

# Using Windows Live Hotmail and SkyDrive

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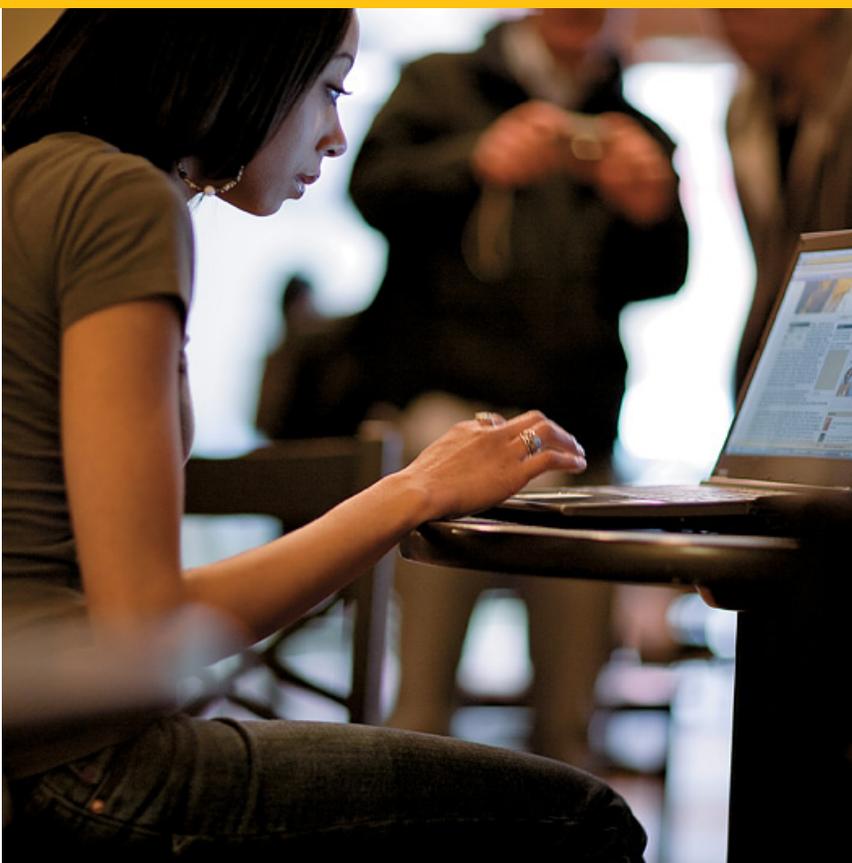
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### *What You'll Need*

- A Windows Live™ ID
- The Windows Live Suite—available as a [free download](#)
- A computer running Windows Vista®

**Windows Guides** is a library of easy-to-use guides that show you how to get more from your Windows experience. Share these guides with your friends and family.

## Stay Organized and Connected on the Go

It can be hard to feel organized when you're always on the move. Juggling multiple e-mail accounts, and sometimes even multiple computers, makes it difficult to know exactly where everything you need is stored. Windows Live offers some great time-saving solutions to help you make the most of your mobile lifestyle.

1. Manage all of your e-mail accounts with Windows Live Mail—send and receive from multiple accounts, sort and search mail by subject, date or folder, and type e-mails offline.
2. Access your e-mail anywhere with Windows Live Hotmail®—keep in contact from any computer with Internet capability.
3. Store files using Windows Live SkyDrive™—upload important documents to your own private online storage space, and access them on the go.

## Get Started with Windows Live

If you haven't already downloaded the full suite of free Windows Live services, do that first. We'll be discussing several of the suite's applications in this Guide and walking you through some really simple ways to streamline your e-mail accounts and work on the go.

### GET WINDOWS LIVE

1. Go to <http://get.live.com> and click **Get Windows Live**.

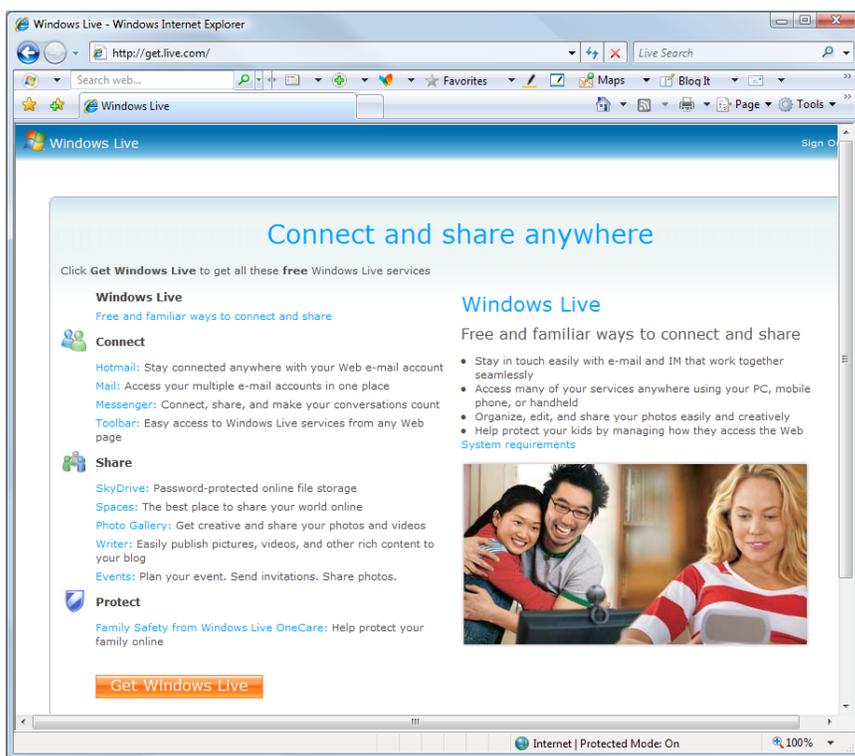


Figure 1—Windows Live services



From the Windows Live Installer, you can choose to download the Windows Live Suite in its entirety, or download individual programs. The Installer will check to see what's installed and what's not, and it will only download those programs that are missing.

## Get Started with Windows Live *(continued)*

### GET A WINDOWS LIVE ID

If you don't already have one, you'll need to create a free Windows Live ID by going to <http://www.windowslive.com/liveID/default.html> and clicking **Get your new Windows Live ID now!**

1. Enter all of the required information to create your account.

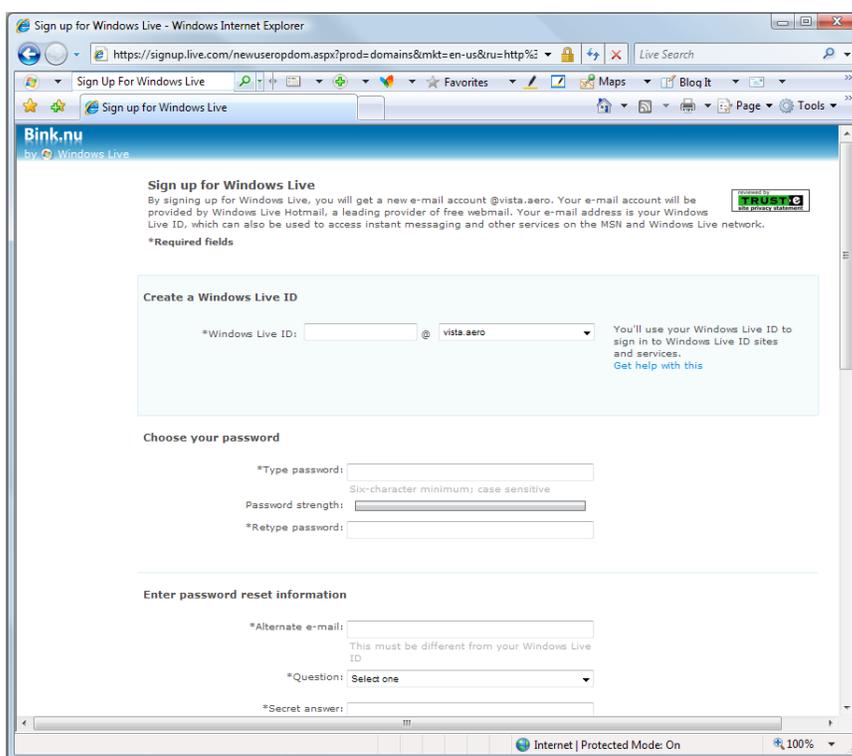
A screenshot of a Windows Internet Explorer browser window displaying the 'Sign up for Windows Live' page. The browser's address bar shows the URL 'https://signup.live.com/newuseropdom.aspx?prod=domains&mkt=en-us&ru=http%2'. The page content includes a header for 'Bink.nu by Windows Live', a sub-header 'Sign up for Windows Live', and a paragraph explaining that signing up will create a new e-mail account at '@vista.aero'. Below this, there are several form sections: 'Create a Windows Live ID' with a text input for the ID and a dropdown for the domain (currently set to 'vista.aero'); 'Choose your password' with fields for 'Type password', 'Retype password', and a 'Password strength' indicator; and 'Enter password reset information' with fields for 'Alternate e-mail', a 'Question' dropdown (set to 'Select one'), and a 'Secret answer' field. The browser's status bar at the bottom indicates 'Internet | Protected Mode: On' and '100%' zoom.

Figure 2—Create a Windows Live ID

2. Review the Terms of Use, then click **I accept**.

Now you can use your Windows Live ID to access all of the Windows Live services.

# Manage Multiple E-mail Accounts with Windows Live Mail

Avoid the hassle of having to log in to multiple accounts just to keep up with mail. Keep track of your Windows Live Hotmail, Gmail, and Yahoo! accounts all from one place with Windows Live Mail. Even more, if you've downloaded the full suite of Windows Live services, you can send high resolution photos, chat instantly with Windows Live Messenger, or get the latest updates from your friends' Windows Live Spaces blogs—all from your Windows Live Mail account.

## SETTING UP WINDOWS LIVE MAIL

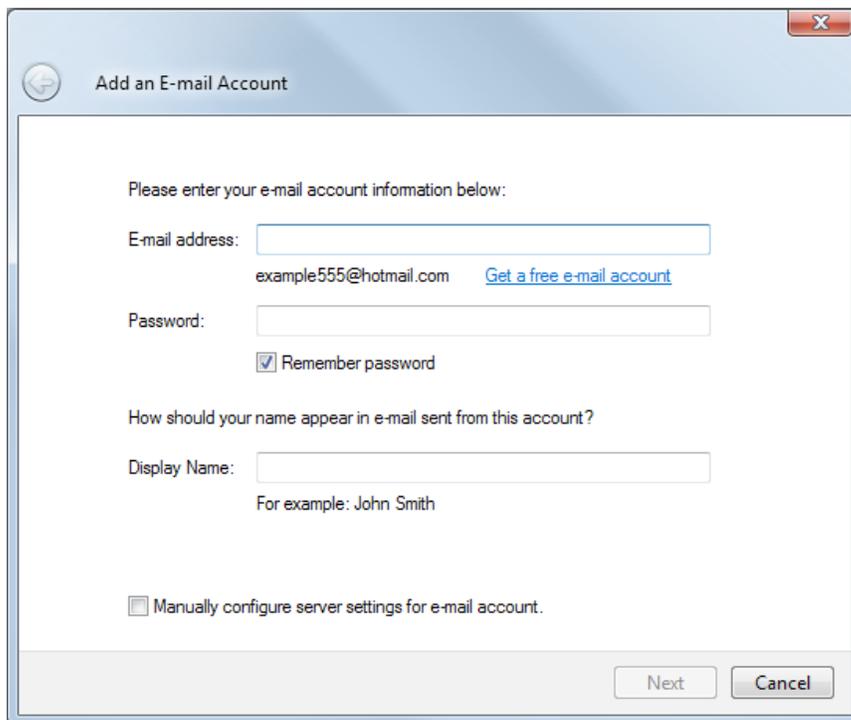
Now it's time to simplify your e-mailing experience. Gone are the days of multiple login pages, usernames, and passwords. In just a few steps, all of your accounts and e-mails can be viewed and organized in one place.

### *Add e-mail accounts*

1. In the left pane of your Windows Live Mail screen, click **Add an e-mail account**.
2. Type your e-mail address, password, and display name, and then click **Next**.
3. Click **Finish**. This will take you back to the Windows Live main page. If there are any messages in your Inbox, you should now be able to see them.

## Manage Multiple E-mail Accounts with Windows Live Mail *(continued)*

4. Repeat this process for every e-mail account you want to be able to access through Windows Live Mail.



**Add an E-mail Account**

Please enter your e-mail account information below:

E-mail address:   
example555@hotmail.com [Get a free e-mail account](#)

Password:

Remember password

How should your name appear in e-mail sent from this account?

Display Name:   
For example: John Smith

Manually configure server settings for e-mail account.

Next Cancel

Figure 3—Add an E-mail Account in Windows Live Mail

If Windows Live Mail can't automatically detect your account's settings, in the **Incoming Server Information** and **Outgoing Server Information** sections, you have a couple of options:

1. When adding a Gmail account, enter the e-mail address and password, and then click **Next**. Click [follow these step-by-step instructions](#) to adjust some settings in your Gmail account.

## Manage Multiple E-mail Accounts with Windows Live Mail *(continued)*

2. For other types of accounts, you will need to check the **Manually configure server settings for e-mail account** box, click **Next**, and then enter the requested information.

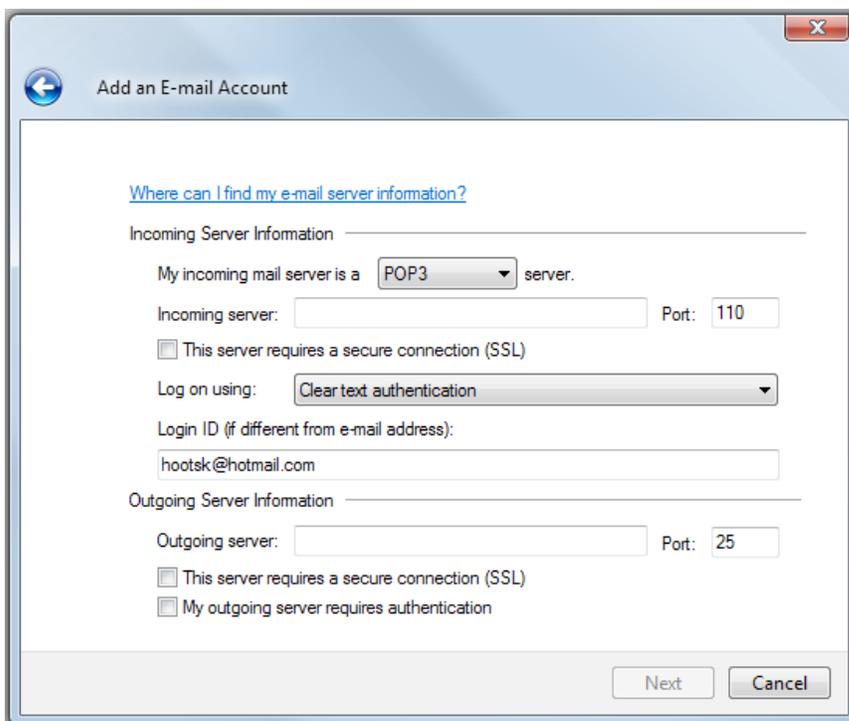


Figure 4—Manual configuration for adding an e-mail account

To manually configure server settings, you might need to contact your Internet service provider to find out some or all of the following information about your account:

- The type of e-mail server that you use (POP3, IMAP or HTTP).
- The name and details of your incoming e-mail server. Your incoming server name might be mail.<domain>.com or pop.<domain>.com, where <domain> is the name of your e-mail provider's domain.
- Any relevant security settings.
- The name and details of your outgoing e-mail server (POP3 and IMAP accounts only). Your outgoing server name may be smtp.<domain>.com, where <domain> is the name of your e-mail provider's domain.

## Manage Multiple E-mail Accounts with Windows Live Mail *(continued)*

Here are server addresses for some of the most popular e-mail services:

- Yahoo!: pop.mail.yahoo.com (incoming) and smtp.mail.yahoo.com (outgoing)
- AOL: imap.aol.com (incoming) and smtp.aol.com (outgoing)
- Gmail: pop.gmail.com (incoming) and smtp.gmail.com (outgoing)

You can schedule Windows Live Mail to automatically check for new e-mail, or you can check for new e-mail manually. Checking manually is useful if you don't want to wait for the next time Windows Live Mail is scheduled to check for new messages, or if you're using dial-up networking to connect to the Internet and you don't want Windows Live Mail to connect automatically.

### ***Import contacts***

When you open Windows Live Mail for the first time, any contacts in your Microsoft® Outlook® Express or Windows address books are automatically imported. If you want to import contacts from a different e-mail account, you will first need to go to that account and follow the steps for exporting your contact list and saving it to your desktop.

When you have completed those steps, do the following:

1. Click the Windows logo, click **All Programs**, and then click **Windows Live Mail**.

If you are prompted for a password, enter it, and then click **Sign in**.

2. On the **Tools** menu, click **Contacts**. If you can't see the menu bar, in the upper-right corner of the screen, press **ALT + M**, and then click **Show all menus**.

## Manage Multiple E-mail Accounts with Windows Live Mail *(continued)*

3. On the **File** menu, point to **Import**, and then click the type of address book that you want to import

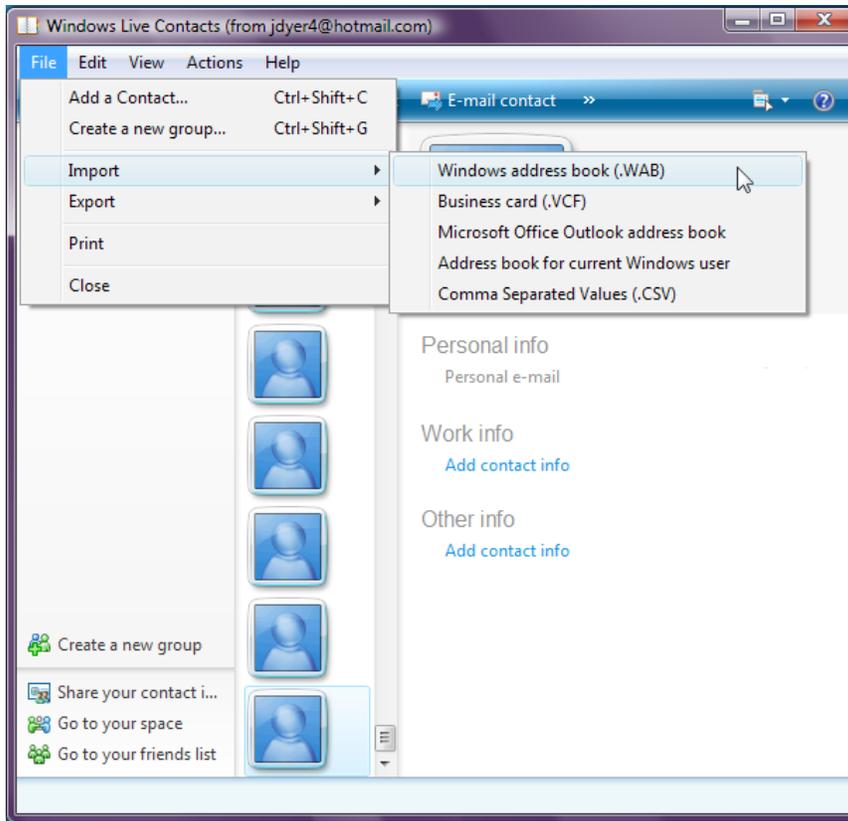


Figure 5—Windows Live Mail contact importing options

4. Follow the on-screen instructions.

### **Check for new e-mail automatically**

1. Open Windows Live Mail by clicking the Windows logo, clicking **All Programs**, and then clicking **Windows Live Mail**.
2. On the **Tools** menu, click **Options**.
3. Click the **General** tab, and then select the **Check for new messages every X minute(s)** check box.
4. To change how often Windows Live Mail checks for new messages, enter a number between 1 and 480 in the Check for new messages every X minute(s) box.
5. To disable this feature, on the **Tools** menu, click **Options**, and then, on the **General** tab, clear the **Check for new messages every X minute(s)** check box.

## Manage Multiple E-mail Accounts with Windows Live Mail *(continued)*

### *To check for new e-mail manually*

1. Open Windows Live Mail by clicking the Windows logo, clicking **All Programs**, and then clicking **Windows Live Mail**.
2. On the **Tools** menu, point to **Send and Receive**, and then click **Send and Receive All**.

### *To check for new e-mail without sending the mail in your Outbox*

1. On the **Tools** menu, point to **Send and Receive**, and then click **Receive All**.

### *Compose an e-mail message*

1. Open Windows Live Mail by clicking the Windows logo, clicking **All Programs**, and then clicking **Windows Live Mail**.
2. On the **File** menu, point to **New**, and then click Mail **Message** to open a new message composition window.
3. In the **To:** box, type the e-mail address for each of your primary recipients. In the **cc:** box, type the e-mail address for each of the secondary recipients to whom you want to send a copy of the mail.
4. In the **Subject:** box, type the subject of your message.

## Manage Multiple E-mail Accounts with Windows Live Mail *(continued)*

6. Click in the main message window and type your message.

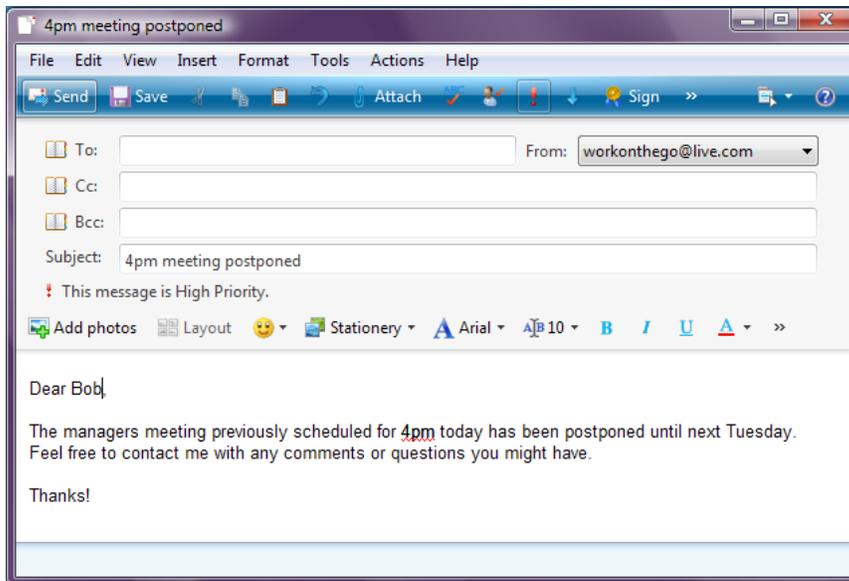


Figure 6—Sending e-mail with Windows Live Mail

7. Once you're satisfied with your message, do one of the following:
  - To send the message right away, click the **Send** button.
  - To send the message at a later time, on the **File** menu, click **Send Later**. It will be sent the next time you click the **Send/Receive** button.
  - To save a message, on the **File** menu, click **Save**. Saved and unsent messages are stored in the Drafts folder.



Make the most of your travel time when you're flying by reading through downloaded messages and typing your e-mails in Windows Live Mail. Just save them to your Drafts folder, and send them out when you regain Internet access.

### More Information

- Windows Live Mail: <http://get.live.com/wlmail/overview>
- Windows Live Mail Help: [http://help.live.com/help.aspx?project=wl\\_mailv2&market=en-us](http://help.live.com/help.aspx?project=wl_mailv2&market=en-us)

## Access E-mail Anywhere with Windows Live Hotmail

Access your messages from any computer with Internet capability, link to other accounts, preview and organize messages safely and securely whenever you need to.

If you don't already have a Windows Live Hotmail account, you can get one for free by going to <http://get.live.com/mail/overview> and clicking **Get it free**.

Once you have created an account, there are some great ways to streamline other accounts and view them within Windows Live Hotmail.



*Windows Live Hotmail now comes with added security features. The bar at the top of your message comes in two colors, which alert you to suspicious e-mail. Red indicates a "phishing" or fraudulent e-mail. Yellow is assigned to messages from someone outside your contacts list.*

### LINK TWO OR MORE WINDOWS LIVE HOTMAIL ACCOUNTS

Have more than one Windows Live Hotmail account? Now you can log in once and easily switch between other accounts, just by linking them via your Windows Live account settings.

1. Sign in to your Windows Live Hotmail account by going to <http://www.mail.live.com>, entering your Windows Live ID and password, and then clicking **Sign in**.
2. Click the current Windows Live Hotmail or Live account name in the upper right corner of your screen.
3. Choose **Link other accounts** from the drop-down.
4. In the **Link an existing Windows Live ID** dialog box, enter the password for the account currently open, and then enter the user name and password of the account you want to link.
5. Click **Link**.

## Access E-mail Anywhere with Windows Live Hotmail *(continued)*

Now, whenever you want to access this linked account, click the current account name in the upper-right corner of the screen, and then select the linked account from the drop-down.

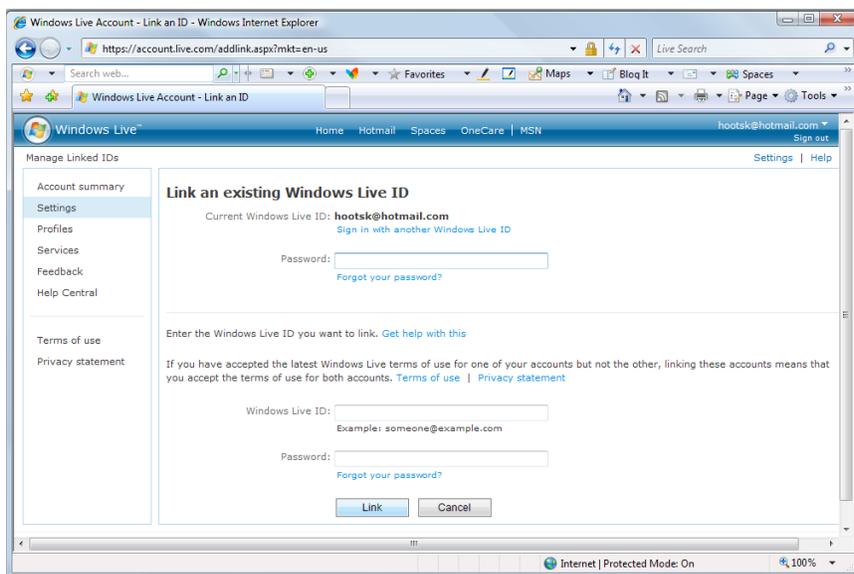


Figure 7—Link to an existing Windows Live ID

## IMPORT CONTACTS

Save time by centralizing your contacts list in Windows Live Hotmail. Edit contact information, merge duplicate addresses, or create groups with a few simple clicks.

Before you begin, log in to the account you want to import contacts from, and follow the steps provided by that e-mail program for exporting a contacts list as a file.

1. Click **Options** in the upper-right corner of your screen, and then select **More Options** from the drop-down.

## Access E-mail Anywhere with Windows Live Hotmail *(continued)*

2. Under **Customize your contacts**, click **Import contacts**.

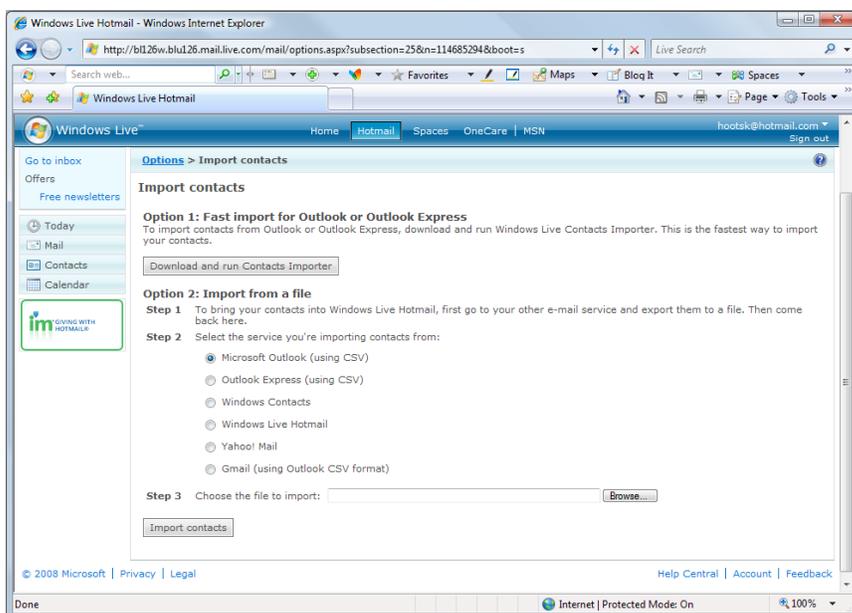


Figure 8—Importing contacts to Hotmail

3. Click one of the services you are importing contacts from.
4. Browse for the contacts file in your Desktop folder, click it, and then click **Open**.
5. Click **Import contacts**.

## COPY CONTACTS AND E-MAIL HISTORY TO YOUR HOTMAIL ACCOUNT

With the TrueSwitch™ feature of Windows Live Hotmail, you can combine all of your address books into one contact list in Hotmail, which you can then use in Windows Live Mail, Outlook, or on your mobile device. Even more, TrueSwitch works with most major e-mail providers, including AOL, Comcast, Gmail, Yahoo!, and Verizon.

## Access E-mail Anywhere with Windows Live Hotmail *(continued)*

To copy your contacts and e-mail history to your Hotmail account using TrueSwitch:

1. Go to the TrueSwitch Web site at <https://secure5.trueswitch.com/winlive/> and review the Terms of Service. If you agree, select the check box and click **Begin**.

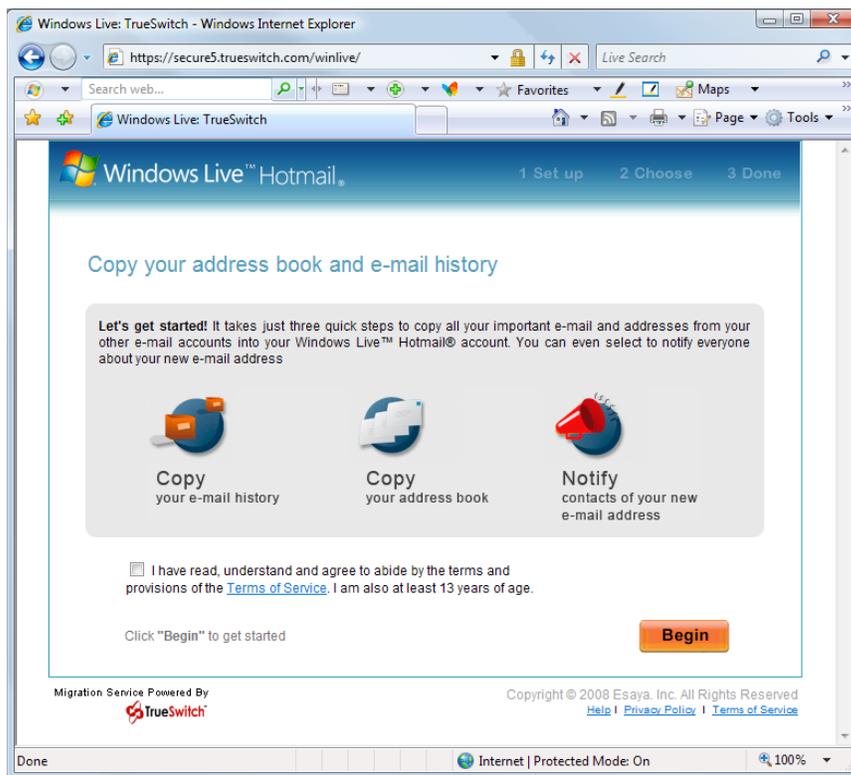


Figure 9—Using TrueSwitch

2. Under **Copy from**, type the e-mail address and password for the account that you want to copy your contacts from.
3. Under **Copy to Windows Live Hotmail**, type your Windows Live Hotmail e-mail address and password.
4. Click **Continue**.
5. Select the information that you want to copy, and then click **Submit**.

## Access E-mail Anywhere with Windows Live Hotmail *(continued)*

6. An e-mail message will be sent to your Windows Live Hotmail account telling you when TrueSwitch is done copying everything over. To check for the message, click **Go to Windows Live Hotmail**.



*Information in the account that you're copying from will not be deleted. It usually takes just a few minutes to copy an average-size address book, or up to 24 hours to copy a large mailbox, depending on how much information you're copying.*

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### **More Information**

- Windows Live Hotmail—Overview: <http://get.live.com/mail/overview>
- Windows Live Hotmail Support: <http://help.live.com/help.aspx?project=mailfull&market=en-us>
- Windows Vista Help & How to—Take your Windows Live Hotmail contacts anywhere: <http://windowshelp.microsoft.com/Windows/en-US/Help/dc56a634-811d-4f24-998a-3d36b75c64221033.msp>

## Use Windows Live SkyDrive to Store Files and Retrieve Them on the Go

Think of Windows Live SkyDrive as your own personal flash drive on the Internet. The files you upload can be accessed from virtually anywhere. It's a fast and easy way to work on a file both from home and at work, without transporting it back and forth or worrying about where it's stored.

### GET STARTED

Access your free Windows Live SkyDrive account by going to <http://skydrive.live.com/> and clicking **Get started**.

1. Click **Sign up** to create an account, or enter your Windows Live ID and password and click **Sign in**.

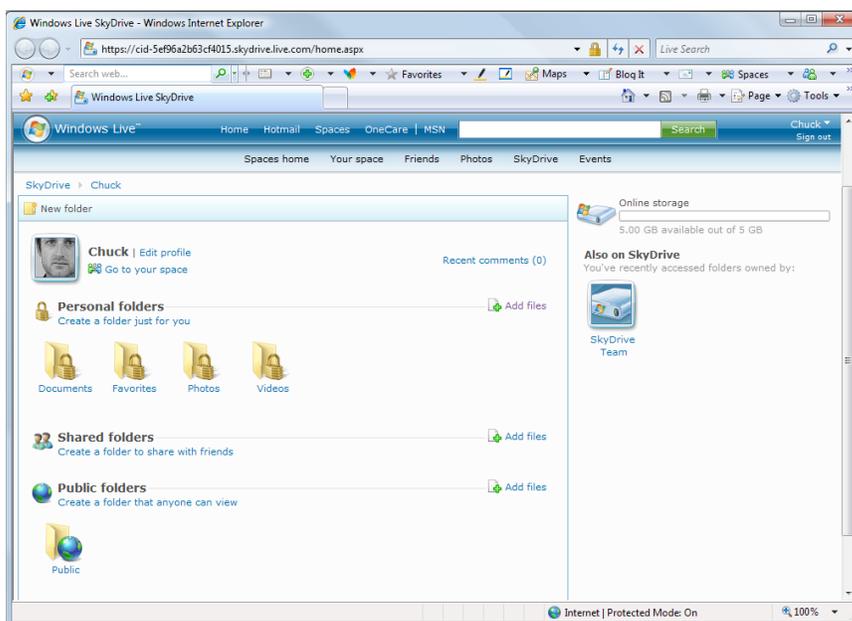


Figure 10—Windows Live SkyDrive's main page

To set up a new folder with work or personal documents, do the following:

2. Under **Personal folders**, click **Create a folder just for you**.
3. In the **Choose who has access to this folder section**, click **Just me**.
4. In the **New Folder name** box, type a name for the new folder, and then click **Create folder**.

## Use Windows Live SkyDrive to Store Files and Retrieve Them on the Go *(continued)*

Once you create a folder, you can begin adding files to it. Files can be uploaded in either of the two ways described below.



File size is limited to 50 megabytes (MB) each, and your total storage capacity with Windows Live SkyDrive is 5 gigabytes (GB).

### ADD FILES TO A FOLDER BY USING THE STANDARD UPLOAD PAGE

This may be the best option if you are adding no more than five files to the folder at one time.

1. **Sign In** to Windows Live SkyDrive with your Windows Live ID.
2. Navigate to the folder that you want to add files to.
3. Click **Add files**.
4. If the **Drag files here** box appears, under the box, click **standard upload page**.

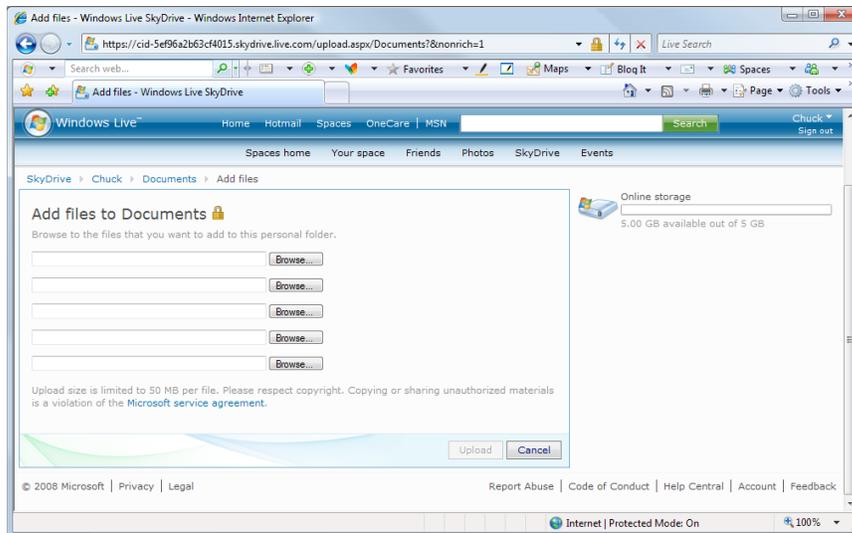


Figure 11—You can add files to Windows Live SkyDrive one at a time

5. Click **Browse**, and then browse to and select the file that you want to add.
6. Click **Upload**. Don't close or navigate away from the upload page until your file has finished uploading.

## Use Windows Live SkyDrive to Store Files and Retrieve Them on the Go *(continued)*

### ADD FILES TO A FOLDER BY USING THE WINDOWS LIVE SKYDRIVE UPLOAD TOOL

As a second option, you can install the Windows Live SkyDrive upload tool to upload more than five files to a folder at the same time. This only needs to be done once.

1. **Sign in** to Windows Live SkyDrive with your Windows Live ID.
2. Navigate to the folder that you want to add files to.
3. Click **Add files**.
4. Near the top of the Add files page, click **install the upload tool**.
5. Click **Download**, click **Run**, and then click **Run** again.
6. If you're prompted to install ActiveX® controls, follow the on-screen instructions to install them.

## Use Windows Live SkyDrive to Store Files and Retrieve Them on the Go *(continued)*

### 7. Do one of the following:

- In Windows Explorer, browse to and select the file, and then drag it to the **Drag files here** section to upload it.
- Click **Select files from a folder**, browse to and select the file, and then click **Open**. You can select several files at once by holding down the CTRL key as you click.



To install the Windows Live SkyDrive upload tool, your operating system must be Windows XP with Service Pack 3 (SP3), Windows XP with Service Pack 2 (SP2), Windows Vista, or Windows Server® 2003, and your Internet browser must be Internet Explorer 6.

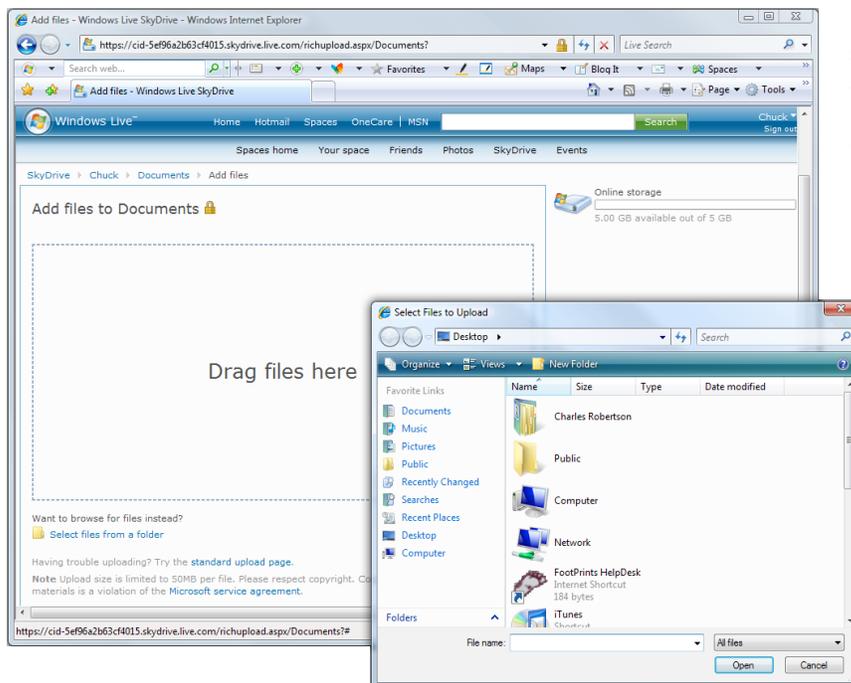


Figure 12—Or you can drag-and-drop files using the Windows Live SkyDrive upload tool

8. Click **Upload**. Don't close or navigate away from the upload page until your file has finished uploading.

## Use Windows Live SkyDrive to Store Files and Retrieve Them on the Go *(continued)*

### DOWNLOAD, RENAME, DELETE, OR ADD A CAPTION TO A FILE

After you upload a file to a folder, you can access the file from any computer that's connected to the Internet to download, rename, or delete the file. You can also add a caption to provide a descriptive title or brief summary.

#### *To download a file*

1. **Sign in** to Windows Live SkyDrive with your Windows Live ID.
2. Navigate to the folder where your file is stored.
3. Click the file that you want to download, click **Download**, and then click **Save**.
4. Navigate to the location on your computer where you want to download the file, and then click **Save**.

#### *To rename a file*

1. **Sign in** to Windows Live SkyDrive with your Windows Live ID.
2. Navigate to the folder where your file is stored.
3. Click the file that you want to rename.
4. Click **Rename**.

5. In the **New name** box, type the new name of the file, and then click **Save**.

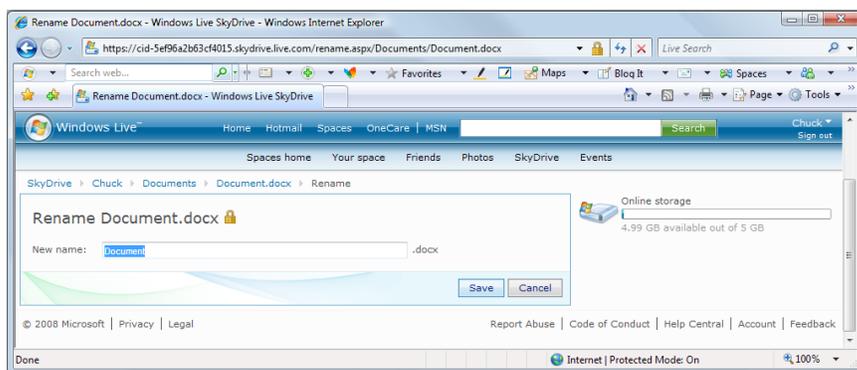


Figure 13—Rename a document

## Use Windows Live SkyDrive to Store Files and Retrieve Them on the Go *(continued)*

### *To delete a file*

1. **Sign in** to Windows Live SkyDrive with your Windows Live.
2. Navigate to the folder where your file is stored.
3. Click the file that you want to delete.
4. Click **Delete**, and then click **OK**.

### *To add, edit, or delete a file caption*

1. **Sign in** to Windows Live SkyDrive with your Windows Live ID.
2. Navigate to the folder where your file is stored.
3. Click the file, then choose one of the following:
  - To add a description to a document or other non-image file, select **Click to add a description**, type your caption, then click **Save**.
  - To add a caption to an image file, select **Click to add a caption**, type your caption, then click **Save**.
  - To edit a caption, click the caption, type the caption that you want, and then click **Save**.
  - To delete a caption, click the caption, press the **DELETE** key, and then click **Save**.

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### *More Information*

- Windows Live SkyDrive—Overview: [http://get.live.com/betas/skydrive\\_betas](http://get.live.com/betas/skydrive_betas)
- How to add files to a folder: <http://help.live.com/help.aspx?project=a&market=en-us>
- Create a folder to share with your contacts or anyone on the Internet: [http://help.live.com/help.aspx?project=live\\_folders&market=en-us&querytype=keyword&query=qaf](http://help.live.com/help.aspx?project=live_folders&market=en-us&querytype=keyword&query=qaf)



## SITES MENTIONED IN THIS GUIDE

Windows Vista Help & How to: <http://windowshelp.microsoft.com/Windows/en-US/default.mspx>

Get Windows Live: <http://get.live.com>

Windows Live ID: <http://www.windowlive.com/liveID/default.html>

Windows Live Mail: <http://get.live.com/wlmail/overview>

Windows Live SkyDrive: <http://skydrive.live.com/>

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