

Setup Windows Live Account (Critical Step)

1. Navigate to www.live.com
2. DO NOT click the Sign Up button on the LEFT; use the Sign IN section on right.
3. Windows Live ID: Enter current email address
(example: jdoe@ware.k12.ga.us)
4. Enter your temporary password (if you don't know it, call the tech dept.)
5. Click the Sign in Button
6. In the "Verify your information" section, enter your temporary password.
7. In the "Change your password" section, create a new password and retype it.
8. Enter the country and birth year (you must be over 19).
9. Click the "I accept" button.
10. Click the "Sign in to Windows Live" button.
11. Sign in with your email address and new password.
12. Select language and time zone.
13. Click OK.
14. Click the blue Mail link in the top left corner.

Congratulations! You have setup your Windows LIVE email.

We strongly recommend that you use Outlook Live from the web. Outlook Live is accessible from any computer with Internet access. There will be a link to your new e-mail on the homepage of www.ware.k12.ga.us

Optional Step:

How to Import your Outlook Express address book into Windows Live:

1. Open Outlook Express
2. Click on the "File" menu
3. Move your mouse over the "Export" option in the "File" menu
4. Click on the "Address Book..." option
5. Click to highlight the "Text File (Comma Separated Values)" option
6. Click on the "Export" button

7. Click on the "Browse" button and browse to your Desktop
8. In the "File Name" box, type the name "contacts" to name your export file.
9. Click the "Save" button
10. Click the "Next" button
11. Be sure to check First Name and Last Name and leave all other checkboxes unchanged, and click on the "Finish" button
12. Click on the "OK" button
13. Now close out of Outlook Express
14. Login to your new Windows Live account.
15. Click on the "Contacts" option in the lower left corner of the screen
16. Click on the "Import..." option in the middle towards the top of the screen
17. Click on the "Browse..." button
18. Select your "contacts" file on your Desktop, then click the "Open" button
19. Click on the "Next" button in the bottom right
20. Click on the "Finish" button in the bottom right

Congratulations! You have imported your contacts!