Microsoft Live Mail at Berkeley College

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Accessing Live Mail for the First Time

1. Open your web browser and go to http://mymail.berkeleycollege.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.berkeleycollege.edu.

Your initial Password is Bc!MMSTID. That is (CAPITAL B) (lower case c) (exclamation point) (the two digit month of your birth) (STID - the last four numbers of your student ID – found on your student ID card). Example: If you were born in March and the last four digits of your student ID is 5555, your new default password will be Bc!035555.

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

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.berkeleycollege.edu) and your current password.
5. Click on **Account** in the upper right side of the screen.

6. Click on **Settings** under **Account Summary**

7. Under **Account Security**, click on **Password**
8. Type your current password in the *Old password* field
9. Type your new password in the *Type new password* field
10. Retype your new password in the *Retype new password* field

11. Click on **Save**
12. 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.berkeleycollege.edu or click on the Email tab in Blackboard.

2. Click on **Forgot your password?**

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

4. Click **Continue.**
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*. 

![Reset your password screen](image)
**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.berkeleycollege.edu; jane-smith@mymail.berkeleycollege.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 \textit{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 \textit{Rename}.

Moving a Folder

1. Click on \textit{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 \textit{Move}.