

### Logging On for the First Time

- ▶ Open Internet Explorer.
- ▶ Navigate to <http://exchangelabs.com> or use the CougarMail link on the college home page.
- ▶ Log on using the username assigned to you when you activated your iConnect:
  - a. Username: *iConnectlogin@my.stchas.edu* (Ex: *aa123456@my.stchas.edu*)
  - b. Temporary password: Student ID number
- ▶ The Outlook Web Access inbox will appear.
  - a. Re-enter your password, which is your Student ID number.
  - b. You will be asked for a new password that you need to type in twice. You can use your SCC Connection password.
  - c. Select a security question from the list and create your answer.
  - d. Enter an alternate e-mail address (to be used if you ever forget your password).
  - e. Enter your country, zip code, and year of birth.

### Creating and Sending E-mail Messages

- ▶ Click the **New** button at the top left of the inbox screen.
- ▶ Click the **To** button to display the Global Address List.
- ▶ From that list, double click on a username to put it into the **To:** section at the bottom of the screen.
- ▶ Enter a message subject.
- ▶ Enter your message.
- ▶ Attach a file, if desired, by clicking the **Paperclip** button and then browsing for a file on your desktop.
- ▶ Press **Send** to send your message and return to your inbox.

### Creating a Folder to Store Your E-mail

- ▶ While viewing your inbox, right click on the **Inbox** icon, and select **Create New Folder**.
- ▶ Enter a name for the folder, and press **Enter**.
- ▶ Mail from your inbox can now be directed into the folder simply by dragging and dropping mail from one folder into another.

### Create an E-mail Signature

- ▶ Click the **Options** button at the top right of the Outlook Web Access window.
- ▶ In the **E-mail Signature** section, enter a signature.
- ▶ Click the **Save** button at the top left of the screen to save the signature.

### Create an Appointment in Your Calendar

- ▶ From the main Outlook Web Access home screen, click the **Calendar** button.
- ▶ Double-click on the calendar on a time/day at which you would like to create an appointment to bring up the new appointment dialog box.
- ▶ Enter a subject, location, and details for the appointment.
- ▶ Click the **Save and Close** button, and the appointment will now appear in your calendar.
- ▶ To adjust the time of the appointment, simply drag and drop it, or double click it to bring up the full details.

### Create Personal Contacts

- ▶ Click the **Contacts** button at the bottom left of the Outlook Web Access home screen.
- ▶ Click the **New** button to create a new contact.
- ▶ Enter the contact details.
- ▶ Click the **Save and Close** button when completed.
- ▶ Your contacts list can be accessed any time you want to send an e-mail, create a group appointment in your calendar, etc.
- ▶ While viewing your list of contacts, you can right click a contact to send them a message.



**It is strongly recommended that students NOT forward the contents of their CougarMail account to a personal e-mail account. Important college business is sent via CougarMail, and the college cannot support and ensure receipt of an e-mail once it is forwarded.**

## SkyDrive

SkyDrive is 25gb of free Web storage hosted by Microsoft on the Internet, for anyone with a LiveID. If you want the flexibility of being able to access your files wherever you are, SkyDrive is for you. Think of it as a virtual thumb drive.

### Store Your Files Three Different Ways

- ▶ Store files that are private.
- ▶ Store files that can be accessed only by you and people you specify.
- ▶ Store files that anyone can access.

### Logging On to SkyDrive

- ▶ Open Internet Explorer.
- ▶ Navigate to <http://skydrive.live.com/> or use the link on the college home page.
- ▶ Log on using the username assigned to you when you activated your iConnect:
  - a. Username: *iConnectlogin@my.stchas.edu* (Ex: *aa123456@my.stchas.edu*)
  - b. Temporary password: Student ID number
- ▶ The SkyDrive will appear.

### Create a Folder and Upload a File

Your SkyDrive will contain some typical folders when you log on to it for the first time: a document folder, a photos folder, a videos folder, and a favorites folder to store the URLs of your favorite Web sites.

- ▶ From the SkyDrive home screen, click **Create a Folder Just for You** to create a private folder, or click **People I Choose** to select/enter a list of your buddies.
- ▶ Enter a name for the folder.
- ▶ Click the **Create Folder** button.
- ▶ Click **Select Files From a Folder** to browse for files that you want to upload to SkyDrive.
- ▶ Select some files and click **Open**. The files you selected will appear in a list.
- ▶ Click the **Upload** button to upload the files.
- ▶ When you select each file after you have uploaded it, you will see that it has a unique URL. If the file is public or shared, this URL can be sent to someone else so that they can link to or download your file.