

# Steps for Moving to Live.Edu from FC

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1. **Test your Live .edu account** on the Internet and make sure you can access it, if you have problems please call help desk so we can resolve the problem. <http://www.outlook.com>
2. **After knowing you can log on** to Live.edu. Please read the appropriate document on how you would like to connect.
  - a. Your choices are as follows
    - i. Outlook 2007 on a PC
    - ii. Mail on Mac with Snow Leopard
    - iii. Active Sync with Mobile phones
    - iv. Mail on Iphone
    - v. Mail with Ipad
    - vi. HTC Mail on Droid
    - vii. On the web at [www.outlook.com](http://www.outlook.com)
3. **Securing information from FC**
  - a. Do you have contacts or listing in your address book and want to move them over to Live.
    - i. You will first need to create a CSV file, this is done by exporting your address book. Read the paper "Moving your Contacts to Outlook."
4. **Moving Email to Live.edu:** Limit you're moving of old email to the past few months.
  - a. I recommend that you only move the last few months of email, moving hundreds of emails will take time. Please read the document "Moving Email from FC"
  - b. Request IT to move your old email from FC to your Cougar-FS folder.
  - c. Move your old email to your computer and copy to a CD.
5. **Sharing your Calendar:** Anyone can share their calendar with other TC members.
  - a. Click on your Calendar bar and you will have a link labeled "Share My Calendar"
  - b. Creating a group calendar is done by one member for the department creating a calendar and sending notices out from a list of members and providing access rights to modify the calendar. Please contact ITS for the handout.
6. **Customizing Your Outlook:**
  - a. Set Spell Check
  - b. Do you want to setup a Signature for outgoing email?
    - i. Instructions are available from [Help.outlook.com](http://Help.outlook.com)

More to Come.