

LOGGING on to NEW Email from the Internet

Effective 12/21/11

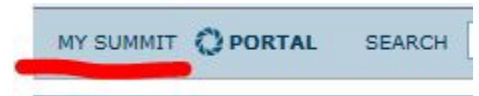
ON CAMPUS:

Click on the Summit Live Email link on our intranet page:

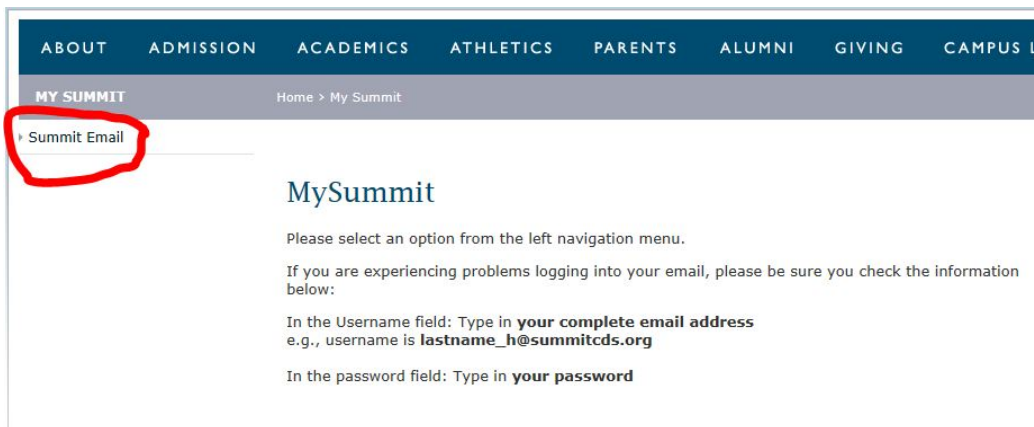


OFF CAMPUS:

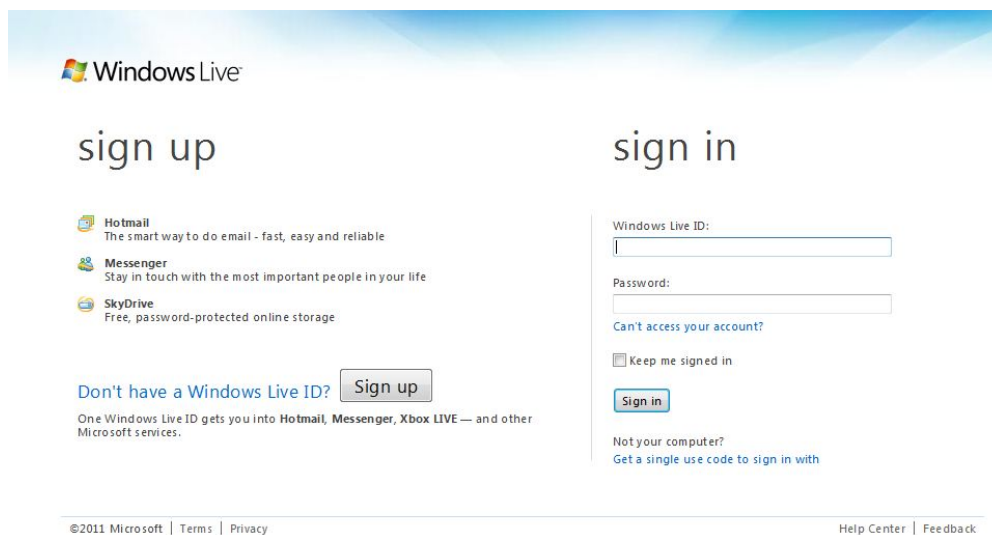
Go to the Summit Web site and click on the My Summit link on our web page:



Then click the Summit Email link on the left side navigation:



Now your Microsoft Live login screen will appear:



Now log in using your **FULL email address** in the Windows Live ID field:

northern_h@summitcds.org

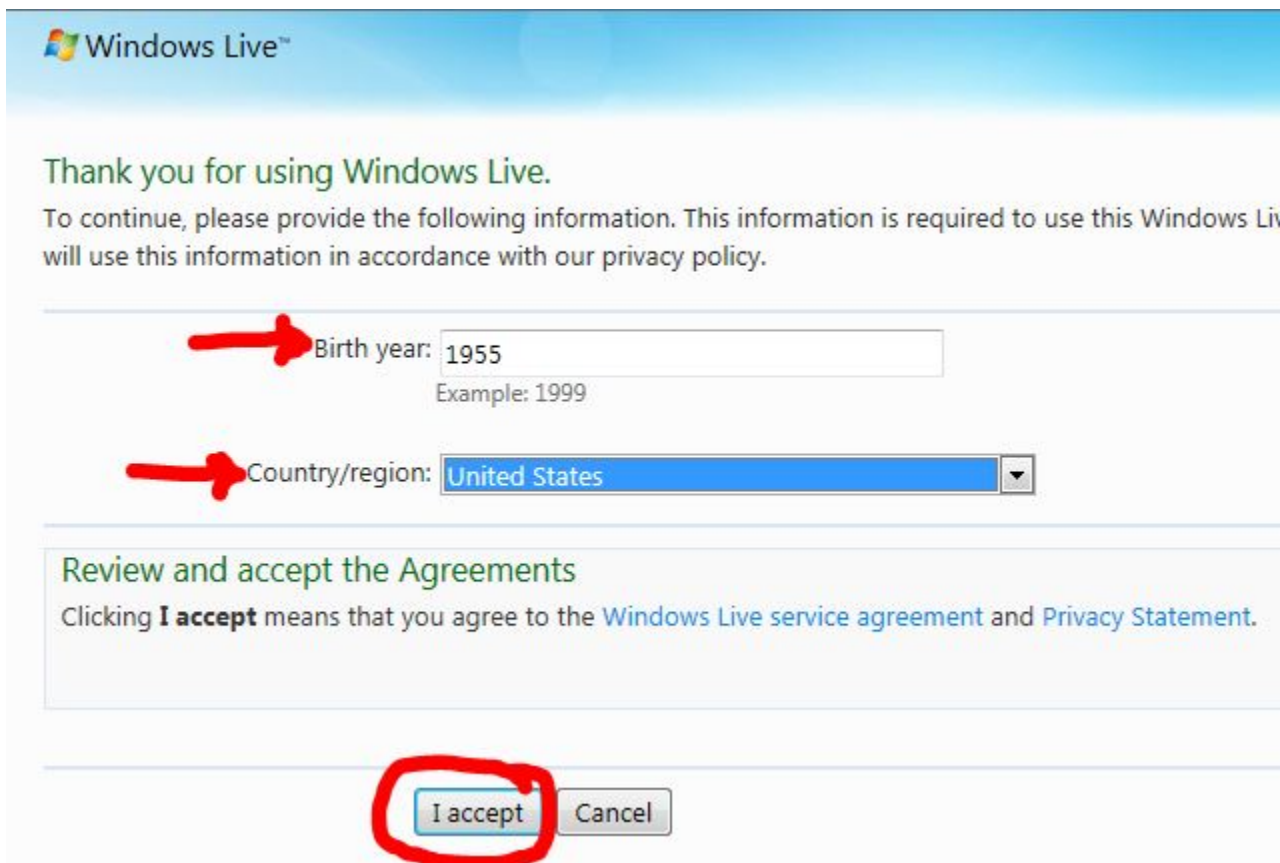
Enter your **password** in the password field:

**** IF YOU DID NOT LEAVE HOLLY YOUR PASSWORD – you will need to call in to give us your password so we can enter it in online for you. ****

After logging into the LIVE Summit email for the first time, you will have to put in some basic information. This is due to the CIPA (Child Internet Protection Act) regulations and you will only be asked this information once.

These are the screens you may see:

Enter your **Birth year** (again for CIPA) and **Country/region** and click **“I accept”**



The screenshot shows the Windows Live registration interface. At the top, it says "Windows Live™". Below that, it says "Thank you for using Windows Live." and "To continue, please provide the following information. This information is required to use this Windows Live ID. We will use this information in accordance with our privacy policy." There are two input fields: "Birth year:" with the value "1955" and "Example: 1999" below it, and "Country/region:" with a dropdown menu showing "United States". Below these fields is a section titled "Review and accept the Agreements" with the text "Clicking **I accept** means that you agree to the [Windows Live service agreement](#) and [Privacy Statement](#)." At the bottom, there are two buttons: "I accept" and "Cancel". The "I accept" button is circled in red.

Then enter the **Time Zone** and click **OK**.

Microsoft
Outlook Web App

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 App for this and all subsequent sessions. After you sign in, you can modify this choice at any time using Options.

Use the blind and low vision experience

Choose the language you want to use.

Language: English (United States)

Time zone: (UTC-05:00) Eastern Time (US & Canada)

By clicking "OK" below, you acknowledge and agree that your organization's domain administrator may access your account and its content and may suspend, terminate, or modify your account.

OK

Connected to Microsoft Exchange
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Your mailbox will then open. You will only see messages from after 5:00 pm on 12/20/11 in this mailbox until your historical mail is sync'd. You may open Outlook on your laptop/desktop to view historical data if needed, until your historical email is sync'd to the new server. You will NOT be able to send email from that account until the sync process is completed.

Questions, please call x465 or email Holly (from another email address if needed).

Thank you!

The Summit Technology Team