent to scope Outside the organization'. It includes a 'Required fields' section, a list of conditions ('If the message...'), a list of actions ('Do the following...'), and an 'Except if the message...' section. The rule is named 'Sent to scope Outside the organization'.

Rules

Use rules to control the flow of e-mail.

On **Rule**

On	Rule
<input type="checkbox"/>	__closedcampusinbo
<input type="checkbox"/>	__closedcampusoutb
<input type="checkbox"/>	__badwords
<input type="checkbox"/>	__antibullying
<input checked="" type="checkbox"/>	Sent to scope Outside the organization

Edit rule: Sent to scope Outside the organization

* Required fields.

Apply this rule...

* If the message...

Is sent to this scope... [Outside the organization](#)

Add Condition

* Do the following...

X Append a disclaimer to the message... [This message came from a student at Contoso University. Contoso U...](#)

and

X Blind carbon copy (Bcc) the message to... [Select one...](#)

Add Action

Except if the message...

Add Exception

Name of rule:

Sent to scope Outside the organization

Save Cancel

- Apply policies to e-mail
 - Inspect headers and contents
 - Take action (add footer, add disclaimer, bounce, classify...)
 - Apply narrowly or broadly
- Most common rules will be manageable via Exchange Control Panel UI

Search E-mails Across Org

New User
friendly search

Easily refine and
target search

Multi-Mailbox Search

Create a New Search | Edit Search | Print Log | Save Log

Status	Title	Date	Size
Searching	Title limited to 256 characters	09/30/07 12:00	40.25 GB
Completed	Another search title limited to 256...	09/28/07 12:35 ...	600.4...
Completed with Err...	Yet another search title limited to...	09/27/07 1:06 P...	22 MB
Completed	And one search title limited to 256...	09/22/07 12:35 ...	600.4...
Completed with Err...	Still another search title limited to...	09/21/07 1:06 P...	34 MB

Details Log file

Title limited to 256 characters

Status: Searching MBX 60 of 400
User: mforney
Date: 09/29/07 12:00 PM
Size: Estimated at 4
Items: Estimated at 2
Mailbox: Domain\alias
[Open in Outlook](#)

Query:
Lorem ipsum dolor sit an
etuer adipiscing elit, sec
mmy nibh euismod tincid
dolore magna aliquam e
Ut wisi enim ad minim ve
nostrud exerci tation ull
suscipit lobortis nisl ut a
commodo consequat Du

New Mailbox Search

Keywords

Type words to search for. Separate words with uppercase AND, OR, or NOT. Use double quotation marks to search for multi-word phrases. For wildcard searches, place an asterisk (*) after the word.

Message types to search: E-mail
Select message types...

Messages To and From Specific E-Mail Addresses

Date Range

Mailboxes to Search

Search Name and Storage Location

Save Cancel

Keyword searches

Use OR between words to find items that contain either "Word A or Word B". Use AND to find items that contain both "Word A and Word B". Separating words with a comma or space is the same as using AND.

Learn More

- Easy E-mail search via Exchange Control Panel UI
- Search E-mail on multiple attributes (e.g., keywords, date etc)
- View search results in existing Outlook or OWA UI

Confirm E-Mail Delivery

Delivery Report

Delivery Reports

Search for delivery information about messages sent to or from a specific person in the past two weeks. You can narrow the search to messages with certain keywords in the subject.

* Mailbox to search:

Lisa Brecknell

Search for messages sent to:

☒ tuffon.grade@contosouniversity.net



Search for messages received from:

☐

Search for these words in the subject line:

essay submission

Search Results

 Delivery Report 

From	To	Subject	Sent Time
Lisa Brecknell	Tuffon Grade	Essay submission for Firms and Markets	7/5/2009 5:22 PM

Delivery Status

Delivery Report - Windows Internet Explorer

https://outlook.com/ecp/PersonalSettings/DeliveryReport.aspx?id=%5B%7B%22__tj

Delivery Report


Essay submission for Firms and Markets

From: Lisa Brecknell
To: Tuffon Grade
Sent: 7/5/2009 5:22 PM

Delivery Report for Tuffon Grade (Tuffon.Grade@contosouniversity.net)

Submitted - 7/5/2009 5:22 PM
The message was submitted.

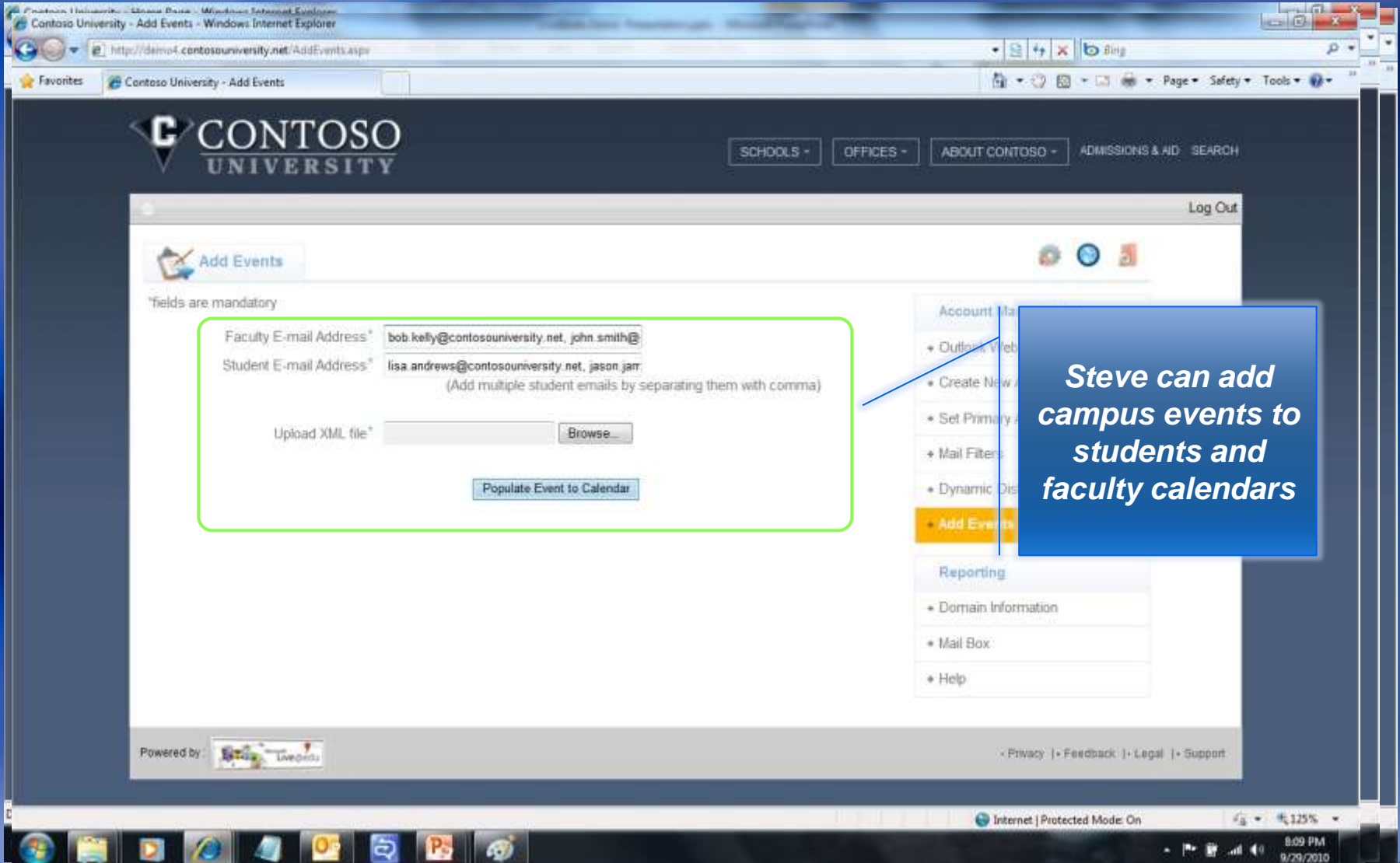
Delivered - 7/5/2009 5:22 PM
The message was successfully delivered.

 Close

Internet | Protected Mode: On 125%

Easily manage my Live@edu platform

Single sign-on access to my management portals



Steve can add campus events to students and faculty calendars

Get Started Today

www.microsoft.com/liveatedu



Next Action Items

Start a test deployment and explore Live@edu

Sign up for Microsoft Live@edu

Live@edu provides enterprise-class hosted e-mail and collaboration software, co-branded for your school at no cost. Prepare your students for the real world with the professional tools most familiar in the workplace.

Your enrollment options are:

☐ Ready to enroll

Select this option if you are ready to enroll your school in the Live@edu program.

Note: Enrolling your institution's primary domain will not immediately switch the mail service until you are ready.

☒ Explore

Select this option if you wish to explore the benefits of the Live@edu program with a test domain. Using a test domain allows you to try the Live@edu program before you are ready to enroll your institution. Don't have a test domain? [Learn how to purchase one.](#)

Note: Use this option only to explore the program. There is no migration option for the accounts created with a test domain.

Continue

Questions???

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