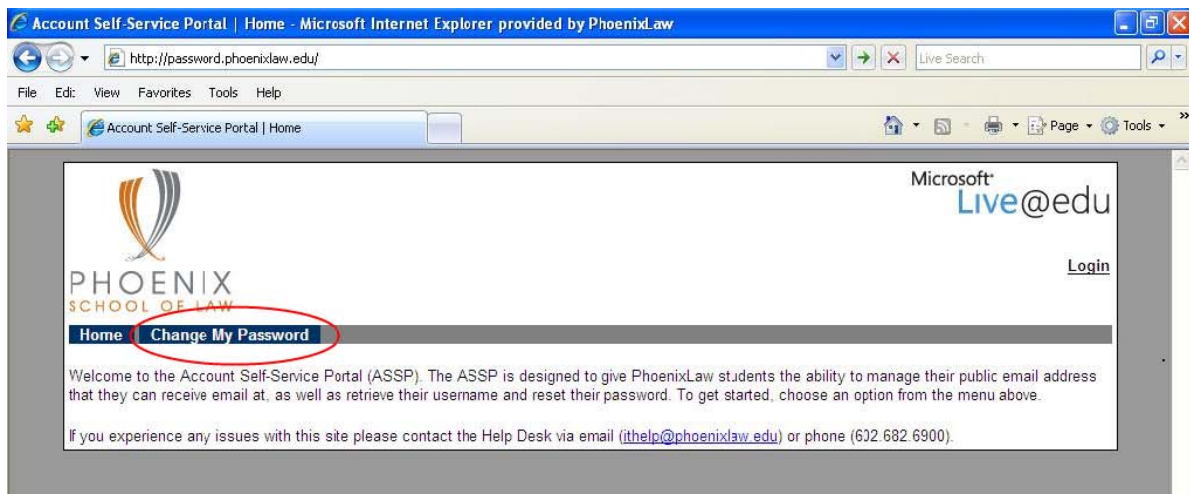


Getting Started With Your Live@edu Account

This guide will give you step by step instructions to get you into your new, Live@edu account. The screenshots provided will show you our example student Jane A. Doe.

Step 1: Change your Password (for password Recovery continue to step 1a)



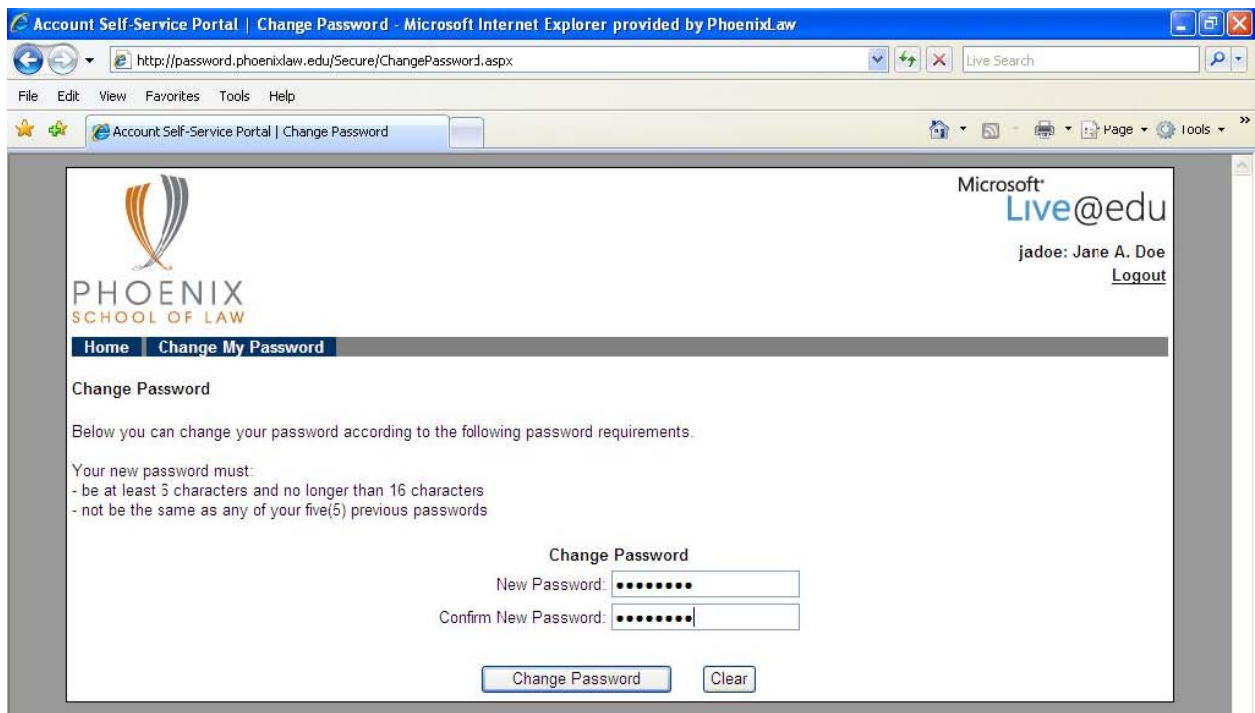
The first thing you need to do is to change your password. We have made a handy tool to change your



password at <http://password.phoenixlaw.edu>. Below is a screenshot of the password reset page.

Click the **Change My Password** button at the top of the page and you will be taken to the page below.

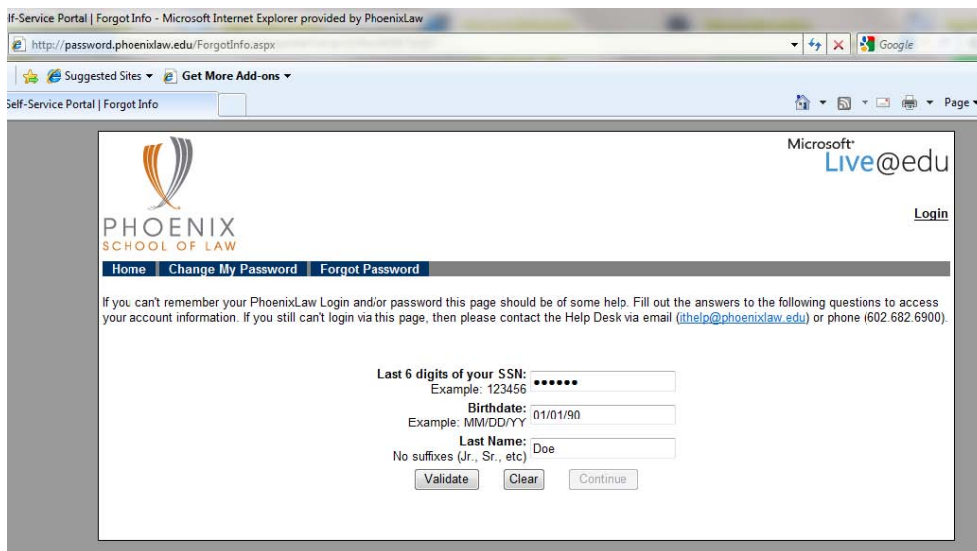
Once you have logged in you will be able to change your password. Make sure to change your password to



something new or the tool may not work.

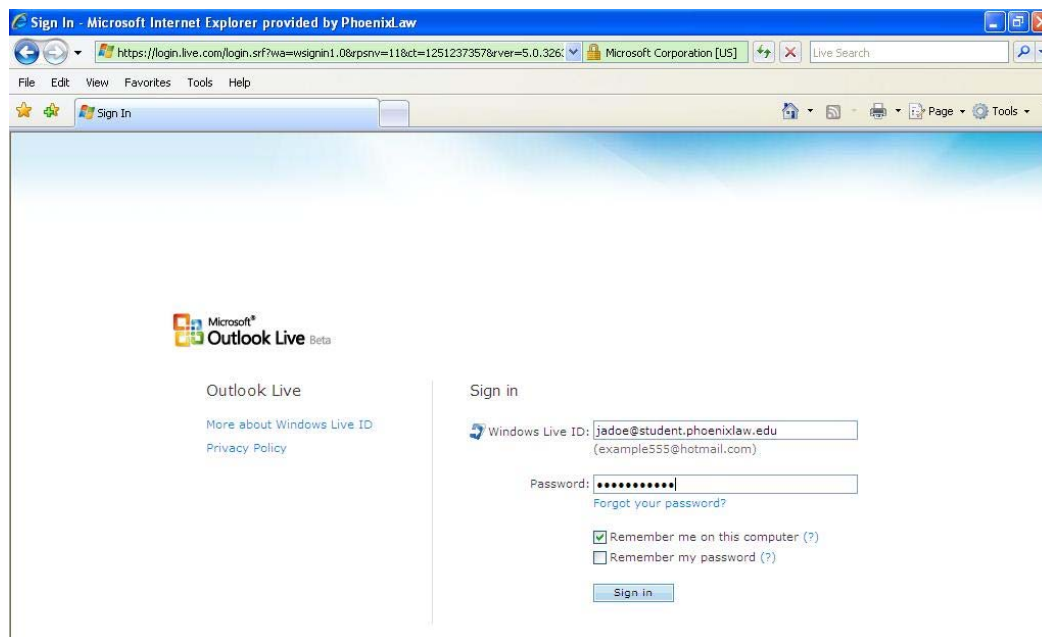
Step 1a. Password Recovery

This step is **only** needed if your password has **expired** or you are **unsure** of your password. Go to <http://password.phoenixlaw.edu>. Click on the **Forgot Password** button. You will be presented with the



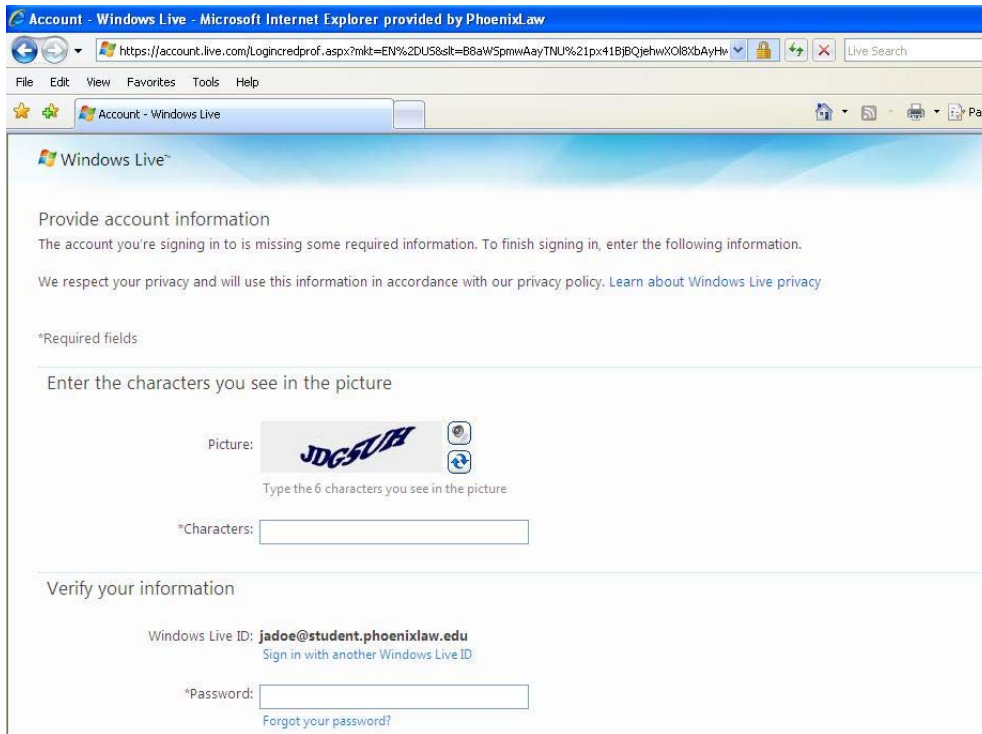
screen below. Enter the last six (6) digits of your Social Security number, your birthday, and your last name, and you will be asked to create a new password as described above.

After your password has been changed your Live@edu account is ready to go. Navigate to www.outlook.com. Your login name will be your current username followed by @student.phoenixlaw.edu. For example Jane A Doe has the username jadoe, her outlook.com login is jadoe@student.phoenixlaw.edu.



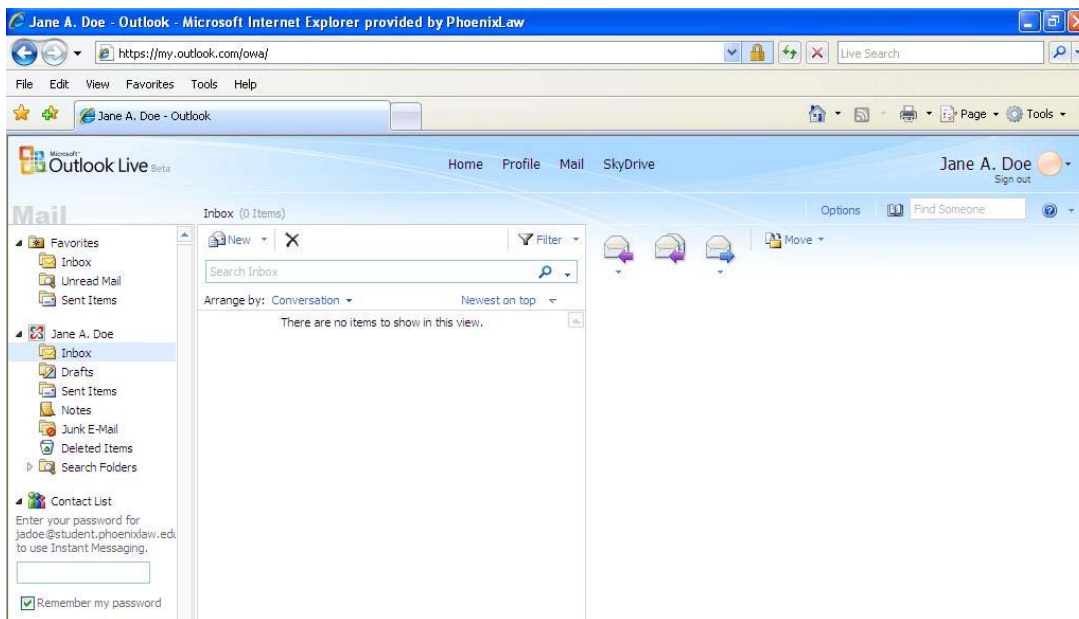
This can be seen below.

The first time you login you will be required to fill out some required information as seen in the screen



below.

Once you have filled in the required information you will be taken to your brand new email! At this point



you are all set. If you need to import the PST containing past emails and contacts please continue to the next page.

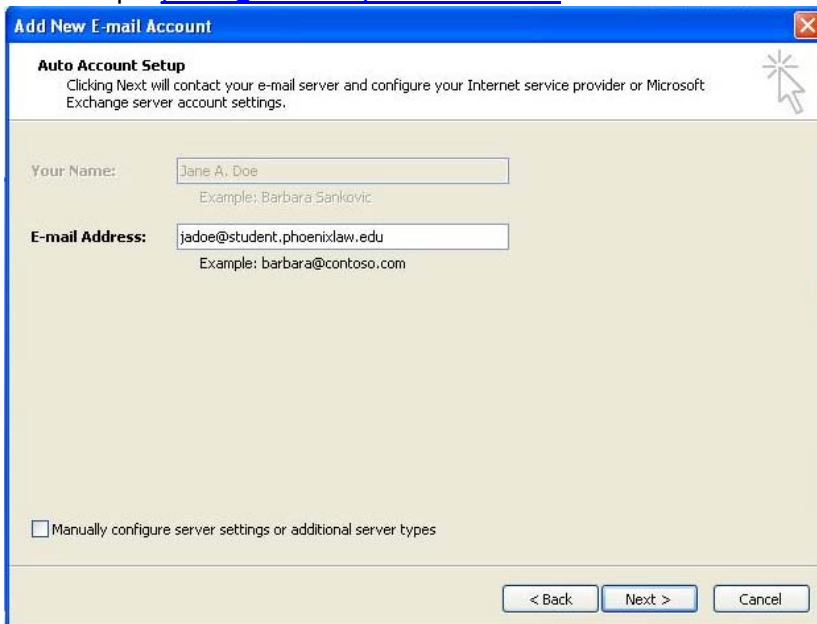
Importing Your PST File Into Live@edu

It is recommended that you do this procedure in the computer lab on the 2nd floor for the best performance. You can also do this at your home. Importing your PST file over the school's wireless network is not recommended due to the lower speeds that it provides.

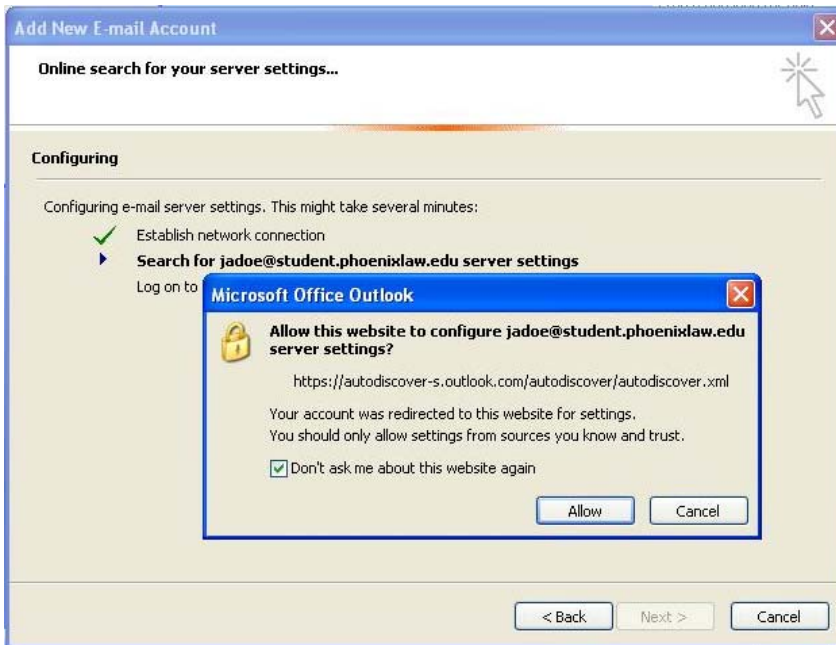
The first thing you need to do is open Outlook 2007. **(For instructions on setting up all other clients, please visit this page: <http://bit.ly/2L5MKp>)**



Click **Next** a few times until you are at the screen below. If you are logged into the lab computer your name and email address will auto-fill. If you are on your personal computer enter your email address, for example jadoe@student.phoenixlaw.edu.



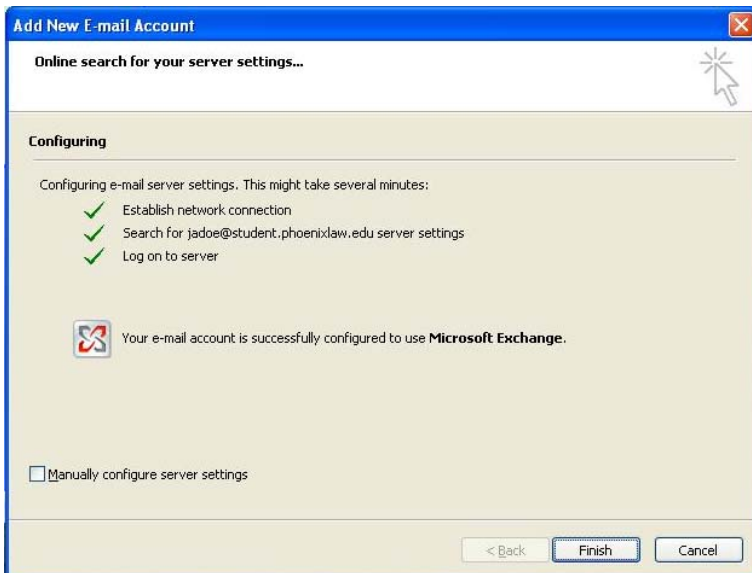
After you click **Next** Outlook will try to configure your email server settings. A popup will appear as seen below. Make sure you **check** the box and then click **Allow**.



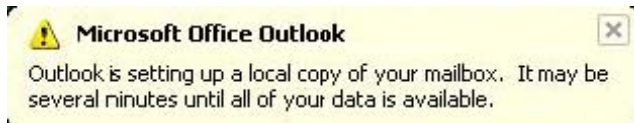
One more popup will appear asking you to enter your username and password. Enter your full email address and password and click **OK**.



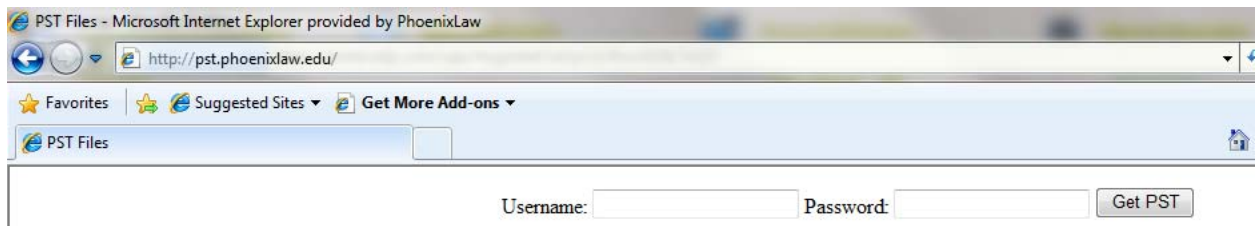
When everything is setup you will see the screen below.



Click **Finish** and Outlook will sync up with your student account, this will take a few minutes. You may see the popup listed below as your account is setting up.

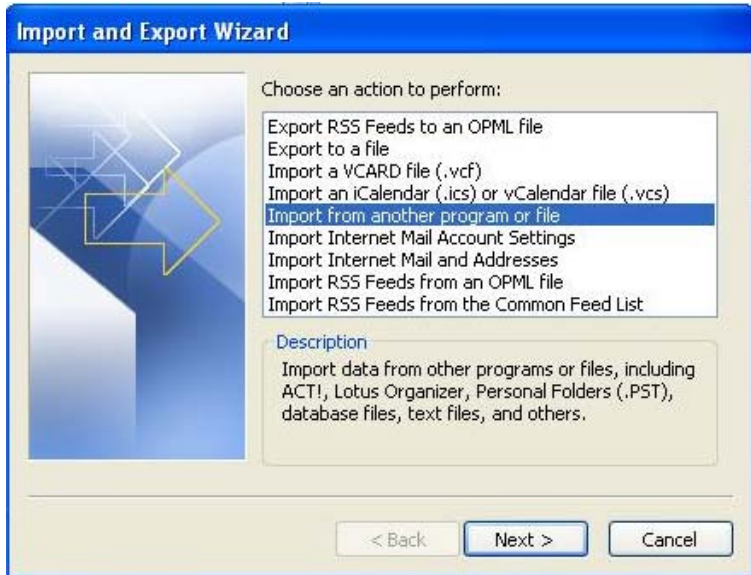


Now that Outlook 2007 is setup we are ready to import your PST file. **You can access your PST file at <http://pst.phoenixlaw.edu>**. When you go to this website, you will be asked for login information, simply enter your username (jadoe for example) and your new password. You will then be asked to

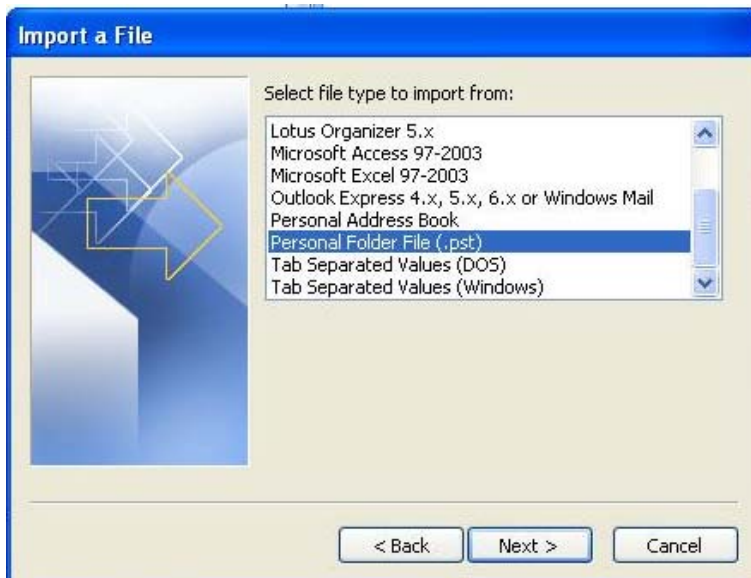


download your PST file; we suggest placing this file on your desktop for easy access in the next step.

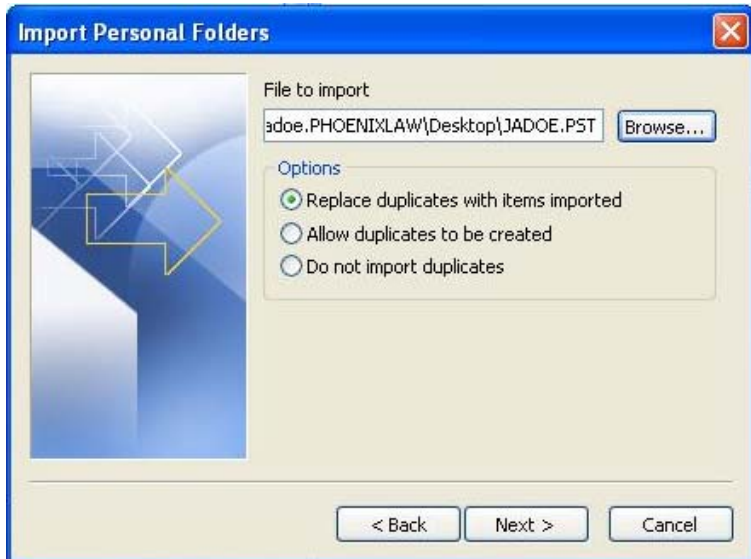
Once you have downloaded your PST, switch back to Outlook, and go to the **File** menu and click **Import and Export**. Select **Import from another program or file** and click **Next** as seen below.



Now select **Personal Folder File (.pst)** and click **Next**.



Browse to your PST file, which should be on your desktop, and click **Next**.



After this screen click **Finish** and your PST file will be imported. Now to push this to your Live@edu account you need to click the **Send/Receive** button at the top of Outlook. The amount of time it takes to import is directly related to how much email you have (a progress bar will pop up letting you know what the status is). If you had a full mailbox it will take considerably longer than someone with less than 100 emails.

