

Microsoft Live Mail at Dover Business College

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Accessing Live Mail for the First Time

1. Open your web browser and go to <http://mymail.dover.edu> or click on the Email tab in Blackboard.

You have been provided with your Blackboard I.D.

Your Windows Live ID is [YourBlackboardID@mymail.dover.edu](#).

Your initial Password is 00 followed by the last four digits of your Social Security Number, i.e. 001234.

2. Enter your Windows Live ID (including “@mymail.dover.edu”) and Password, and then click **Sign in**.



One Windows Live ID gets you into **Hotmail, Messenger, Xbox LIVE** — and other places you see

Sign up

Windows Live ID gives you access to Microsoft services including MSN, Hotmail, Office Live, Xbox LIVE, and many more.

Don't have a Windows Live ID?

[Sign up](#)

[More about Windows Live ID](#)

[Privacy Policy](#)

Sign in

Windows Live ID:
(example555@hotmail.com)

Password:
[Forgot your password?](#)

Remember me on this computer (?)

Remember my password (?)

[Sign in](#)

3. Enter all of your missing information into the form, including a new password and a security question.

4. Click on ***I accept*** at the bottom of the form.

Windows Live™

Provide account information

The account you're signing in to is missing some required information. To finish signing in, enter the following information.

We respect your privacy and will use this information in accordance with our privacy policy. [Learn about Windows Live privacy](#)

*Required fields

Verify your information

Windows Live ID: **username@mymail.dover.edu**
[Sign in with another Windows Live ID](#)

*Password:
[Forgot your password?](#)

Change your password

*Type new password:
Six-characters minimum; case sensitive

Password strength:

*Retype new password:

Make my password expire every 72 days
[Get help with this](#)

Select a question and secret answer

*Question:

*Secret answer:
Five-character minimum; not case sensitive

Add an alternate e-mail address

Alternate e-mail address:

Retype alternate e-mail address:

Your information

*Country/Region:
[Why is this required?](#)

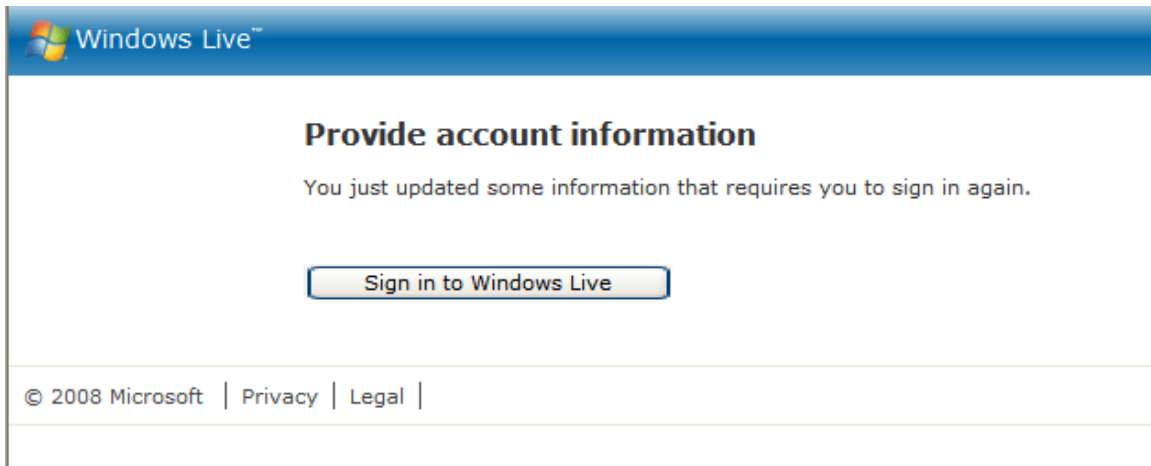
*Birth year:
Example: 1999
[Why is this required?](#)

Review and accept the Agreements

Clicking **I accept** means that you agree to the [Windows Live service agreement](#) and [Privacy Statement](#).

You will now be required to sign into Windows Live using your new password.

5. Click on *Sign in to Windows Live*.



6. Fill out the form, making your selections for vision setting, Language, and Current time zone.

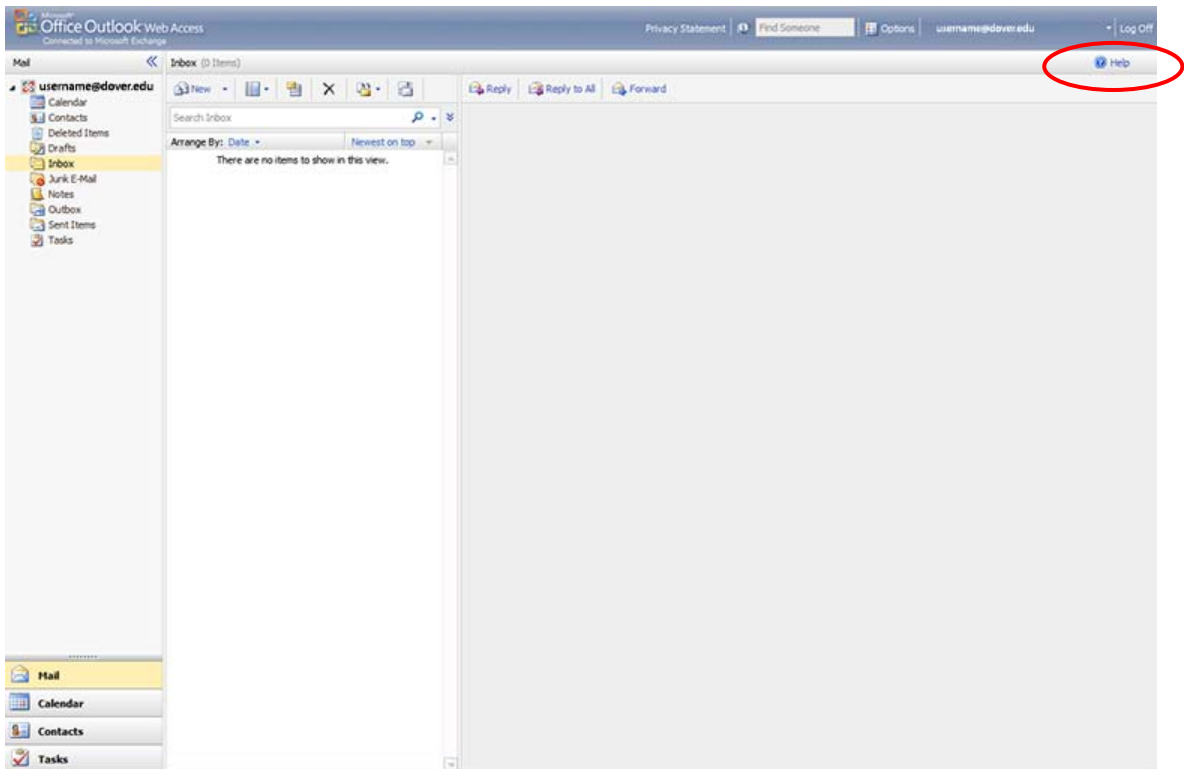
7. Click on **OK**.



The screenshot shows the Microsoft Office Outlook Web Access settings dialog box. At the top left is the Microsoft logo and the text "Office Outlook Web Access". Below this is a paragraph of text: "If you have low vision and use a screen reader or high contrast settings, you can select the check box below to optimize Outlook Web Access for this and all subsequent sessions. After you log on, you can modify this choice at any time on the Options page." Below the text is a checkbox labeled "Use the blind and low vision experience", which is currently unchecked. Below the checkbox is another paragraph of text: "Choose the primary language for Microsoft Outlook Web Access. This choice determines the language the program will use for all items." Below this text are two dropdown menus. The first is labeled "Language:" and has "English (United States)" selected. The second is labeled "Current time zone:" and has "(GMT-08:00) Pacific Time (US & Canada)" selected. At the bottom right of the dialog box is an "OK" button. At the bottom left, there is a small icon and the text "Connected to Microsoft Exchange" and "© 2006 Microsoft Corporation. All rights reserved."

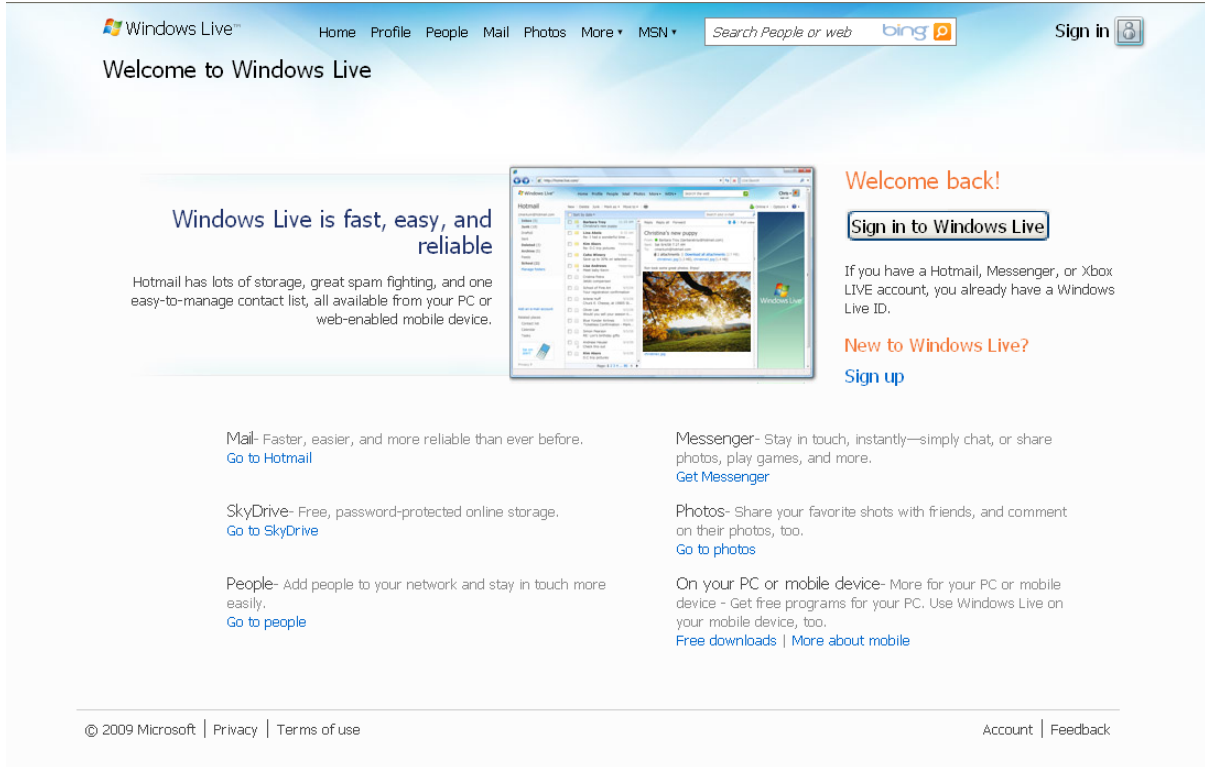
Your main access page will appear, where you can read and compose email messages.

For online help, click on **Help**, located in the upper right part of your screen.



How to Change Your Password in Live Mail

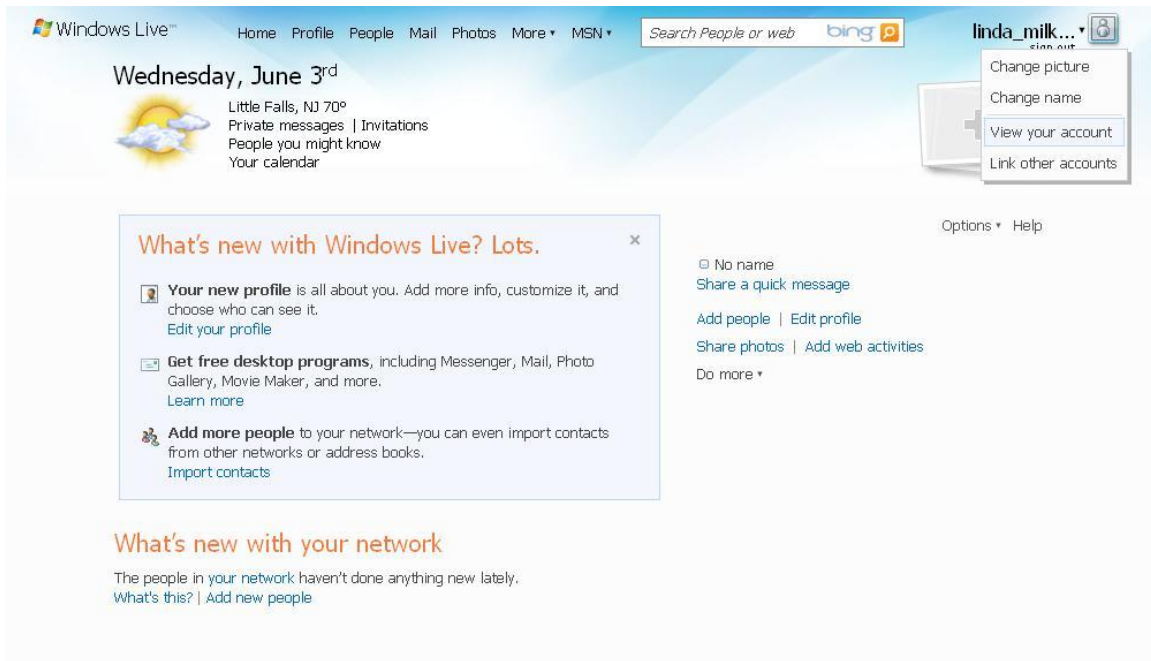
1. Go to <http://logins.live.com>
2. Click on Sign-in in the upper left hand corner.



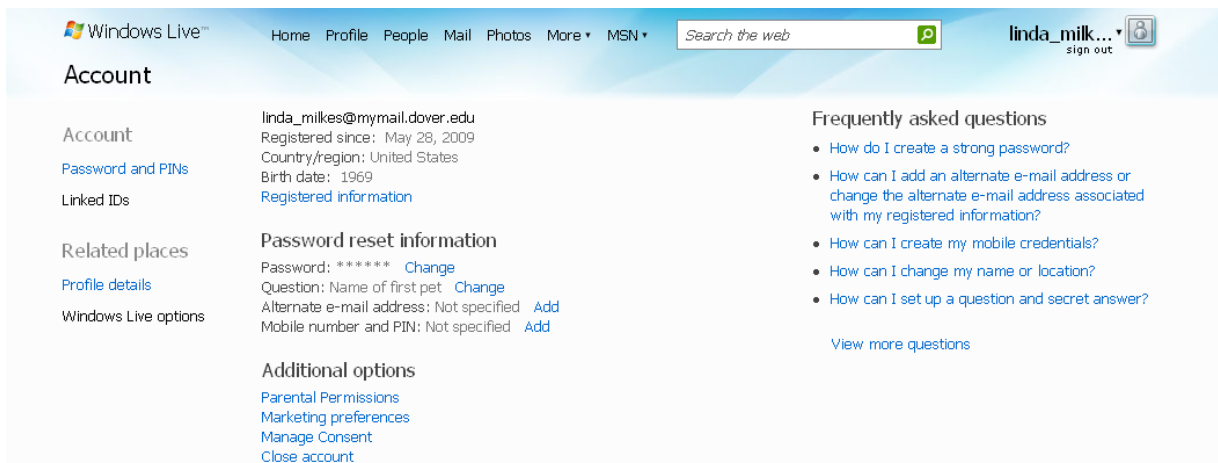
3. The Sign screen below will appear.
4. Type in your Windows Live ID (BlackboardUsername@mymail.dover.edu) and your current password.

A screenshot of the Windows Live sign-in screen. On the left, there is the Windows Live logo and a "Sign up" button. Below the logo, it says "Windows Live ID" and "Works with MSN, Office Live, and Microsoft Passport sites". On the right, there is a "Sign in" section. At the top of this section, it says "Have an MSN Hotmail, MSN Messenger, or Passport account? It's your Windows Live ID." Below this, there are two input fields: "Windows Live ID:" with a placeholder "(example555@hotmail.com)" and "Password:". There is a "Forgot your password?" link below the password field. Below the input fields, there are two checkboxes: "Remember me on this computer (?)" which is checked, and "Remember my password (?)" which is unchecked. At the bottom of the sign-in section, there is a "Sign in" button and the text "Use enhanced security".

5. Click the down arrow to the right of your name on the upper right side of the screen; then click **View your account**.



6. Under Password reset information, click **Change** to the right of Password.



Windows Live™ Home Profile People Mail Photos More ▾ MSN ▾ Search the web linda_milk... sign out Help

Change your password

Account ▸ Password and PINs ▸ Password

Account Help

A strong password helps prevent unauthorized access to your e-mail account.

Windows Live ID: linda_milkes@mymail.dover.edu

Old password:

[Forgot your password?](#)

Type new password:

Six-characters minimum; case sensitive

Password strength:

Retype new password:

Make my password expire every 72 days
[What does this mean?](#)

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7. Type your current password in the *Old password* field
8. Type your new password in the *Type new password*
9. Retype your new password in the *Retype new password* field

Change your password

Windows Live ID: mary_farlie@mymail.dover.edu

Old password:

[Forgot your password?](#)

Type new password:

Six-characters minimum; case sensitive

Password strength:

Retype new password:

Make my password expire every 72 days
[What does this mean?](#)

[Get help with this](#)

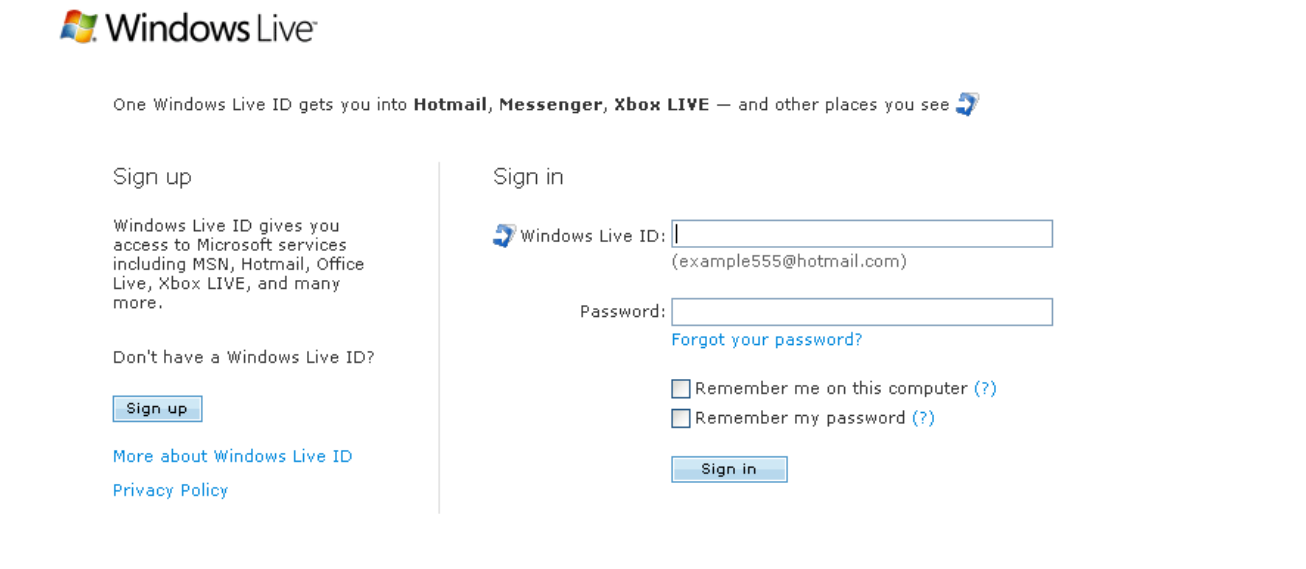
[Windows Live privacy statement](#)
[Learn more about online security](#)

10. Click on **Save**
11. Click **Sign Out** in the upper right hand corner of the screen

Resetting a Forgotten Password

1. Open your web browser and go to <http://mymail.dover.edu> or click on the Email tab in Blackboard.

2. Click on *Forgot your password?*



Windows Live

One Windows Live ID gets you into **Hotmail, Messenger, Xbox LIVE** — and other places you see

Sign up

Windows Live ID gives you access to Microsoft services including MSN, Hotmail, Office Live, Xbox LIVE, and many more.

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[Privacy Policy](#)

Sign in

Windows Live ID:
(example555@hotmail.com)

Password:

[Forgot your password?](#)

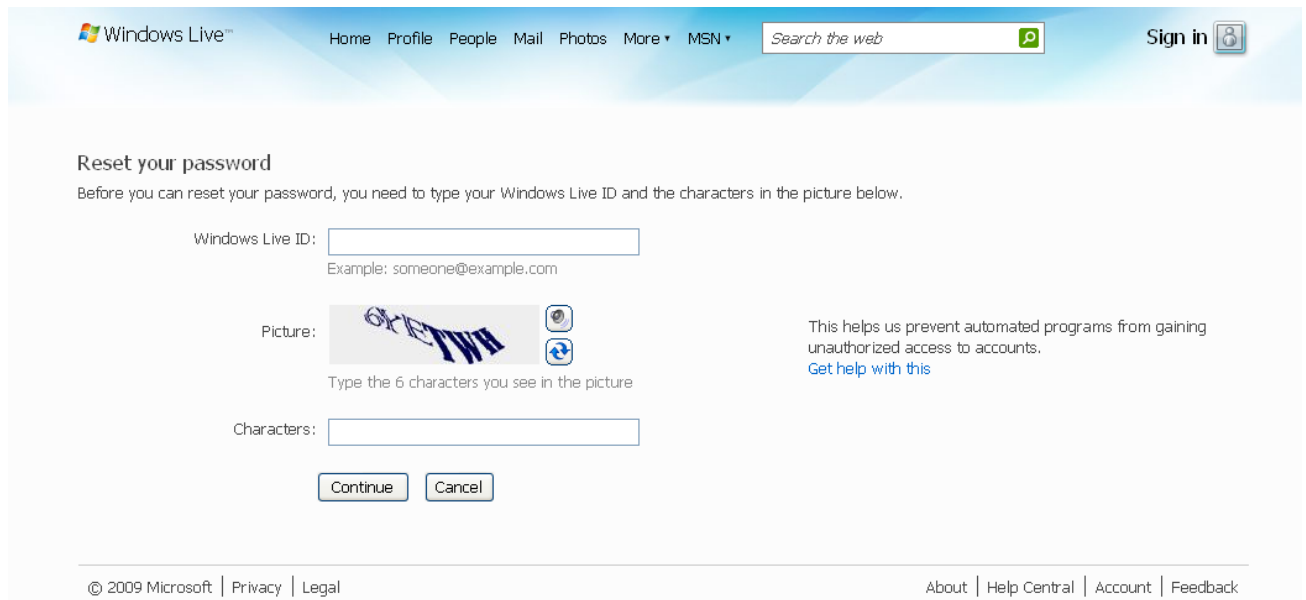
Remember me on this computer (?)

Remember my password (?)

[Sign in](#)

3. Enter your Windows Live ID (including “@mymail.dover.edu”). Type the characters that you see in the picture into the Characters box.

4. Click *Continue*.





Windows Live

Home Profile People Mail Photos More MSN Search the web Sign in

Reset your password

Before you can reset your password, you need to type your Windows Live ID and the characters in the picture below.

Windows Live ID:
Example: someone@example.com

Picture:  

Type the 6 characters you see in the picture

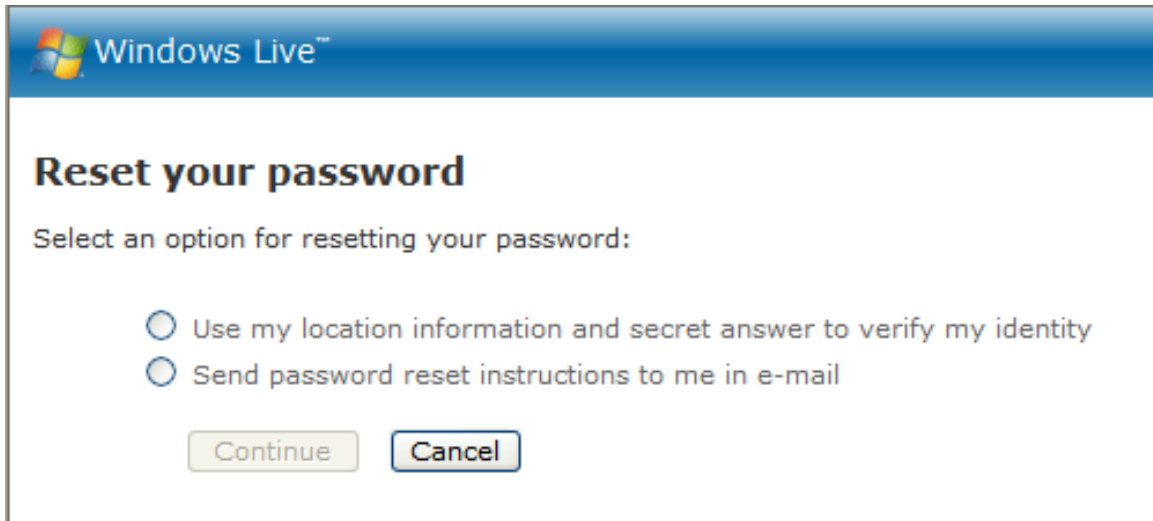
Characters:

[Continue](#) [Cancel](#)

This helps us prevent automated programs from gaining unauthorized access to accounts.
[Get help with this](#)

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5. Click on the button for your option choice. You can either, Use your location information and secret answer to verify your identity, or Send password reset instructions to you in email.
6. Click on *Continue*.



The image shows a screenshot of a Windows Live dialog box titled "Reset your password". The dialog box has a blue header bar with the Windows Live logo and text. Below the header, the text "Reset your password" is displayed in a bold font. Underneath, it says "Select an option for resetting your password:". There are two radio button options: "Use my location information and secret answer to verify my identity" and "Send password reset instructions to me in e-mail". At the bottom of the dialog box, there are two buttons: "Continue" and "Cancel".

Windows Live™

Reset your password

Select an option for resetting your password:

- Use my location information and secret answer to verify my identity
- Send password reset instructions to me in e-mail

Sending an Email Message

1. Click on *New Message*.
2. Click on *To...* to add recipients,
or

Type a recipient's address in the To, Cc, or Bcc box. Separate multiple addresses with a semi-colon,

i.e. john-doe@mymail.dover.edu; jane-smith@mymail.dover.edu.

4. Type a subject and message.
5. If you'd like to attach files to the message,
 - Click *Attachments...*
 - Click on *Browse*. Select the file you wish to attach.
 - Click *Attach*.
 - If you wish to attach more files, click on *Browse* again.
 - After you are finished attaching files, click on *Done*.
6. Click *Send* to send the message.

Forwarding Mail to another Email Account

1. Click *Options*.
2. Click *Rules*.
3. Click *New Rule*, and select “Create a new rule for arriving messages.”
4. In the pop-up window, type in a name for the rule (example: Forwarding) into the Name box.
4. Under the “Do the following” heading, click on *Forward or redirect...*
5. Click the checkbox for “Redirect the message to people or distribution lists.”
6. In the “Rules Description” left pane, click on *people or distribution lists*. This will bring up the Address Book – Web Page Dialog window.
7. At the bottom of the window in the “Message recipients:” section, type in the email address where you want your mail redirected to, in the “To->” box.
8. Click *OK*. The Address Book – Web Page Dialog window will close and return you to the previous pop-up window.
9. Click *Move, copy, or delete...*
10. Click the checkbox for “Delete the message.”
11. Click *Save*.
12. Click *OK* in the dialog box: “This rule will be applied to every message that you receive. Is this correct?”

Using the Out of Office Assistant

1. Click on *Options*.
2. Click on *Out of Office Assistant*.
3. Select the “Send Out of Office auto-replies” button.

Inside Your Organization

4. If you only want to send replies during a specific time period, select the checkbox for “Send Out of Office auto-replies only during this time period.” Choose a Start time and an End time.

Enter the text that you would like sent out to those within your organization.

Outside of Your Organization

5. To send auto-replies to external senders outside of your organization, select the checkbox for “Send Out of Office auto-replies to External Senders.”

Choose either the button for sending replies only to those in your Contacts list, or the button for sending to anyone outside of your organization.

Enter the text that you would like sent out to those outside of your organization.

6. Click on *Save*, at the top of the page.

Creating an Email Signature

1. Click on *Options*.
2. Select the checkbox for “Automatically include my signature on outgoing messages.”
3. Enter your signature text.
4. Click on *Save*, at the top of the page.

Adding Contacts

1. Click on *Contacts*.
2. Fill out the form with your contact’s information.
3. Click on *Save and Close*.

Adding a Folder

1. Click on *Manage Folders...*
2. Choose the location for the folder in the “Create folder in:” drop-down box.
3. Enter the folder name.
4. Click *Create*.

Deleting a Folder

1. Click on *Manage Folders...*
2. Choose the folder to delete in the “Folder name:” drop-down box.
3. Click *Delete*.

Renaming a Folder

1. Click on *Manage Folders...*
2. Choose the folder name to rename in the “Current name:” drop-down box.
3. Enter a new folder name in the “New name:” box.
4. Click *Rename*.

Moving a Folder

1. Click on *Manage Folders...*
2. Choose the folder name to move in the “Folder to move:” drop-down box.
3. Choose the destination folder in the “New location:” drop-down box.
4. Click *Move*.