

## Creating Email Addresses

Solutions for Office Live <http://solutionsforofficelive.com>.

Start by signing into Office Live with the owner account, this is the account that used when you first signed up. In the Member Center, click Account Settings, and go to E-Mail Accounts. To create a new account, click Create new E-Mail account.

Enter all the necessary information, all fields are required. If you have a custom domain, you can select either @officeliveusers.com or you custom domain as the domain, in this case @solutionsforofficelive.com. Enter the users information and click Next.

Once the email is created, have the user log in at <http://smallbusiness.officelive.com/>. After logging in the user will have to provide the necessary information, change the password, and accept the agreements. The new email account will not have access to your website, business applications, ect.

To access the new email online, either go to <http://smallbusiness.officelive.com/>, login and click E-Mail in the left menu, or login at <http://mail.live.com>. If you would like to view mail offline, you can use either Microsoft Outlook, with the Outlook connector installed, or you can use Window Live Mail.

The screenshot shows the 'E-Mail Accounts' section of the Office Live account settings. On the left is a navigation menu with options: Account Settings, Users & Permissions, Alerts, E-Mail Accounts (highlighted), Billing Manager, My Information, Business Information, and Domain Manager. The main content area is titled 'E-Mail Accounts' and contains the text: 'Here is a list of Microsoft Office Live E-Mail accounts for your domain.' Below this is a link 'Create new E-Mail account'. A table lists existing accounts:

E-Mail address	Storage
webmaster@solutionsforofficelive.com	5GB

The screenshot shows the 'Create new E-Mail account' form. It has a title bar with an envelope icon and the text 'Create new E-Mail account'. The form is divided into several sections:

- Microsoft Office Live Mail E-Mail address:** Includes a 'User E-Mail:' field with 'randy' in the text box and a dropdown menu showing 'solutionsforofficelive.com', 'officeliveusers.com', and 'solutionsforofficelive.com'. Below it is a 'Password:' field with a masked password and a note: 'Type at least 6 numbers and letters, but no spaces. The password is case-sensitive.'
- User information:** Includes fields for 'First name:' (Randy), 'Last name:', 'ZIP/Postal code:', and 'State/Province:' (MI). Below these are 'Country/Region:' (United States) and 'Language:' (English (United States)).

At the bottom of the form, it says 'All fields are required.' and there are 'Help', 'Next', and 'Cancel' buttons.