DOES MY EMAIL ID GIVE ME WAY MORE THAN JUST EMAIL?
STUDENTS. YES!
Microsoft

What is Live@EDU? Is a platform that supports the collaborative campus of the 21st century. Live@EDU includes access to other programs and services that increase your school's ability to collaborate and communicate, including calendars, document sharing, shared workspaces, blogs, instant messaging, video chat, mobile e-mail and document access, and address books. With 10 gigabytes (GB) of e-mail storage and 25 GB of additional file storage, your students can participate in online tutorials, collaborate on assignments, discuss ideas with faculty, and build lifelong relationships with your educational institution. Live@EDU is accessible through popular Web browsers for Windows, Mac, and Linux operating systems.

How do I access my Live@EDU student e-mail account? Open your web browser Internet Explorer or Mozilla Firefox or Safari, and then go to the IVC website: **www.imperial.edu**, click on the **Home Tab** and then select **student e-mail** or go to **http://outlook.com**. In your Windows Live ID, you will type in your student e-mail address. For example – **lvalenz2@students.imperial.edu** and then type in your password and then click **Sign In**.

IMPORTANT! If you can't login, you may also call **760-355-6300** to receive help or please submit a ticket to the IVC Service Desk at: **https://servicedesk.imperial.edu** and we'll be happy to help you resolve your issue. You can login to the Service Desk using your new IVC email address and your Student Portal password. Once logged in please select the **Technology Request | E-mail Support | Students** request type and provide some details for the issue you are having and we''ll get to you as soon as possible. **IMPORTANT!** IVC students will be expected to check their email on a frequent and consistent basis in order to stay current with college-related communications. **Students have the responsibility to recognize that certain communications may be time-critical.** Do not rely on any courtesy email forwarding or other means to ensure you are receiving important IVC information! The best strategy is to get accustomed to checking this email account at least once a day while a student at IVC, especially during critical times such as registration.

Step 1.	Step 2.

What is Windows SkyDrive? **SkyDrive** is a file **hosting service** that allows **users to upload files to a cloud storage (25 GB of free personal storage) and then access them from a Web browser**. It uses Windows Live ID to control access to the user's files, allowing them to keep the files private, share with contacts, or make the files public. Publicly-shared files do not require a Windows Live ID to access.

What is Microsoft Office Web Apps? Microsoft Office Web Apps are web based Microsoft 2010 (Word, Excel, PowerPoint, and OneNote) applications that helps you access, view, edit, and share those files (documents, workbooks, presentations and notebooks) from almost any computer with an internet connection. You can edit content with confidence virtually whenever, wherever!
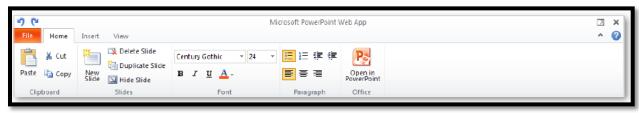
Microsoft Word – create new, save, and edit word documents.

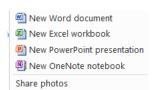**Microsoft Excel – create workbooks, save and edit workbooks.**

Microsoft PowerPoint – create presentations, save and edit presentations.

Microsoft OneNote - create notebooks, save and edit notebooks.

How do I access my Microsoft Office Web Apps (Word, Excel, PowerPoint, and OneNote) online to work on documents, workbooks, presentations or notebooks? Click on **Office** or **SkyDrive Link** and then click on Word, Excel, PowerPoint, or OneNote document. Sample shown on the right hand side.

New Word document
New Excel workbook
New PowerPoint presentation
New OneNote notebook
Share photos

What types of mobile devices support the mobile viewers for Microsoft Office Web Apps? You can use your browser-enabled cell phone to read Microsoft PowerPoint and Microsoft Word files in Windows. The Mobile Viewers for Office allow you access to Office Web Apps with your cell phone's browser. You can catch up on a report or review an important presentation while you're on the go even if your phone doesn't have Microsoft Office Mobile 2010 applications. **Mobile devices supported include: Windows Mobile, BlackBerry, iPhone, iPod Touch, and Android. Nokia S60, Japan feature phones including docomo, SoftBank and KDDI by au phones**

What are the benefits of using Live@EDU? **Save time and money.** Microsoft Live@EDU is a no-cost, hosted service that can reduce ongoing maintenance costs and system updates. **Prepare students for the next step.** Whether that next step is graduate school or the working world, Microsoft technologies can help students develop better time management skills, as well as a personal portfolio to showcase their great work. **Recruit and retain students.** Provide students anytime, anywhere, any device access to the latest technology tools and services. With Outlook Live email, students receive a school domain email address that they can use today, and continue to use when they are alumni. The Windows Live ID gives them seamless access to other Windows Live services as well. **Build on what you already have.** Microsoft Live@EDU easily integrates with existing Microsoft investments and programs, providing you with the choice and flexibility to combine on-premises and hosted solutions. And with built-in protection from viruses, spam, and phishing attacks, your school can move into the cloud while maintaining students' and faculty's online privacy.