

# Outlook Live

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## Student Email Office 2010

Microsoft®  
Outlook Live

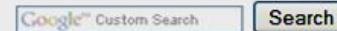
# Purpose

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- **Free server hosted email service**
- **Student and teacher email tool**
- **Web-based Office 2010 apps**
  1. Word
  2. PowerPoint
  3. Excel
  4. One Note
  5. Any browser can be used

# Online Handout

http://**webclass.org**



## About Us

## Atomic Learning

## Desktop Setup

## EasyTech

## Elementary Storytelling

- Audacity
- Creating a Digital Story
- Digital Cameras
- EPISD Photo Release
- iPod - Getting Started
- Podcast Projects
- Syncing video iPod
- Using iTunes
- Windows Movie Maker
  - MOV - WMV converter
  - MP4 - AVI converter
  - WMV - MP4 converter

## ePALS Student Email

## Excel 2007

## Keyboarding

## Mapping Printers

## Outlook Live

- Student Quick Reference
- Teacher Quick Reference

## PowerPoint 2007

## Project Share

Education and training via the internet are growing rapidly. Accessibility from home or school makes Internet handouts a viable alternative to hardcopy handouts and tutorials.

**Webclass.org** provides:

- Workshop handouts available anytime, anywhere
- Cambridge online dictionary
- Web-based [Keyboarding](#)
- Lesson plan [calendar](#)

After all, **Webclass.org** can be *anywhere you want it to be....*

## Elementary Storytelling in iTunes

**Select** Student Quick Reference

# Initial Student Login

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http://**outlook.com**

Windows Live ID:

**EPISD username** @ epschools.net

Password:

**Initial password – DOB = ddmmyyyy**

[Forgot your password?](#)

- Remember me  
 Remember my password

Sign in



Password will be  
changed after  
initial login

For **EPISD username**, contact  
any teacher or school librarian

# Change Password

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## Verify your information

Windows Live ID

habdel8518@epschools.net

[Sign in with another Windows Live ID](#)

Email  
format

\*Password:

DOB - mmddyyyy

[Forgot your password?](#)

---

## Change your password

\*Type new password:

choose password

Six-characters minimum; case sensitive

Password strength:

\*Retype new password:

retype password

Make my password expire every 72 days

Submit

Cancel

# Mail View

The screenshot displays the Outlook Web App interface for Larry Nelson at El Paso ISD. The left sidebar shows a 'Mail' section with a 'Folders' pane containing 'Inbox', 'Drafts', 'Sent Items', 'Notes', 'Junk E-Mail', 'Deleted Items', and 'Search Folders'. The main 'Inbox' pane shows one item: 'Welcome to Outlook Live' from 'Larry Nelson' at 2:27 PM. The right 'Reading Pane' shows the email content, including a welcome message and contact information for Larry Nelson.



**Folders**



**Inbox**



**Reading Pane**  
Email Preview

# Outlook Live

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## Change Password

Microsoft®  
Outlook Live

# Change Password

El Paso ISD  
by Microsoft Outlook Web App

Mail Office | Larry Nelson Sign out

Mail

Inbox (1 Items)

Search Inbox

Arrange by: Date Newest on Top

Today

Welcome to Outlook Live  
Larry Nelson 8:15 AM

Options Find Someone Collapse All Newest on Top

**Click Options**

Welcome to MS Outlook Live, our new student email application for EPISD students in grades 6-12.

# Change Password

Microsoft Outlook Web App Beta

Larry Nelson Sign out

My Mail ?

**Account**

- Organize E-Mail
- Groups
- Settings
- Phone
- Block or Allow

**Account Information - Larry Nelson**

**General**

Display name: Larry Nelson  
Windows Live ID: lnelson@epschools.net

**Contact Numbers**

Work phone:  
Mobile phone:

[Edit](#)

**Connected Accounts**

**Heading out?**

[Tell people you're on vacation](#)

**Shortcuts to other things you can do**

- [Forward your mail using Inbox rules](#)
- [Learn how to get Direct Push e-mail on your mobile phone](#)
- [Connect Outlook to this account](#)
- [Change your password](#)**

**Like it? Don't like it?**

[We'd like to know what you think. Please give us feedback.](#)

**Select  
Change your Password**

# Change Password

## Account information

Windows Live ID: Inelson@epschools.net	Change
Unique ID: 0003400198C86495	
Name: Not specified	Add
Registered since: September 07, 2010	
Country/region: United States	Change
Birth date:	Change
Password: *****	Change

## Password reset information

Let us know where we can send notifications if you need to reset your account.

Email: Add		
Inelson@episd.org	Confirmed	Remove
Inelson@epschools.net	Confirmed	Remove
Mobile phone: Add		
Trusted PC: Add		
Question: Default secret question?	Change	

**Click Change**

# Password Change

## Change your password

Account ► Password

A strong password helps prevent unauthorized access to your email account.

Windows Live ID: Inelson@epschools.net

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



Save

Cancel

# Outlook Live

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## Signature Block Email Views

Microsoft®  
Outlook Live

# Email Signature

The screenshot displays the Microsoft Outlook Web App interface for El Paso ISD. The top navigation bar includes the EPISD logo, the text "El Paso ISD by Microsoft Outlook Web App", and user information for "Larry Nelson" with a "Sign out" link. The main content area shows an "Inbox (1 Items)" with a single email titled "Welcome to Outlook Live" from "Larry Nelson" received at "8:15 AM". A red arrow points to the "Options" button in the top right corner of the email view. A blue-bordered callout box with the text "Click Options" is positioned over the arrow. Below the callout box, a snippet of the email signature is visible: "Welcome to MS Outlook Live, our new student email application for EPISD students in grades 6-12."

# Email Signature

Microsoft Outlook Web App  
Beta

Larry Nelson  
Sign out

My Mail

**Account**

- Organize E-Mail
- Groups
- Settings**
- Phone
- Block or Allow

**Account Information - Larry Nelson**

**General**

Mobile phone:

Edit

**Connected Accounts**

You can connect your Outlook Web App account to your other e-mail accounts. This lets you use your Outlook Web App account to send and receive mail from the connected accounts.

New... Details X Refresh

Account Name	Status	Action
There are no items to show in this view.		

**Heading out?**

Tell people you're on vacation

**Shortcuts to other things you can do**

- Forward your mail using Inbox rules
- Learn how to get Direct Push e-mail on your mobile phone
- Connect Outlook to this account
- Change your password

**Like it? Don't like it?**

We'd like to know what you think. Please give us feedback.

**Click Settings**



# Mail View

Microsoft® Outlook Web App  
Beta

Larry Nelson  
Sign out

My Mail

Account  
Organize E-Mail  
Groups

Settings  
Phone  
Block or Allow

Mail Spelling Calendar General Regional

**E-Mail Signature**

Verdana 10 B I U

abc [list icons] [undo] [redo] [insert link] [insert image] [x<sup>2</sup>] [x<sub>2</sub>] [right arrow] [left arrow]

Larry Nelson  
Instructional Technology  
El Paso Independent School District  
[LNELSON@epschools.net](mailto:LNELSON@epschools.net)

Automatically include my signature on messages I send

**Read Receipts**

Choose how to respond to requests for read receipts.


- Ask me before sending a response
- Always send a response
- Never send a response

**Reading Pane**

Choose when items should be marked as Read.

- Mark the item displayed in the Reading Pane as Read  
Wait  seconds before marking the item as Read
- Mark the item as Read when the selection changes
- Don't automatically mark items as Read

✓ Save



# Mail View *with* Reading Pane

The screenshot displays the Outlook Web App interface for El Paso ISD. At the top left is the EPISD logo and the text "El Paso ISD by Microsoft Outlook Web App". The top right shows the user's name "Larry Nelson" and a "Sign out" link. The main area is divided into three sections: a left sidebar for "Mail" folders, a central "Inbox" list, and a right "Reading Pane".

- Mail Folders:** A list of folders including Favorites, Larry Nelson, Inbox (highlighted), Drafts, Sent Items, Notes, Junk E-Mail, Deleted Items, Search Folders, and Contact List.
- Inbox (1 Items):** A list of emails with a search bar and sorting options. The top item is "Welcome to Outlook Live" by Larry Nelson, dated 2:27 PM.
- Reading Pane:** A detailed view of the selected email. It shows the sender "Larry Nelson" and the subject "Welcome to Outlook Live". The body text reads: "Welcome to Outlook Live - our new email system for teachers and students containing Office 2010 web applications for Word, PowerPoint, Excel, and OneNote." Below this is the sender's contact information: "Larry Nelson, Instructional Technology, El Paso Independent School District, [LNELSON@epschools.net](mailto:LNELSON@epschools.net)".

A large red arrow points from the text "Signature Block" to the contact information in the reading pane. Three red arrows point upwards from the labels "Folders", "Inbox", and "Reading Pane" to their respective sections in the interface.

Signature  
Block

↑  
**Folders**

↑  
**Inbox**

↑  
**Reading Pane**  
Email Preview

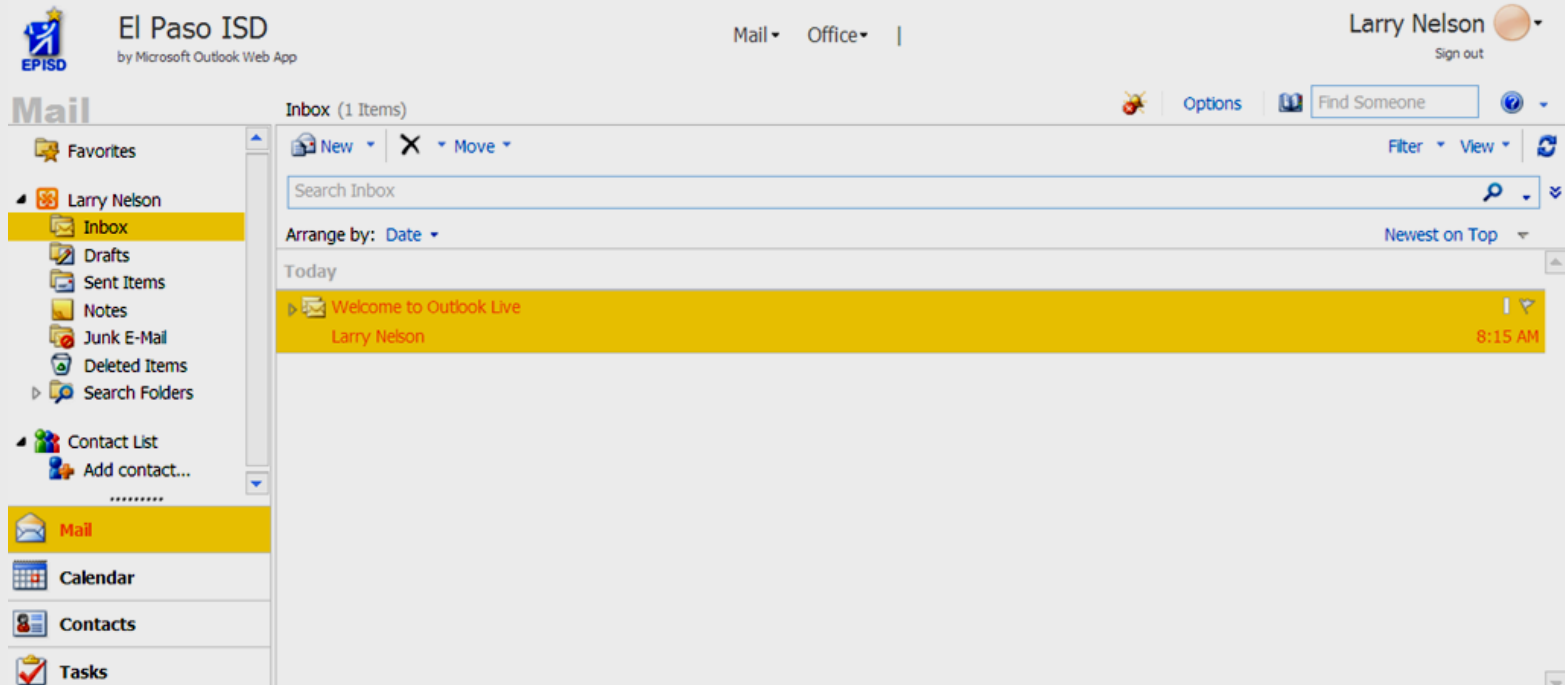
# Reading Pane OFF

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- **Select View**
- **Select Off**

# Mail View *w/o* Reading Pane



**Folders**



**Inbox**

# Open Mail



The screenshot shows the Microsoft Outlook Web App interface for El Paso ISD. The user is logged in as Larry Nelson. The interface includes a navigation pane on the left with folders like Favorites, Larry Nelson, and Mail. The main area shows the 'Inbox (1 Items)' with a single email titled 'Welcome to Outlook Live' from Larry Nelson, received at 8:15 AM. A red arrow points to the subject line of this email. The text 'Double-click on email Subject' is overlaid on the screenshot.

**Double-click on  
email Subject**

# Open Mail



El Paso ISD  
by Microsoft Outlook Web App

Mail ▾ Office ▾ |

## Mail

Navigation pane showing folders and options:

- Favorites
- Larry Nelson
  - Inbox
  - Drafts
  - Sent Items
  - Notes
  - Junk E-Mail
  - Deleted Items
  - Search Folders
- Contact List
  - Add contact...
- \*\*\*\*\*
- Mail
- Calendar
- Contacts
- Tasks

Inbox (1 Items)

New ▾ | X ▾ Move ▾

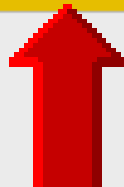
Search Inbox

Arrange by: Date ▾

Today

Welcome to Outlook Live

Larry Nelson




**Double-click on icon  
to open and read email**

# View Email



## Welcome to Outlook Live

 Larry Nelson

**Sent:** Saturday, November 06, 2010 2:27 PM

**To:**  Larry Nelson


Welcome to Outlook Live - our new email system for teachers and students containing Office 2010 web applications for Word, PowerPoint, Excel, and OneNote.

Larry Nelson  
Instructional Technology  
El Paso Independent School District  
[LNELSON@epschools.net](mailto:LNELSON@epschools.net)


# Reply *to* Email



**Welcome to Outlook Live**

 [Larry Nelson](#)

**Sent:** Saturday, November 06, 2010 2:27 PM

**To:**  [Larry Nelson](#)

Welcome to Outlook Live - our new email system for teachers and students containing Office 2010 web applications for Word, PowerPoint, Excel, and OneNote.

Larry Nelson  
Instructional Technology  
El Paso Independent School District  
[LNELSON@epschools.net](mailto:LNELSON@epschools.net)

**Click Reply**



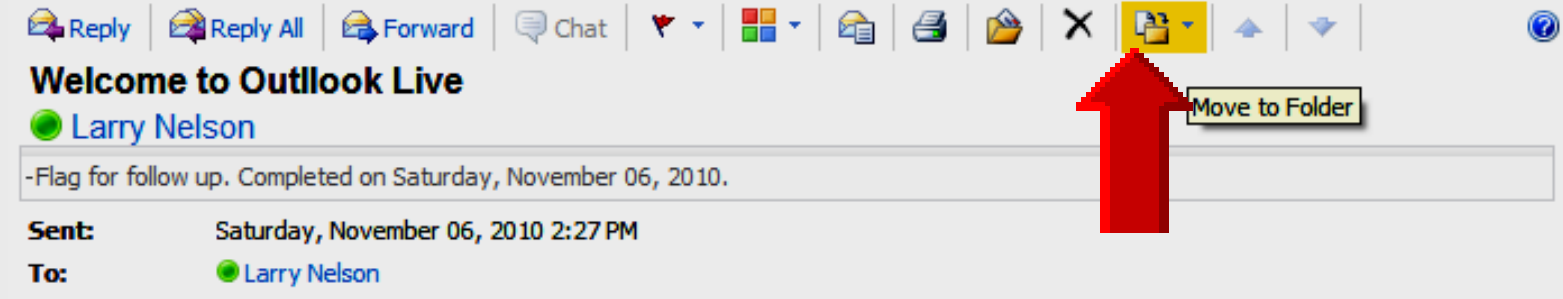
# Outlook Live

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## Creating Folders

Microsoft®  
Outlook Live

# Move *to* Folder

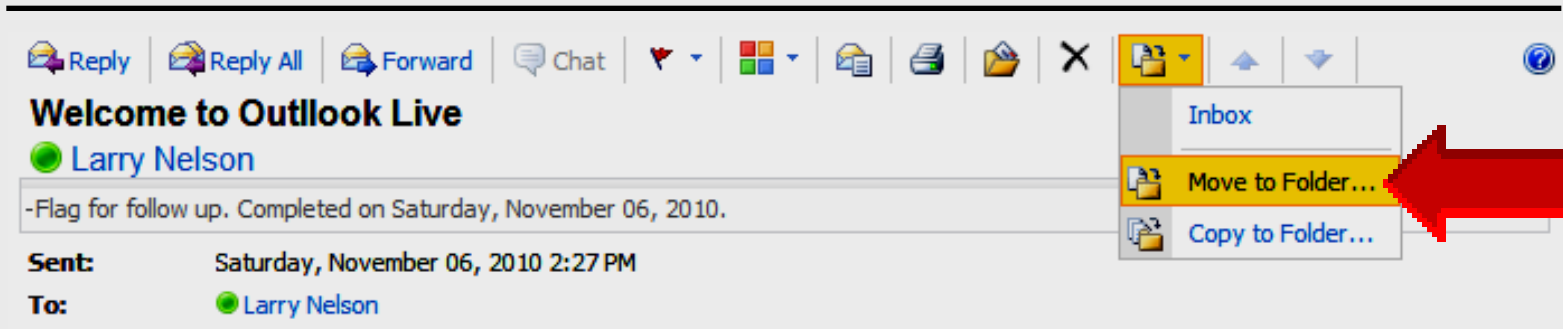


Welcome to Outlook Live - our new email system for teachers and students containing Office 2010 web applications for Word, PowerPoint, Excel, and OneNote.

Larry Nelson  
Instructional Technology  
El Paso Independent School District  
[LNELSON@epschools.org](mailto:LNELSON@epschools.org)

**Click icon** Move to Folder

# Move *to* Folder



The screenshot shows the Outlook Live interface. At the top, there is a toolbar with icons for Reply, Reply All, Forward, Chat, and other actions. Below the toolbar, the email header reads "Welcome to Outlook Live" from "Larry Nelson". A status bar indicates "-Flag for follow up. Completed on Saturday, November 06, 2010." The email body starts with "Sent: Saturday, November 06, 2010 2:27 PM" and "To: Larry Nelson". A context menu is open over the email, showing options: "Inbox", "Move to Folder..." (highlighted in yellow), and "Copy to Folder...". A red arrow points to the "Move to Folder..." option.

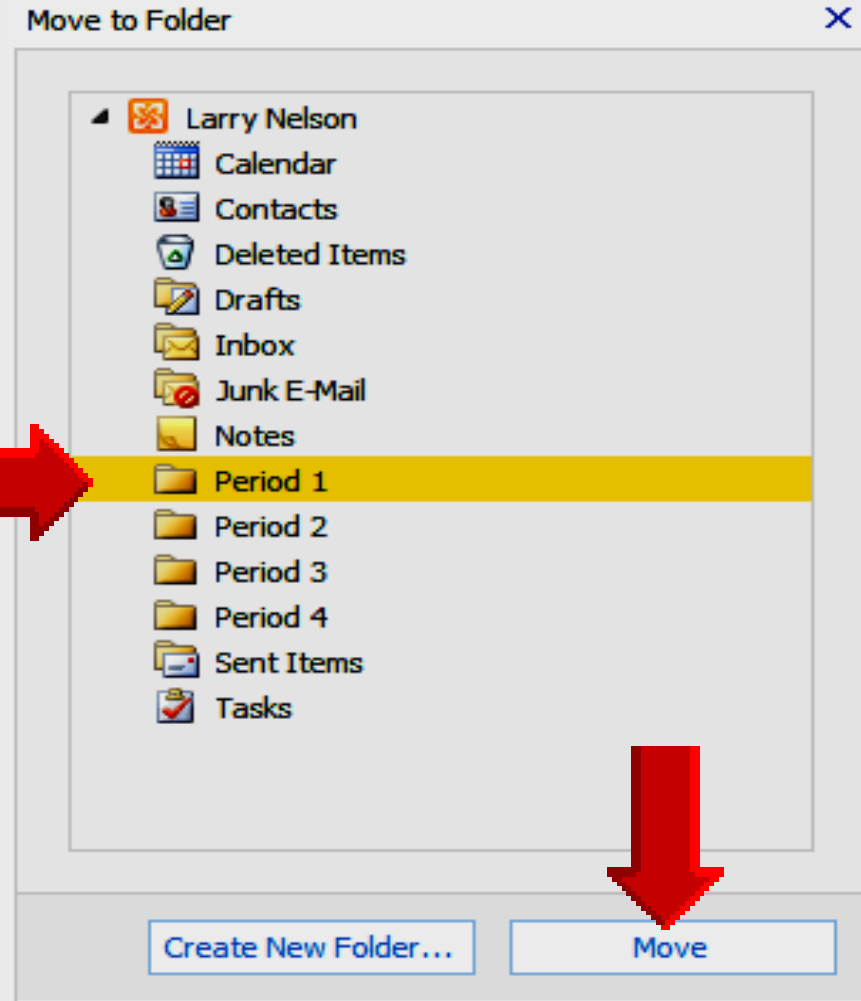
Welcome to Outlook Live - our new email system for teachers and students containing Office 2010 web applications for Word, PowerPoint, Excel, and OneNote.

Larry Nelson  
Instructional Technology  
El Paso Independent School District  
[LNELSON@epschools.org](mailto:LNELSON@epschools.org)

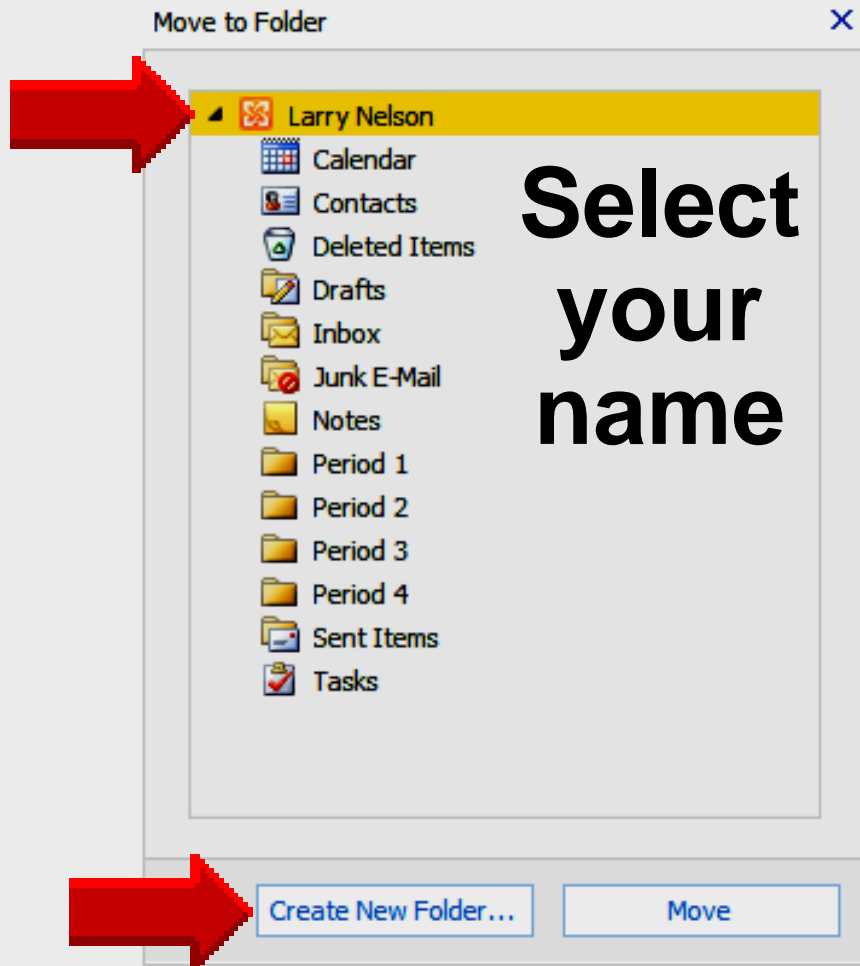
## Select Move to Folder

# Move *to* Folder

**Select folder**  
**Click Move**



# Create New Folder



# Outlook Live

---

## Web Applications

Microsoft®  
Outlook Live

# Office 2010

El Paso ISD  
by Microsoft Outlook Web App

Mail Office | Larry Nelson  
Sign out

Mail

Inbox (1 Items)

New Move Filter View

Search Inbox

Arrange by: Date

Today

Welcome to Outlook Live  
Larry Nelson

Hi Larry -  
Welcome to MS Outlook Live, our new student email application for EPISD students in grades 6-12.

Monday, November 01, 2010 8:15 AM

# Office 2010

The screenshot shows the Microsoft Office 2010 interface. At the top left is the El Paso ISD logo and name. The top right shows the user name 'Larry Nelson'. The main window is titled 'Mail' and shows an 'Inbox (1 Items)' with a single email from 'Larry Nelson' titled 'Welcome to Outlook Live' received at 8:15 AM. A red arrow points from the email to a 'New' menu that is open, displaying options: 'Recent documents', 'Your documents', 'Your groups', 'New Word document' (highlighted in yellow), 'New Excel workbook', 'New PowerPoint presentation', and 'New OneNote notebook'. The bottom of the screenshot features the text 'Select New Word document'.

**Select**

**New Word document**

# Office 2010

The screenshot shows the Office 2010 web interface. At the top left, there is a user profile for 'Larry' under the 'Office' heading. Below this, there are navigation links for 'Personal', 'My Documents', and 'Shared with me', each with a 'View all' link. A 'New' dropdown menu and 'Add files' button are visible. A search bar with the Bing logo is present. The 'Recent documents on SkyDrive' section lists three files: 'Notebook1' by Joe Meza (Oct. 29), 'Presentation1' by Larry Nelson (Sept. 23), and 'Document1' by Larry Nelson (Sept. 23). To the right, there is a section for 'Create a new online document' with icons for Word, Excel, PowerPoint, and OneNote.



## Microsoft Outlook Live

Free hosted email with 10 GB inbox



## Microsoft Office Web Apps

Online companions to Word, Excel,



## Windows Live SkyDrive

25 GB of free online storage

# Office 2010



## New Microsoft Word document

Larry ▶ Office ▶ New Microsoft Word document



Name:

.docx

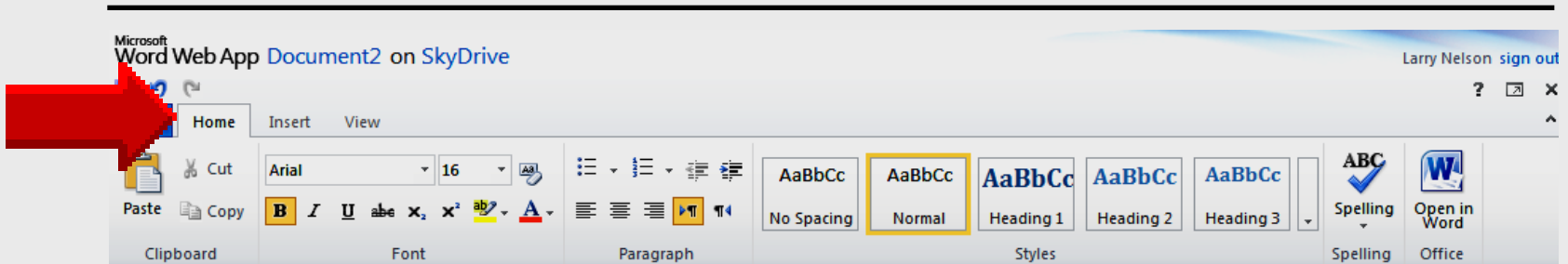
Share with: Friends [Change](#)

Save

Cancel



# Home Tab



## High school drama departments present various productions Oct. 27-Nov. 13

October 27, 2010 — EPISD News

Below is the schedule of productions:

**Austin High School** Drama Society presents "Is He Dead?" by Mark Twain, adapted by David Ives at 7 p.m. Oct. 27, 28, & 29 at 7 p.m. and 2 p.m. Oct. 30. Tickets: \$5.00 adults; \$4.00 students.

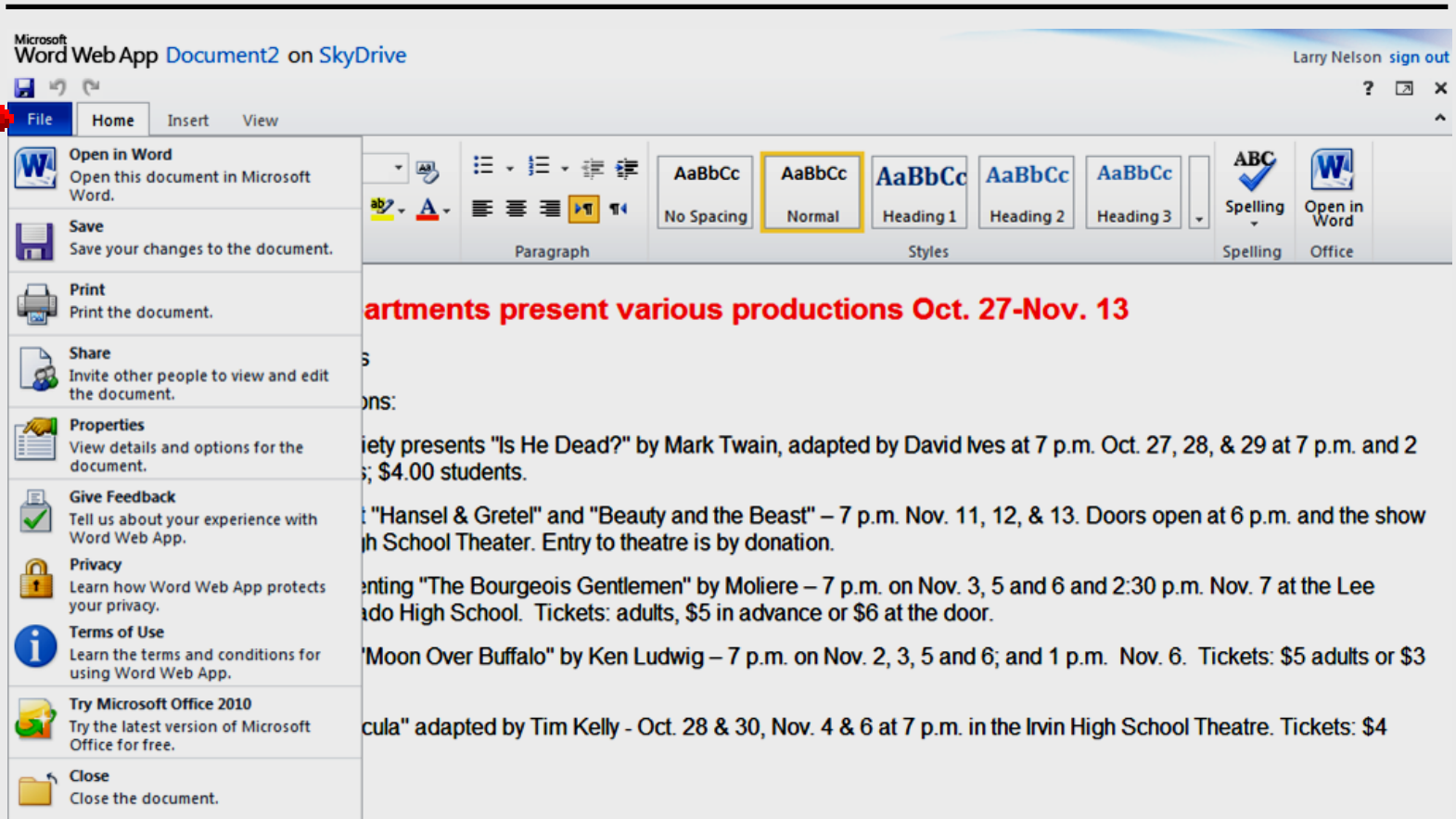
**Chapin High School** will present "Hansel & Gretel" and "Beauty and the Beast" – 7 p.m. Nov. 11, 12, & 13. Doors open at 6 p.m. and the show begins at 7 p.m. in the Chapin High School Theater. Entry to theatre is by donation.

**Coronado High School** is presenting "The Bourgeois Gentlemen" by Moliere – 7 p.m. on Nov. 3, 5 and 6 and 2:30 p.m. Nov. 7 at the Lee Ross Capshaw Theatre at Coronado High School. Tickets: adults, \$5 in advance or \$6 at the door.

**Franklin High School** presents "Moon Over Buffalo" by Ken Ludwig – 7 p.m. on Nov. 2, 3, 5 and 6; and 1 p.m. Nov. 6. Tickets: \$5 adults or \$3 students available at the door.

**Irvin High School** presents "Dracula" adapted by Tim Kelly - Oct. 28 & 30, Nov. 4 & 6 at 7 p.m. in the Irvin High School Theatre. Tickets: \$4 adults; \$2 students.

# File Tab



The screenshot shows the Microsoft Word Web App interface. At the top, it says "Microsoft Word Web App Document2 on SkyDrive" and "Larry Nelson sign out". The "File" tab is selected, and a red arrow points to it. The "File" menu is open, showing options like "Open in Word", "Save", "Print", "Share", "Properties", "Give Feedback", "Privacy", "Terms of Use", "Try Microsoft Office 2010", and "Close". The ribbon shows "Paragraph" and "Styles" tabs. The "Normal" style is highlighted. The document content is partially visible, showing a red heading: "Departments present various productions Oct. 27-Nov. 13".

Microsoft Word Web App Document2 on SkyDrive Larry Nelson sign out

File Home Insert View

Open in Word  
Open this document in Microsoft Word.

Save  
Save your changes to the document.

Print  
Print the document.

Share  
Invite other people to view and edit the document.

Properties  
View details and options for the document.

Give Feedback  
Tell us about your experience with Word Web App.

Privacy  
Learn how Word Web App protects your privacy.

Terms of Use  
Learn the terms and conditions for using Word Web App.

Try Microsoft Office 2010  
Try the latest version of Microsoft Office for free.

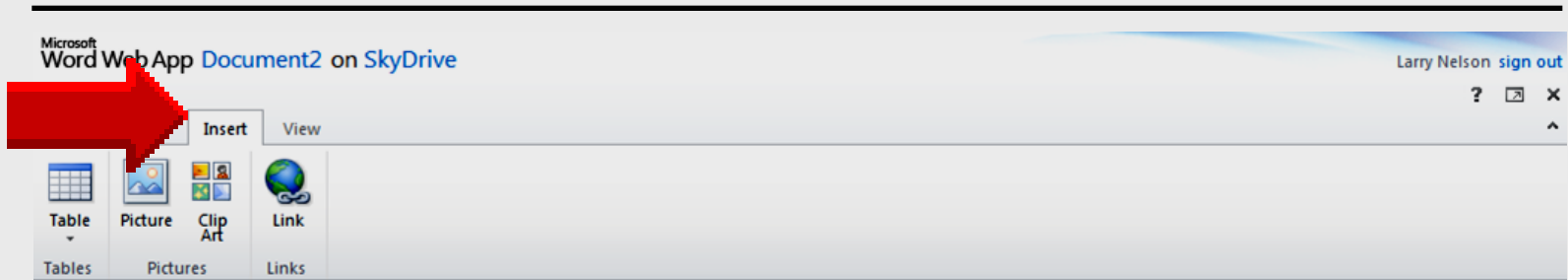
Close  
Close the document.

Paragraph Styles

Normal

Departments present various productions Oct. 27-Nov. 13

# Insert Tab



## High school drama departments present various productions Oct. 27-Nov. 13

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# View Tab



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# Reading View

Microsoft Word Web App Document2 on SkyDrive Larry Nelson [sign out](#)

File Open in Word Edit in Browser Share Find 100% Page 1 of 1



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# Windows Live

The screenshot shows the Windows Live login interface. On the left, there are three service icons: Hotmail (The smart way to do email - fast, easy and reliable), Messenger (Stay in touch with the most important people in your life), and SkyDrive (Free, password-protected online storage). Below these is a link for users without a Windows Live ID and a 'Sign up' button. On the right, the sign-in section includes a 'Windows Live ID' field containing 'username@epschools.net', a 'Password' field containing 'same password as Outlook Live', a 'Forgot your password?' link, and two checkboxes: 'Remember me' (checked) and 'Remember my password' (unchecked). A 'Sign in' button is located below the password field. At the bottom right, there is a link for users not on their computer to get a single use code.

Windows Live

sign up

**Hotmail**  
The smart way to do email - fast, easy and reliable

**Messenger**  
Stay in touch with the most important people in your life

**SkyDrive**  
Free, password-protected online storage

Don't have a Windows Live ID? [Sign up](#)

One Windows Live ID gets you into **Hotmail**, **Messenger**, **Xbox LIVE** — and other Microsoft services.

sign in

Windows Live ID:

Password:

[Forgot your password?](#)

Remember me  
 Remember my password

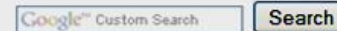
[Sign in](#)

Not your computer?  
[Get a single use code to sign in with](#)

<http://login.live.com>

# Online Handouts

http://**webclass.org**



## About Us

## Atomic Learning

## Desktop Setup

## EasyTech

## Elementary Storytelling

- Audacity
- Creating a Digital Story
- Digital Cameras
- EPISD Photo Release
- iPod - Getting Started
- Podcast Projects
- Syncing video iPod
- Using iTunes
- Windows Movie Maker
  - MOV - WMV converter
  - MP4 - AVI converter
  - WMV - MP4 converter

## ePALS Student Email

## Excel 2007

## Keyboarding

## Mapping Printers

## Outlook Live

- Student Quick Reference
- Teacher Quick Reference

## PowerPoint 2007

## Project Share

Education and training via the internet are growing rapidly. Accessibility from home or school makes Internet handouts a viable alternative to hardcopy handouts and tutorials.

**Webclass.org** provides:

- Workshop handouts available anytime, anywhere
- Cambridge online dictionary
- Web-based [Keyboarding](#)
- Lesson plan [calendar](#)

After all, **Webclass.org** can be *anywhere you want it to be....*

## Elementary Storytelling in iTunes

**Select** Student Quick Reference