

Microsoft
Live@edu



You gotta check out



Use your single @edu account to access Outlook Live, Office Live Workspace, Messenger, SkyDrive and more!

It's that Easy!

Nadine Haddad

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

y - Home - Windows Internet Explorer

http://contosouniversity.net/UniversityHome.aspx

Chemistry formulas

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

Page Safe

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

Anywhere access to your digital campus with one identity

Easy access and integration with school portal and calendar

The screenshot shows a Windows Internet Explorer browser window displaying a university student portal. The address bar shows the URL <http://contoso.university.net/StudentHome.aspx>. The page layout includes several sections:

- Cougar Mail:** A list of emails from Hotmail Team and Sanjay Patel, including attachments like 'Chemistry Notes' and 'Maths Notes'.
- SkyDrive:** A logo for Microsoft SkyDrive.
- News:** A list of news items, including 'Capital Markets Discussion More' and 'Dean Hirsch felicitated at the DC Educators' Forum More'.
- Calendar:** A calendar view for September 29, 2010, showing an event titled 'Firms and Markets ECON' at 'Venue: Meany Hall 303'.
- Cougar e-bezarr:** A section with various announcements, including 'Available: One bedroom off campus housing' and 'For Sale: French Composition textbook'.
- Cougar Happenings:** A section with upcoming events, including 'Marketing Club offers free pizza for your ideas' and 'Rick Steves discusses Iran trip'.
- Cougars Events Calendar:** A section with a list of events, including 'Responding to Hate Crime' and 'Director's Duties in a Time'. Each event has an 'Add' button next to it.

A blue callout box with white text is overlaid on the calendar section, stating: **Add Campus Event to my Live@edu Calendar**. Green circles highlight the 'Add' buttons in the 'Cougars Events Calendar' section and a corresponding event in the main calendar view.

Anywhere access to your digital campus with one identity

Access Outlook Live Inbox

Links to other services, including SkyDrive

The screenshot shows the Outlook Web App interface in a Windows Internet Explorer browser. The interface is branded with 'Contoso University' and includes a navigation menu on the left with folders like 'Inbox (61)', 'Drafts (1)', and 'Deleted Items (4)'. A central pane displays an email from Bob Kelly with the subject 'Helpful links for assignment #7'. A right-hand pane shows a 'Conversation View' of the email, including a real-time chat window with Lisa Andrews. A top navigation bar includes links for 'Mail', 'Office', 'Photos', and 'More'. A 'MSN' menu is open, showing links to 'Cougar Home', 'My Home', 'Cougar Library', etc. A 'Change online status' menu is also visible, showing options like 'Online', 'Busy', and 'Appear Offline'. A 'Start Real-time Chat' button is highlighted. A 'Messenger Contacts' list is shown in the bottom left. A 'Cobranded' label points to the 'Contoso University' branding. A 'Organize my Mail Using Rules' label points to the 'Filter' and 'View' options. A 'Links' label points to the 'Helpful links for' section. A 'Conversation View Custom Links' label points to the 'Conversation View' section. A 'Start Real-time Chat' label points to the chat window. A 'Change online status' label points to the status menu. A 'Messenger Contacts' label points to the contact list. A 'Cobranded' label points to the university branding. A 'Organize my Mail Using Rules' label points to the filter and view options. A 'Links' label points to the helpful links section. A 'Conversation View Custom Links' label points to the conversation view section. A 'Start Real-time Chat' label points to the chat window. A 'Change online status' label points to the status menu. A 'Messenger Contacts' label points to the contact list.

Make working in teams easy

Accessing and Sharing Calendars

The screenshot displays the Outlook Web App interface for Lisa Andrews. The main view is a calendar for September 2010, showing a week from Sunday (26) to Saturday (2). The calendar is shared with Sanjay Patel. The interface includes a navigation pane on the left with 'My Calendars' and 'People's Calendars' sections. The 'People's Calendars' section shows 'Sanjay Patel' as a shared calendar. The main calendar area shows various events, including 'Firms and Markets Meets Lisa' (orange), 'Account 500 Bolmer Lisa' (blue), 'Consumer Behavior MARKET Bolmer Lisa' (green), and 'Respondi Steve Hall' (yellow). The Sanjay Patel calendar shows 'Busy' blocks for several days. The bottom of the screen shows the Windows taskbar with various application icons and the system tray.

Calendar

September 2010

Calendar

Sanjay Patel

26 Sun 27 Mon 28 Tue 29 Wed 30 Thu 1 Fri 2 Sat

26 Sun 27 Mon 28 Tue 29 Wed 30 Thu 1 Fri 2 Sat

10:00

11:00

12:00 PM

1:00

2:00

3:00

4:00

5:00

6:00

My Calendars

- Calendar
- Personal Calendar

People's Calendars

- Sanjay Patel

Mail

Calendar

Contacts

Tasks

Done

Internet | Protected Mode: On

125%

3:51 PM 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/ecp/1f7c-ows

Account - Outlook Web App

Microsoft
Outlook Web App
Beta

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 Refresh

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 | 125%

4:09 PM
9/29/2010

Make working in teams easy

Find my Teammates and Create a Group

The screenshot shows the Outlook Web App interface for creating a new group. The browser window is titled "Untitled Group - Windows Internet Explorer" and the URL is "https://pod51000.outlook.com/owa/?ae=Item&a=New&t=IPM.DistList&fid=LgAAAAACHUpwI7vNkRLBxz8HM2dhkAQc%2fzeuBTK3jSIVpx6YpJxbuAAAAA". The "Group Name" field contains "Accounting Project". The "Members..." field is empty. Below it, a table lists two members:

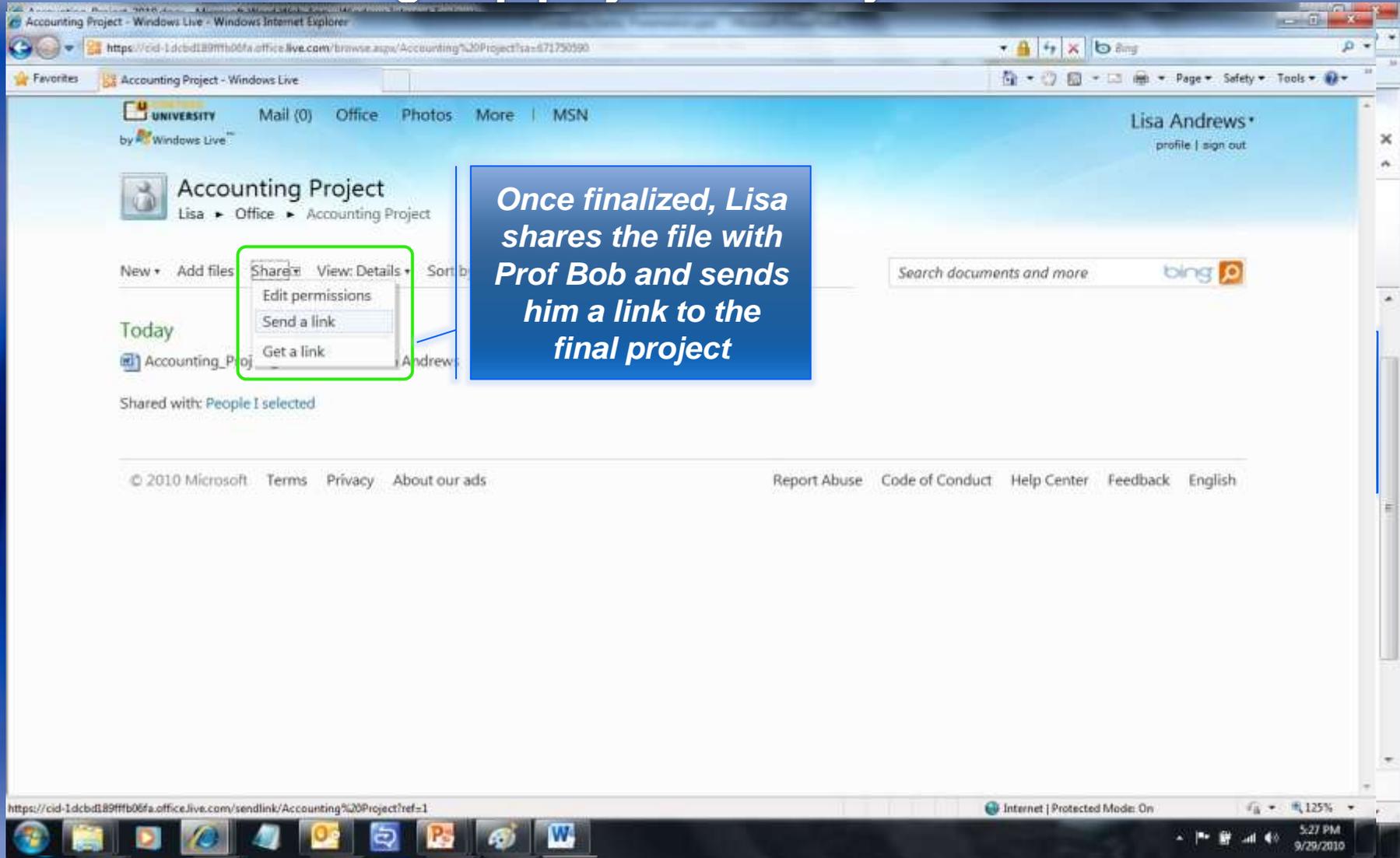
Name	E-Mail
Chris Preston	chris.preston@contosouniversity.net
David Hamilton	David.Hamilton@contosouniversity.net

Buttons for "Add to Group" and "Remove from Group" are visible. The "Notes" field is empty. The left sidebar shows "Contacts" and "My Contacts" sections. The bottom status bar shows "Members -> Chris Preston;".

Lisa found her teammates in the Global Address List

Make working in teams easy

Collaborate on a group project with SkyDrive and Office Live



The screenshot shows a Windows Internet Explorer browser window displaying the Office Live interface. The address bar shows the URL: <https://cid-1dcbd189ffb06fa.office.live.com/browse.aspx/Accounting%20Project?sa=671750390>. The page header includes the user's name, "Lisa Andrews", and a "sign out" link. The main content area shows a folder named "Accounting Project" under the "Office" category. A context menu is open over the "Share" button, with options: "Share", "View: Details", "Edit permissions", "Send a link", and "Get a link". The "Send a link" option is highlighted. A blue callout box with white text is positioned over the "Send a link" option, containing the text: "Once finalized, Lisa shares the file with Prof Bob and sends him a link to the final project". The footer of the page includes copyright information: "© 2010 Microsoft" and links for "Terms", "Privacy", "About our ads", "Report Abuse", "Code of Conduct", "Help Center", "Feedback", and "English". The taskbar at the bottom shows the Windows Start button and several application icons, including Internet Explorer, Office Word, and Office PowerPoint. The system tray in the bottom right corner shows the time as 5:27 PM on 9/29/2010.

Organize my life and my stuff

Manage my Photos with Live Photos

The screenshot displays the Windows Live Photos web application. At the top, the user is identified as Lisa Andrews, with a profile link and a sign-out option. Navigation links for Mail (0), Office, Photos, and More are visible. The main content area features a 'Photos' section with a 'Recent albums on' heading. A green box highlights the 'Options' menu for this section, which includes 'People tagging' and 'Email publishing'. Below the heading, two album thumbnails are shown: 'Tour of Seattle' and 'Nature'. The page also includes a search bar for contacts and a 'Messenger social' section. The footer contains copyright information for Microsoft (2010) and links for Terms, Privacy, About our ads, Report Abuse, Code of Conduct, Help Center, Feedback, and English. The Windows taskbar at the bottom shows the system tray with the date 9/29/2010 and time 5:36 PM.

STAFF SCENARIO

Anywhere access to your digital campus with one identity

Single sign-on access to all school services

The screenshot shows a web browser window displaying the Contoso University homepage. The browser's address bar shows the URL: `http://contoso.university.net/UniversityHome.aspx?userId=Bob_v-nadhad&language=en-us`. The website header includes the Contoso University logo and navigation links for [SCHOOLS](#), [OFFICES](#), [ABOUT CONTOSO](#), [ADMISSIONS & AID](#), and [SEARCH](#). The main content area features a large banner with a group of students and the text: "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." Below the banner, there are sections for "EVENTS" (listing Steve Ballmer and Rick Steves), "UNIVERSITY NEWS" (listing Summer Graduation Ceremony and Legend's Breakfast Series), and a "SIGN IN" form. The sign-in form is circled in green and contains fields for "User Name" (pre-filled with "Bob_v-nadhad") and "Password" (masked with dots), along with "Sign In" and "Sign Up" buttons. Below the sign-in form are "Gateways for.." links for Faculty & Staff, Parents, and Students. The Windows taskbar at the bottom shows the system tray with the date and time: 5:41 PM, 9/29/2010.

Anywhere access to your digital campus with one identity

Easy access and integration with school portal and calendar

The screenshot shows a web browser displaying the 'Faculty Home' page of Contoso University. The page features a navigation menu 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 blue button with the SkyDrive logo is circled in green. A blue callout box labeled 'Live@edu SkyDrive' points to it.
- Cougar Mail:** A list of emails is shown, including messages from Sanjay Patel, Microsoft Outlook, and Lisa Andrews. A green box highlights the entire email list, and a blue callout box labeled 'Exchange Emails' points to it.
- Calendar:** A calendar view for September 29, 2010, is shown with an orange event titled 'Macroeconomics' from 8:00 to 11:00. A green box highlights the calendar, and a blue callout box labeled 'Exchange Calendar' points to it.

At the bottom, there are links for 'Campus News', 'Research News', and 'News'. The Windows taskbar at the bottom shows the system tray with the date '9/29/2010' and time '3:44 PM'.

Anywhere access to your digital campus with one identity

Access on-Premises Exchange through Outlook Web Access

The screenshot displays the Outlook Web App interface in a Windows Internet Explorer browser window. The browser's address bar shows the URL <https://onpremise.contosouniversity.net/OWA/#>. The page title is "Bob_v-nadhad - Outlook Web App".

The interface is divided into several sections:

- Navigation Pane (Left):** Shows "Mail" with folders like "Inbox (21)", "Unread Mail (21)", "Sent Items", and "Deleted Items (7)". Below this are "Search Folders" and "Contact List".
- Mail List (Center-Left):** Displays a list of emails in the "Inbox (42 items, 21 Unread)". The selected email is from "Lisa Andrews" with the subject "Presentation next week", dated "2/16/2010".
- Message View (Center-Right):** Shows the content of the selected email. The subject is "Presentation next week". The sender is "Lisa Andrews [lisa.andrews@contosouniversity.n...]" and the recipient is "Bob_v-nadhad". The email includes an attachment "De_Beers_Powerpoint.ppt (235 KB)" and the following text:

In response to the message from Bob_v-nadhad, 2/16/2010

To: Bob_v-nadhad

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

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.

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.

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
- Right Side Panel:** Shows the user's status as "Available" and a list of options: "Options", "Pin", "Do Not Disturb", "Be Right Back", "Away", "Sign Out of IM", and "Open Other Mailbox".

The Windows taskbar at the bottom shows the system tray with the time "5:57 PM" and date "9/29/2010". The system tray also displays "Internet | Protected Mode: On" and "125%".

Anywhere access to your digital campus with one identity

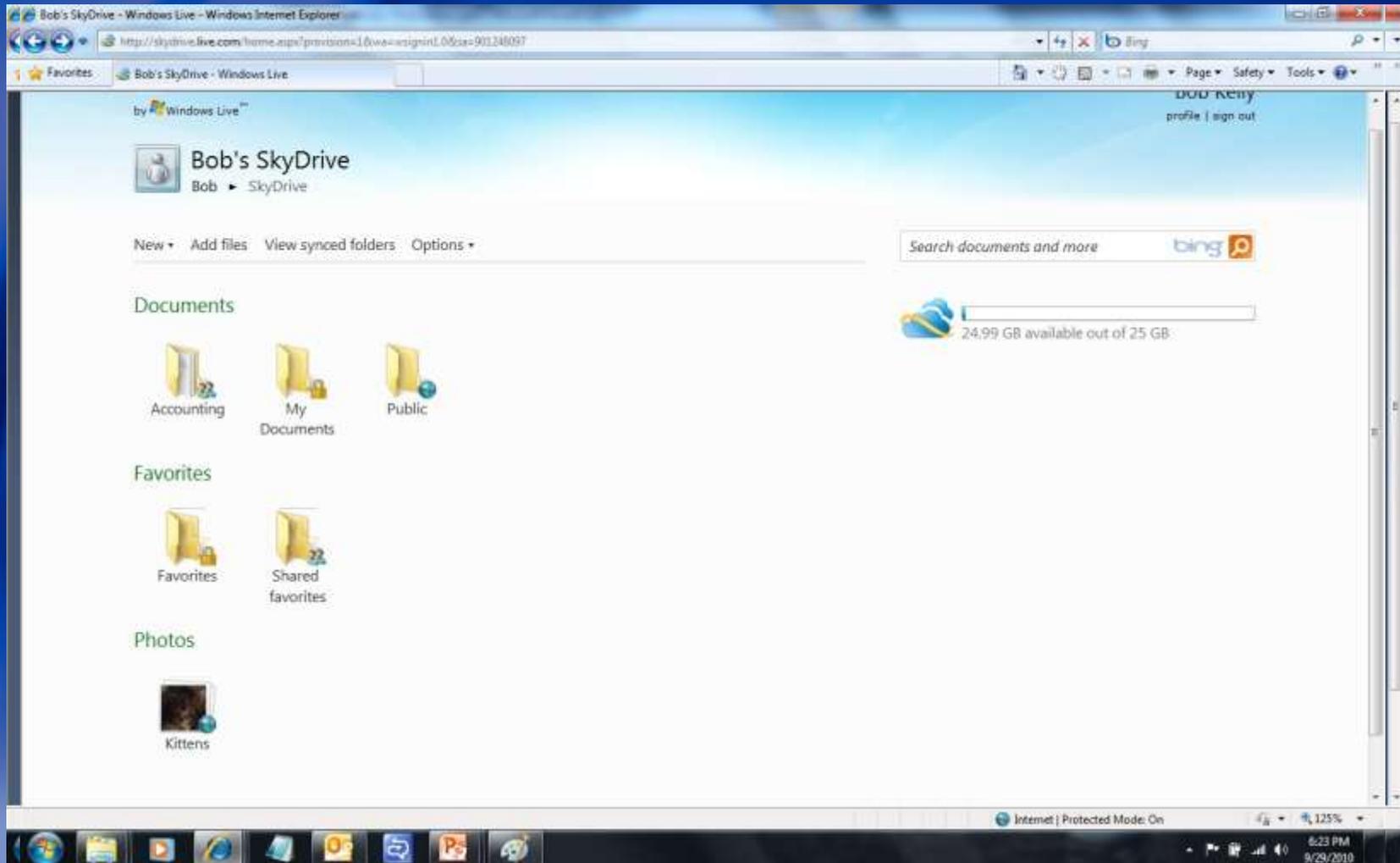
Find my Class in the Global Address List and Create a Group

The screenshot displays the Outlook Web App interface. On the left, the 'Contacts' sidebar is visible, with a green circle highlighting the 'Group' option. The main window shows the 'Address Book' dialog box, which is open to the 'Default Global Address List'. The 'Arrange by' dropdown is set to 'Name', and the list is sorted 'A on top'. The contact 'Lisa_v-nadhad' is selected, and its details are displayed: 'Business School' and 'Lisa_v-nadhad@contosouniversity.net'. The 'Member selections:' section at the bottom shows 'Members ->' with 'Lisa_v-nadhad;' in the list. The 'OK' and 'Cancel' buttons are visible at the bottom right of the dialog box.

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

The screenshot shows a Windows Internet Explorer browser window displaying the Contoso University website. The browser's address bar shows the URL <http://demo4.contosouniversity.net/>. The website header features the Contoso University logo and navigation links for [SCHOOLS](#), [OFFICES](#), [ABOUT CONTOSO](#), [ADMISSIONS & AID](#), and [SEARCH](#). The main content area includes a large banner with the text "Welcome to Contoso University" and a sub-headline: "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." Below the banner are three columns: "EVENTS" with a calendar listing Steve Ballmer and Rick Steves; "UNIVERSITY NEWS" with articles on the Summer Graduation Ceremony and the Legend's Breakfast Series; and a "SIGN IN" section. The "SIGN IN" section is circled in green and contains a "User Name" field with the text "demo4admin", a "Password" field with masked characters, and "Sign In" and "Sign Up" buttons. Below the sign-in form are "Gateways for.." links for Faculty & Staff, Parents, and Students. The Windows taskbar at the bottom shows the system tray with the date and time: 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 interface. The browser window title is 'Live@edu Service Management Portal - Windows Internet Explorer'. The address bar shows 'https://eduadmin.live.com/default.aspx?webvsnrtd.0'. The page content includes:

- 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. Tasks include: 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. Includes links for 'Institution profile' and 'Live@edu community'.
- Partners:** Find Live@edu solutions and services offered by Microsoft Partners. Includes a 'Find a partner' link and an image of two hands shaking.
- Search:** Enter your search term.
- Student Launch Kit:** Get materials to help market Live@edu to your students.

Callout boxes on the right side of the image point to specific features:

- Quick access to key administrative tasks:** Points to the navigation menu.
- Help gadget:** Points to the 'Partners' section.
- One place to get started:** Points to the 'Getting started' section.
- Promote the Live@edu services:** Points to the 'Student Launch Kit' link.

Quick access to key administrative tasks

Help gadget

One place to get started

Promote the Live@edu services

Domain Management

Live@edu Service Management Portal - Windows Internet Explorer

https://eduadmin.live.com/Domains.aspx?tenant=demo4.contosouniversity.net

Live@edu Service Management Portal - Windows Internet Explorer

https://eduadmin.live.com/DomainSettings.aspx?tenant=demo4.contosouniversity.net&domain=alumni.contosouniversity.net

Users and groups

Domains

Co-branding

Mail delivery

Single sign-on

Reports

Support

Service status

Accepted domain settings

Domain: alumni.contosouniversity.net
Domain status: Pending
Tenant domain name: demo4.contosouniversity.net

! You must confirm ownership of the domain before you can continue.

Note: If you have added a subdomain, you do not need to confirm ownership. Click **Refresh** to update the domain status.

To confirm ownership, create the following DNS record:

DNS Record Type:	CNAME
Alias:	289357789.alumni.contosouniversity.net
Value:	domains.live.com

For further instructions, first select your domain registrar. (Typically, this is also your domain hosting service.)

Domain registrar: [What is this?](#)

Recommended DNS record updates

- Update an MX record
- Configure Outlook 2007 client
- Configure instant messaging clients

Help and how-to

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

Outlook Live Help

Steve will have to insert MX / CNAME records into his DNS authority to prove domain ownership

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

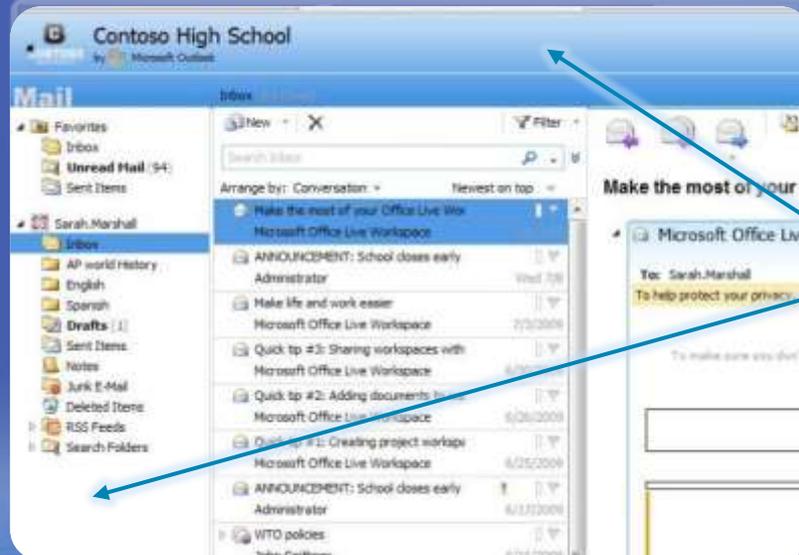


Publish to the web

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 page title is "Live@edu Service Management Portal".

Navigation Menu:

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

Mail delivery

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](#).

Developer tools

Enter your search term

Get access to technical solutions others have created.

[Browse CodePlex](#)

Featured solution: [PowerShell Toolkit](#)

CodePlex projects are not supported by Microsoft.

Internet | Protected Mode: On | 125% | 7:31 PM 9/29/2010

Live@edu Reporting

Track usage of Live@edu services through IT reporting

Outlook Live Reports

Account Trends

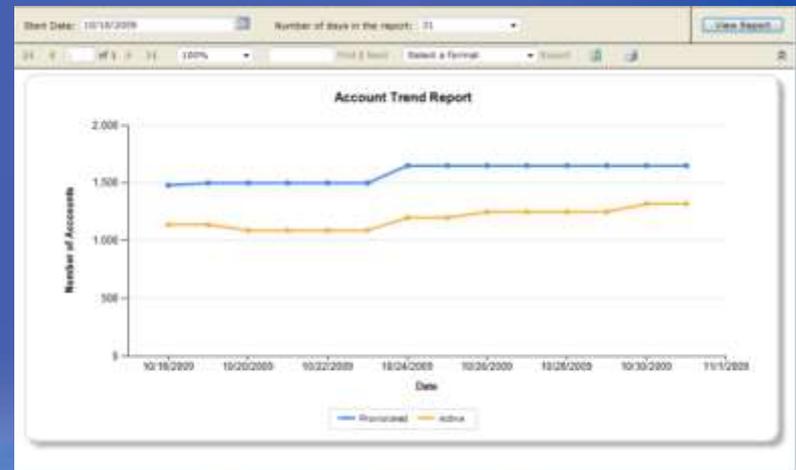
of active and provisioned accounts

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 left is the Microsoft Live@edu logo. At the top right, the user email is 'admin@anhdo6.edupmschool.com' with a 'sign out' link. The main heading is 'Service Management Portal'. On the left is a navigation menu with items: 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 contains several sections: 'Support' (introductory text), 'Submit a support request online' (with a link to 'Submit an online support request', availability of 24x7, and an 8-hour estimated response time), 'Submit a support request by telephone' (with contact numbers 1800034382, 24x7 English availability, and immediate response time), 'Escalation paths' (with contact info for edues@microsoft.com), and 'Cancel the Live@edu service' (with a link to the Windows Live Admin Center). On the right side, there is a search bar and a 'Forums' section with links to Outlook Live, Windows Live Services, and 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](#)

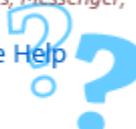
CodePlex projects are not supported by Microsoft.



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

Mailboxes - Microsoft Exchange - Windows Internet Explorer

https://pod51000.outlook.com/ecp/

Microsoft Exchange Online

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

7:42 PM
9/29/2010

Manage Users and Groups

Bulk Create Users (CSV Upload Tool)

The screenshot shows the Outlook Web App interface. On the left, a list of mailboxes is displayed with columns for 'Display Name' and 'E-Mail Address'. The 'Import Users' dialog box is open, showing instructions for adding new users with a CSV file. The dialog 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

Create Distribution Lists

The screenshot shows the 'New Group' dialog box in Outlook Web App. It has tabs for 'General', 'Ownership', and 'Membership'. The 'General' tab is active, showing fields for 'Display name' (Business 203), 'Alias' (bus203), and 'Description' (Business 203). The 'Ownership' tab shows a list of owners, with 'rajatam@rajexch.contosouniversity.com' selected. A callout box explains that all public groups must have at least one owner.

Owners
All public groups must have at least one owner who's responsible for managing the group. By default, you're the owner of the group you're creating. To add owners, click **Add**.
[Learn More](#)

Add Faculty or External Users

The screenshot shows the 'New External Contact' dialog box. It has fields for 'First name', 'Initial', 'Last name', 'Display name', 'Alias', and 'External e-mail address'. A callout box explains that the external e-mail address should be in the format 'someone@example.com'.

External e-mail address
Type the person's e-mail address here. It should look like this: **someone@example.com**.
[Learn More](#)

Apply Closed Campus Policy

The screenshot shows the Microsoft Exchange Online administration interface in Internet Explorer. The browser address bar displays <https://pod51000.outlook.com/ecp/>. The page title is "Closed Campus - Microsoft Exchange". The user is logged in as "Administrator" with a "Sign out" link. The left navigation pane includes "Users & Groups", "Mail Controls", and "Reporting". The "Mail Controls" section is expanded, showing icons for "Rules", "Domains", "IP Safelisting", "Closed Campus", and "Bad Words". The "Closed Campus" icon is selected, and the "Closed Campus" configuration page is displayed. The page contains the following text and controls:

- Closed Campus**
- The closed campus policy blocks any external e-mail traffic, except for the external domains or internal groups that have been specified as exceptions.
- Turn on the closed campus policy
- Specify external domains that can send e-mail to or receive e-mail from any recipients in the organization.
- Buttons: Edit, Remove
- Text input: Enter an external domain here
- Listed domain: www.live.com
- Text input: Specify the existing groups in your organization that can send e-mail to or receive e-mail from any external recipients.
- Save button (with a green checkmark icon)

The bottom of the browser window shows the Windows taskbar with various application icons and the system tray displaying the time as 7:56 PM on 9/29/2010. The status bar at the bottom right of the browser indicates "© 2009 Microsoft", "Internet | Protected Mode: On", and "125%".

Apply Transport Rules

The screenshot shows the 'Rules' management interface in Exchange. The title bar reads 'Edit rule: Sent to scope Outside the organization'. Below the title bar, there's a sub-header 'Use rules to control the flow of e-mail messages'. On the left, there's a table with columns 'On' and 'Rule'. The 'On' column has checkboxes, and the 'Rule' column lists various rules. The rule 'Sent to scope Outside the organization' is selected and highlighted. To the right of the table, the configuration for the selected rule is shown. It includes a section for 'Apply this rule...' with a condition 'If the message... Is sent to this scope...' set to 'Outside the organization'. Below this, there's a section for 'Do the following...' with two actions: 'Append a disclaimer to the message...' (with a preview 'This message came from a student at Contoso University, Contoso U...') and 'Blind carbon copy (Bcc) the message to...' (with a preview 'Select one...'). There's also an 'Except if the message...' section with an 'Add Exception' button. At the bottom, the 'Name of rule:' is 'Sent to scope Outside the organization'. At the bottom right of the interface, there are 'Save' and 'Cancel' buttons.

- Apply policies to e-mail messages
 - 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

The screenshot displays the 'Multi-Mailbox Search' interface. On the left, a table lists search results with columns for Status, Title, Date, and Size. The first row is 'Searching' with the title 'Title limited to 256 characters'. To the right, a 'Details' pane shows search parameters: Status (Searching MBX 60 of 400), User (mforney), Date (09/29/07 12:00 PM), Size (Estimated at 4...), and Items (Estimated at 2...). Below this is a 'Query' section with placeholder text. On the right side, a 'New Mailbox Search' dialog box is open, showing a 'Keywords' field and various filters like 'Message types to search', 'Messages To and From Specific E-Mail Addresses', 'Date Range', 'Mailboxes to Search', and 'Search Name and Storage Location'. A callout box explains keyword search syntax: '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.' The interface includes navigation buttons like 'Create a New Search', 'Edit Search', 'Print Log', and '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

- 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 ✕ Bro

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

The screenshot displays the 'Add Events' page of the Contoso University management portal. The page header includes the university logo and navigation links for 'SCHOOLS', 'OFFICES', 'ABOUT CONTOSO', 'ADMISSIONS & AID', and 'SEARCH'. A 'Log Out' link is visible in the top right corner. The main content area features a form with the following fields:

- Faculty E-mail Address*: bob.kelly@contosouniversity.net, john.smith@
- Student E-mail Address*: lisa.andrews@contosouniversity.net, jason.jarr
(Add multiple student emails by separating them with comma)
- Upload XML file*: Browse...

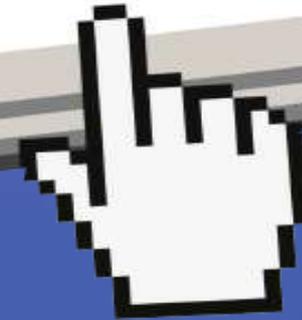
A 'Populate Event to Calendar' button is located below the form. On the right side, a navigation pane is visible with the following menu items:

- Account Management
 - Outlook, Web
 - Create New
 - Set Primary
 - Mail Filters
 - Dynamic Dis
 - Add Events**
- Reporting
 - Domain Information
 - Mail Box
 - Help

A blue callout box with a white border and text points to the 'Add Events' menu item. The text inside the callout reads: 'Steve can add campus events to students and faculty calendars'. The browser's address bar shows the URL 'http://demo4.contosouniversity.net/AddEvent.aspx'. The Windows taskbar at the bottom shows the system tray with the date '9/29/2010' and time '8:09 PM'.

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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