



Whitworth Information Systems, in partnership with Microsoft, is implementing new e-mail accounts for all Whitworth students.

**Here's the deal:** All students are receiving a Windows Live™ Outlook web access account through Whitworth and **must be signed in by October 1<sup>st</sup>**!

1. The format of the e-mail name will be **username@my.whitworth.edu**. (*The username is your Whitworth Network and current e-mail username*).
2. Students are encouraged to begin using this new account as soon as possible, and to notify all contacts and subscriptions to begin sending to the new account.

**Here's how:**

1. Follow [Steps to Activate and Access Windows Live™ Outlook](#) web access e-mail accounts.
2. Notify all of your contacts of, and change your subscriptions to, your new e-mail address.
3. Forward e-mails you would like to save from the old account to the new account.

**How long do I have?**

1. **All Whitworth students' incoming e-mail will be forwarded to @my.whitworth.edu accounts effective October 1<sup>st</sup>**. You will still have access to your @whitworth.edu account for the purpose of accessing and saving old e-mails. However, you will not receive any new e-mail in this account.
2. **Effective December 31<sup>st</sup>, Whitworth students will only have access to their new Windows Live™ accounts, @my.whitworth.edu, and the old @whitworth.edu accounts will be turned off and inaccessible.**
3. **It is your responsibility to forward any data you wish to keep from your old account**, as it will no longer be accessible to you as of December 31<sup>st</sup>. (This includes e-mail, contacts, calendar events, tasks, etc.)

**What's the benefit?**

1. E-mail accounts are **FREE** lifetime accounts, and can continue to be used after graduation.
2. E-mail account storage is 10GB! ([view a comprehensive technical overview](#))
3. Students have access to a comprehensive suite of additional Outlook Live services including:
  - Skydrive with 25GB storage
  - Office Live Workspace
  - Outlook Calendar
  - Instant Messenger
  - Plus all the other features that go with Windows Live™ ([view all services list](#))
4. All of these services are accessible from any internet-capable device.



Email, Office Live Workspace and SkyDrive are making your campus live.  
Visit LIVECAMPUS.NET to learn more.

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## Steps to Activate and Access Windows Live™ Outlook web access e-mail accounts:

1. Go to [www.outlook.com/my.whitworth.edu](http://www.outlook.com/my.whitworth.edu) and enter your user name, which is your new e-mail address (username@my.whitworth.edu) and default password (Whitworth ID# hyphen first initial in small case, example 1234567-x).
  - If you are already logged in to another Windows Live account (for example msn e-mail, hotmail, msn messenger, or other Microsoft web account), you will receive a message that says “To access Outlook Live, you need to [sign out of <e-mail address>](#), and then sign back in using the ID you use for Outlook Live.” You can click this link to automatically sign out.
2. Provide the requested account information...
  - Select a question and secret answer
  - Add an alternate e-mail address – *Optional* (do NOT use @whitworth.edu)
  - Enter your country/region information and birth year.
    - NOTE: You receive a prompt requiring you to enter your country or region and birth year. These are required to determine whether or not you are a child in a country or region that requires parental permission for access to the site. *There may be a delay in the birth year prompt, depending on what Windows Live™ features you access.*
3. **IMPORTANT! Change your password immediately** to a more secure one by selecting **Options** (top right on screen), then select **Change your password** in the **Shortcuts to other things you can do** box on the right.
4. To access Help for all services, click on **Home**, then pull-down **More** and select **All Services** at the bottom on the list. Choose the hyperlink you want to go to, then once there select the help button (the blue circle with a question mark - usually on the far right of the screen).
  - OR go to <http://help.outlook.com>

*NOTE: The global address list in Windows Live™ Outlook web access will not include faculty and staff addresses until after December 31, 2009. It is recommended that you add frequently used addresses to your contacts list.*

## All services

Windows Live ▸ All services

### Windows Live

#### Home

Get a quick view of your world—e-mail, invitations, and what's new with your network.

#### People

Manage your contacts from Hotmail, Messenger, and Profile, all in one place.

#### Photos

Post your favorite shots online in beautiful slideshows that only the people you choose can see.

#### Events

Plan your next event with customized invitations, a guest list, RSVPs, and a place to share online.

#### Groups

Bring your team, club, or other group together with a webpage, calendar, and more.

#### Family Safety

Help protect your kids online, with customizable web filters and contact management.

#### Downloads

Download Windows Live Essentials—free programs for your PC, including Messenger, Mail, Photo Gallery, Movie Maker, Writer, Toolbar, and Family Safety.

### MSN

Home

Movies

Weather

Autos

Music

Games

News

Money

Sports

#### Profile

Share your world online—your activities, your photos, and the people you know.

#### Mail

Get fast, easy, reliable e-mail from Hotmail, with more spam protection and plenty of storage.

#### Calendar

Check your schedule, share calendars with others, and get reminders when you need them.

#### SkyDrive

Store the files you need online and share them with the people you choose.

#### Spaces

Express yourself with your own customized webpage—add a blog, photos, videos, and more.

#### Mobile

Stay in sync from the road, with Windows Live on your web-enabled mobile device.

#### Office Live

Store and share your business documents online—it's quick, easy, and free.

### More from Microsoft

Xbox LIVE

Zune

## Live@edu Outlook Live Technical Overview

Service offering	Current Students; Alumni mailboxes are not deleted after separation from Whitworth University
Mailbox Provisioning	Enrolled students
Adds displayed	No (ads for alumni may be added in at a later date)
Mailbox Size	10 GB
Warning Quota	9 GB; Mailbox quota warning message is issued.
Send Quota	9900 MB; Mailbox quota prohibits receiving new messages.
Send/Receive Quota	10 GB; Mailbox quota prohibits receiving new messages.
Mobile access to Web services	Windows Live for Mobile, Outlook Live mobile access through Exchange ActiveSync, POP, and IMAP
Max number of attachments per message	An e-mail message can contain a maximum of 125 file attachments
Max attachment size	20 MB
Blocked attachments	<a href="http://help.live.com/Help.aspx?market=en-US&amp;project=MailFull&amp;querytype=topic&amp;query=WL_Mail_TROU_CantDownload.htm#faq2">http://help.live.com/Help.aspx?market=en-US&amp;project=MailFull&amp;querytype=topic&amp;query=WL_Mail_TROU_CantDownload.htm#faq2</a>
Max message size	25 MB; The total message size must be under 25 MB (Sent & Received)
Max Recipients per message	5000; The total message size must be under 25 MB; The actual limit enforced by Outlook Live (OWA) is 100 recipients per message. A public group is counted as a single recipient.
Throttling	POP3 or IMAP4 configured with an OutlookLive SMTP server is limited to sending messages is 25 messages per minute
Aggregate multiple e-mail accounts	POP
Insert e-mail message as attachment	Yes
Secure Connection	Yes
E-mail encryption	Yes

**Live Technical Overview/2**

Deleted message recovery (DIR)	30 Days
Recovery of message aged out of DIR	None
Message delivery confirmation	Delivery receipt, read receipt
E-mail forwarding	Yes (Optional)
“Push” e-mail for mobile phones	Yes. Exchange ActiveSync and support for IMAP4 IDLE command. ActiveSync licensees: <a href="http://www.microsoft.com/exchange/2007/evaluation/features/owa_mobile.mspx">http://www.microsoft.com/exchange/2007/evaluation/features/owa_mobile.mspx</a>
Synch contacts, calendar, tasks on mobile phone	Yes, via Exchange ActiveSync
Synch calendars with Outlook	Yes
Shared calendars	Yes
Online file storage	25 GB Windows Live SkyDrive
Instant messaging	Integrated with Outlook Live or Windows Live Messenger
Blogs	Windows Live Spaces
Offline blogging tools	Windows Live Writer
Mobile alerts	Mobile reminders with Outlook Mobile or Windows Live Alerts
Desktop sharing	Microsoft SharedView
Whitworth Information Systems Support	509-777-3911
Whitworth IS website	<a href="http://www.whitworth.edu/helpdesk">http://www.whitworth.edu/helpdesk</a>
MS Support website	<a href="http://help.outlook.com">http://help.outlook.com</a>