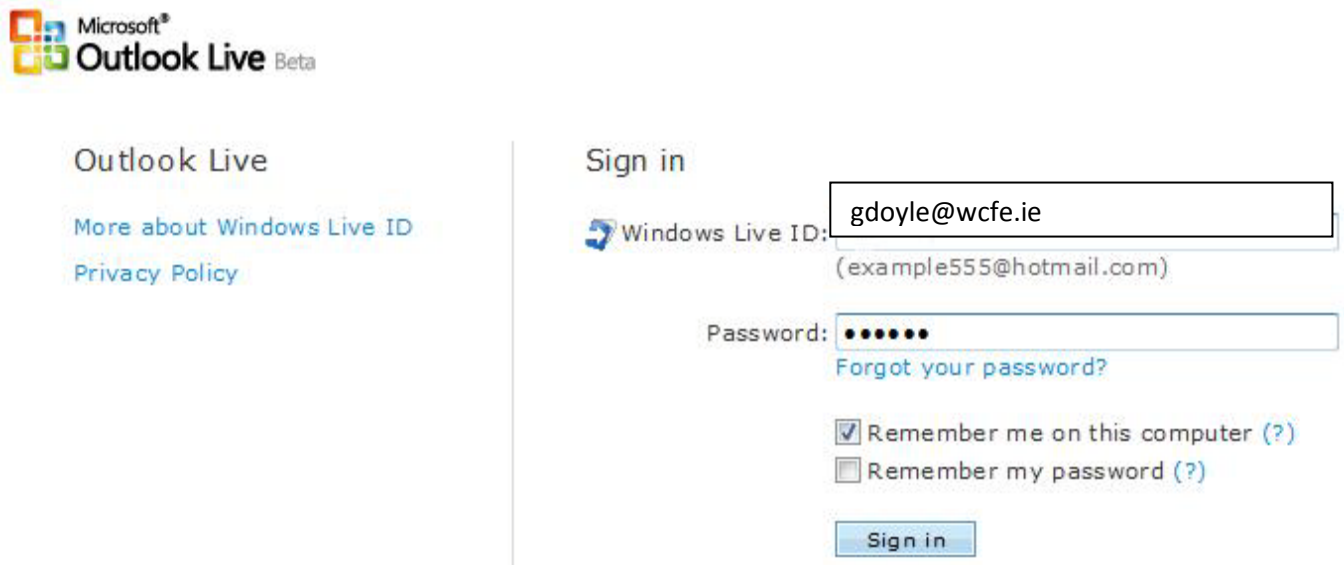


Instructions for Live@edu for WCFE

Firstly, the old www.wcfe.ie/webmail had been discontinued. The move was facilitated due to the dated nature and limited features of that system. This new system is basically Microsoft Outlook email program online, and provides 10Gb (yes 10GigaBytes of storage) –this is over 2500 times bigger than the old system.

For access go to: home.live.com – just type this into Internet Explorer.



Microsoft®
Outlook Live Beta

Outlook Live

[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 (?)

And enter username e.g. gdoyle@wcfe.ie – the start portion will be your name – as was provided by your original email e.g. mine was gdoyle and you must include “@wcfe.ie” part.

And password: I will **text** you a password which you can change later.

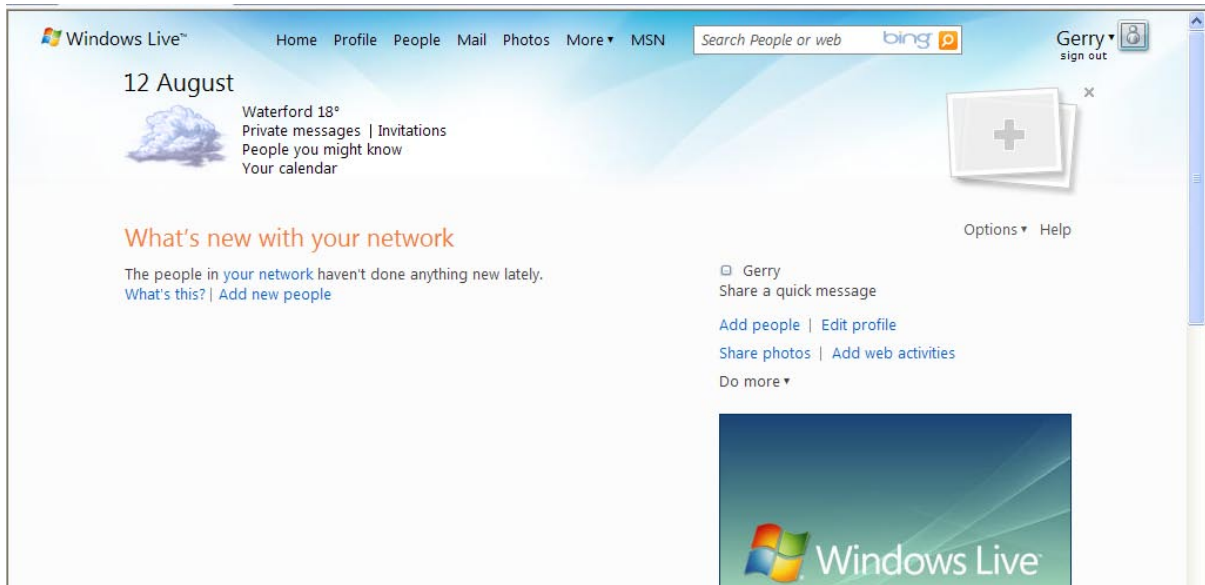
You will be asked a series of question:

1. To reconfirm the password you typed in above
2. Asked a security question in case you forget the password in future
3. Country and County of your location

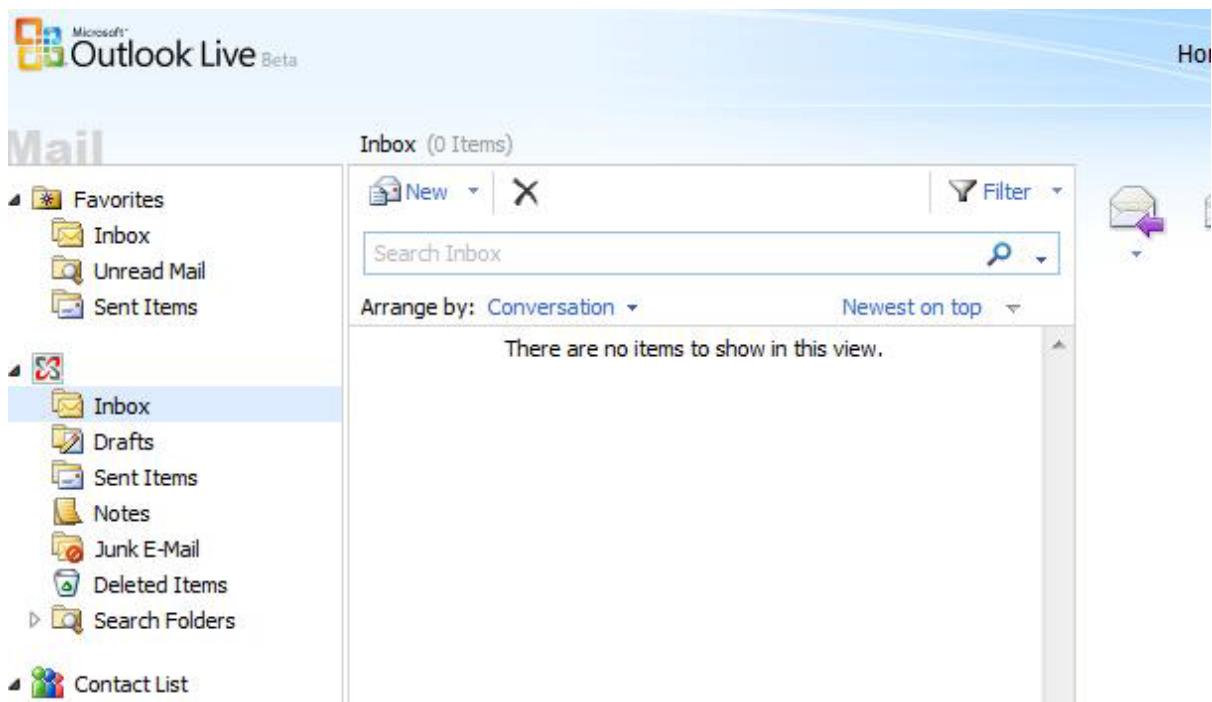
Then on the next page:

1. Your year of birth – this is in relation to security/restrictions placed on under 18s

Once you confirm these details you’ll be presented with your HOME page – if not just press the word “Home” on top of the screen. You can change your location and It’ll give you the latest weather in your area.

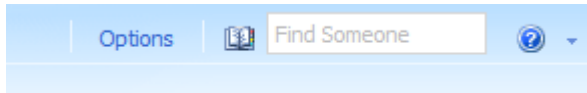


The most important word on top of your screen is “Mail” which will present you with the following screen.



Here you will have the full exchange online communications capability to review. Mails can be created and sent, folders can be created and organised, and deep filter rules can help automate the organisation of the mailbox.

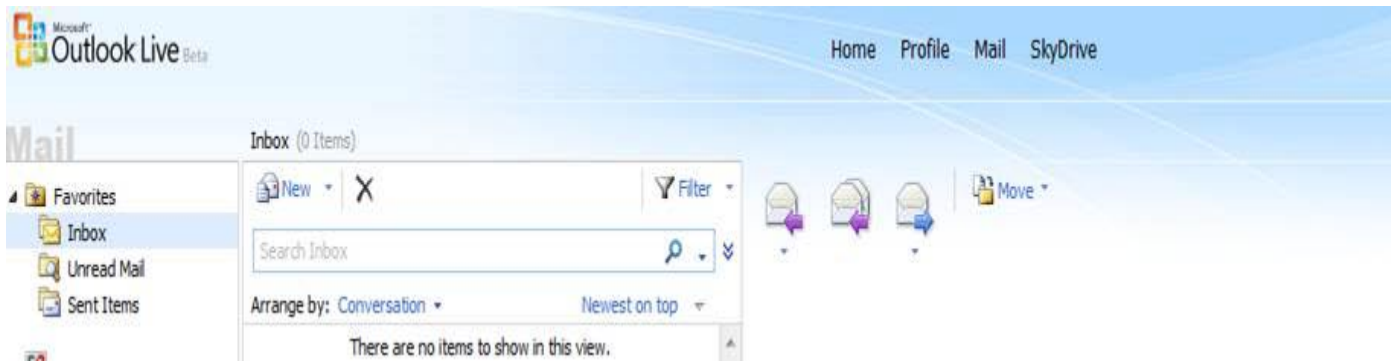
In-context help is available at all times by clicking on the question mark in the top right hand corner:



There is also instant messaging functionality which requires a reconfirmation of the password – this will be set up at a later date:



There is also **25GB of online storage per user**. This is on a service called “SkyDrive” which you get to from the top navigation menu:



This brings you to:

Windows Live™ Home Profile People Mail Photos More ▾ MSN ▾





SkyDrive

Folders [Create folder](#) [Add files](#)

All folders
Recent comments

Recent folders

Related places
Windows Live Photos
SkyDrive team blog

 Documents  Favorites  Shared favorites  Public

[View all](#)

Your history
Windows Live SkyDrive T

What's new with your network

[People in your network](#) haven't done anything new on SkyDrive lately. [Add people](#)

Here these folders can act as a shared drive on the school network, with users in a position to share folders and files with colleagues. Many schools have found this useful to make class lists, policies, and other often shared school documents available.

Just have a look around and experiment – there are more things here than you'll need. Hopefully we can set up some training in the new year.