

SOLUTIONS

Office Live Tips & Solutions

Creating Email Addresses

Solutions for Office Live <http://solutionsforofficelive.com>.

Start by signing into Office Live with the owner account, this is the account that used when you first signed up. In the Member Center, click Account Settings, and go to E-Mail Accounts. To create a new account, click Create new E-Mail account.

Enter all the necessary information, all fields are required. If you have a custom domain, you can select either @officeliveusers.com or you custom domain as the domain, in this case @solutionsforofficelive.com. Enter the users information and click Next.

Once the email is created, have the user log in at <http://smallbusiness.officelive.com/>. After logging in the user will have to provide the necessary information, change the password, and accept the agreements. The new email account will not have access to your website, business applications, ect.

To access the new email online, either go to <http://smallbusiness.officelive.com/>, login

and click E-Mail in the left menu, or login at <http://mail.live.com>. If you would like to view mail offline, you can use either Microsoft Outlook, with the Outlook connector installed, or you can use Window Live Mail.

The screenshot shows the 'Account Settings' page with 'E-Mail Accounts' selected in the left-hand menu. The main content area is titled 'E-Mail Accounts' and contains the text: 'Here is a list of Microsoft Office Live E-Mail accounts for your domain.' Below this text is a link that says 'Create new E-Mail account'. A table below the link lists existing accounts:

E-Mail address	Storage
webmaster@solutionsforofficelive.com	5GB

The screenshot shows the 'Create new E-Mail account' form. It has two main sections: 'Microsoft Office Live Mail E-Mail address' and 'User information'. The 'E-Mail address' section includes fields for 'User E-Mail' (with 'randy' entered), a dropdown for domain (with 'solutionsforofficelive.com' selected), and a 'Password' field (with masked characters). Below these fields is a note: 'Type at least 6 numbers and letters, but no spaces. The password is case-sensitive.' The 'User information' section includes fields for 'First name' (with 'Randy' entered), 'Last name', 'ZIP/Postal code', 'State/Province' (with 'MI' selected), 'Country/Region' (with 'United States' selected), and 'Language' (with 'English (United States)' selected). At the bottom of the form, it says 'All fields are required.' and there are 'Help', 'Next', and 'Cancel' buttons.