Microsoft Outlook Live
The New Maryville Student Email System

Maryville University has teamed up with Microsoft to provide all Maryville students with a much improved e-mail solution. The transition to this new system will occur over the next several months beginning in August 2010 with an Early Adopter “Opt-in” phase. All students will be converted to the new system by February 7th, 2011

Improved features of Outlook Live over the current email system include:

- **Email for Life:** You can keep your student email address after you graduate
- **40x Greater Mailbox Storage:** You will have 10 GB Mailbox Storage vs 250 MB on the current system
- **Windows Live SkyDrive:** store up to 25 GB of data online;
- **Windows Live Groups:** collaborate in a virtual workspace
- **Windows Live Messenger:** chat with up to 20 friends
- **Windows Live Toolbar:** sync favorites in Internet Explorer 7 and 8
- **Windows Live Photo:** share photos
- **Microsoft Office Live Workspace:** store and share documents online
- **Windows Live Spaces:** blog and share photos, opinions, and more
- **Plus much more .....** (see feature list and FAQs below)

As soon as you move to Outlook Live, new mail messages will be delivered to your Outlook Live account and no emails will be lost as a result of the transition. You will be responsible for moving any existing e-mail from the old system to the new Outlook Live system, and you will have plenty of time to do this prior to the old system being discontinued at the end of March, 2011

**Outlook Live Features & Benefits**

**Storage**

- 10GB of email storage
- 20MB attachment size limit
- 25GB of protected online storage through Windows Live SkyDrive
- Space for storage of 1,000+ Microsoft Office documents through Office Live Workspace
- Access other email accounts like Hotmail, AOL, Yahoo and check those accounts from a single interface
- Extensive mailbox search capability
- View content of e-mail attachments even if you don‘t have the application installed

**Connected**

- View all faculty, staff and student contacts in the global address book
- Create your own distribution groups for friends, family or classmates
- Access and share calendars with other students
- Access Windows Live Messenger and chat with friends in real time
• MSLive email accounts are automatically a Windows Live ID with synchronized passwords so students can use a single sign on for other Microsoft products like Xbox Live, Zune Marketplace and anywhere else you see the Windows Live ID logo
• Share your desktop with other users and collaborate on projects or give a presentation with Microsoft SharedView
• Start a blog, be a part of the discussion and stay connected with friends though Windows Live Spaces and Windows Live Home

Accessible

• Feature rich web based interface through Outlook Web Access, now with enhanced support for browsers like Mozilla Firefox and Apple Safari
• Full Outlook 2007/2010 synchronization support, including calendars, tasks and contacts.
• POP and IMAP client support (for mail only) for use of clients like Entourage, Mozilla Thunderbird, Mac Mail or Outlook Express
• Access your email, contact and calendar from your iPhone, Blackberry or Windows Mobile phone

Secure

• Antivirus and antispam protection of all messages
• Automatic encryption with "always on" SSL security (HTTPS)

Outlook Live Frequently Asked Questions

When will the new Outlook Live Student Email System be implemented.
The transition to the Outlook Live system will occur over the next several months beginning in August 2010 with completion by February, 2011.

What will be my new e-mail address?
Your new e-mail address will be your current user name along with @Live.Maryville.edu
For example, if your current user name is rjones then your full e-mail address would be rjones@Live.Maryville.edu.

How can I “Opt-in” and begin using Outlook Live?
Go to the http://mail.maryville.edu page. At the bottom of this page is information about the new Outlook Live system. In the grey-shadowed box click on the “Click Here” link to get started. Once you’re new Outlook Live account is established you can access it by going to: http://Outlook.com or by going to the http://mail.maryville.edu page and clicking on the link to Outlook Live.

How will I change my password?
You can change your password by visiting the https://mylogin.maryville.edu user account management page. Your password will be synchronized to your Outlook Live mailbox and other Maryville systems that require password authentication (e.g. Access Maryville, D2L etc.) You should avoid changing your password from within the Outlook Live interface until after you are no longer a Maryville student. Doing so will break the synchronization and require you to change your Maryville network password to continue using the service.

Can I move email from my old account to my new account?
Yes, you will have access to the old system until the end of the March, 2011 and you will have this time to move important emails and other information from the old system to the new system. The old email system will be retired on April 1, 2011 and at that time you will no longer have access to it.
Will I still be able to see my address book with my personal contacts, Distribution lists, Task lists, Public Folders for some of my courses?
Calendars, distribution lists, task lists, and public folders will not be transferred to the new Outlook Live system. You will need to re-create this in the new system.

Will I be able to look up faculty and staff email addresses in the global address book?
Yes, You will be able to view all faculty, staff and student contacts in the global address book.

Will there be any change/impact regarding how my faculty send emails sent to me from Desire to Learn (D2L)?
There will be no change/impact on how emails are delivered to your new address from faculty using D2L. When your new account is created your new email address will be integrated into the D2L system.

Will there be any change/impact regarding how my faculty send emails sent to me from Online Course Evaluation (OLE)?
There will be no change/impact on how emails are delivered to your new address from faculty using OLE. When your new account is created your new email address will be integrated into the OLE (CourseEval) system.

Will the new system have any impact on how I use Access Maryville?
No, you will be able to continue to use Access Maryville in the same way you do now.

How will my family, friends and colleagues outside of the Maryville Email system be able to communicate with me through the new system?
When we convert your account to the new system we will automatically forward incoming mail targeted to your old email address to your new email address. This will happen until the old email server is retired at the end of the Fall 2010 semester. This should give you plenty of time to communicate to your family, friends and others your new email address.

Where Can I get more information?
If you have any questions please contact us at helpdesk@maryville.edu or by phone at (314) 529-9506. You can also visit the Microsoft Live@edu web site at http://my.liveatedu.com which has more comprehensive technical information regarding this new email service.