

LIVE@edu

ACCESSING YOUR EMAIL:

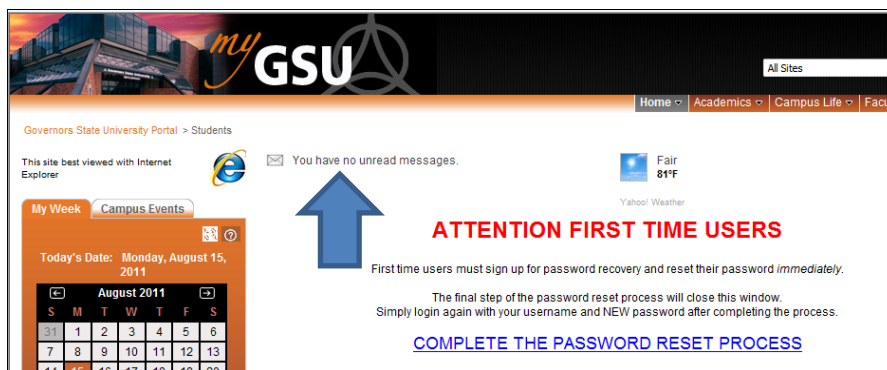
The GSU Portal page provides access to your email account. Login to your portal page at <http://mygovst.govst.edu>. Access your email account by clicking on the “You have # unread messages” link.

This should take you directly into the setup for your email account.

NOTE: If you are sent to a screen that requests a LIVE login at this point use your portal login information in this format:

Username: portal username followed by @student.govst.edu. i.e. idoestudent.govst.edu

Password: use the same password you use to log into your portal page



SETTING UP YOUR EMAIL ACCOUNT:

The first time you login to Live@edu you will need to setup your email preferences: Choose the language and time zone settings and click on OK.

Hint: scroll up for Central Time selection

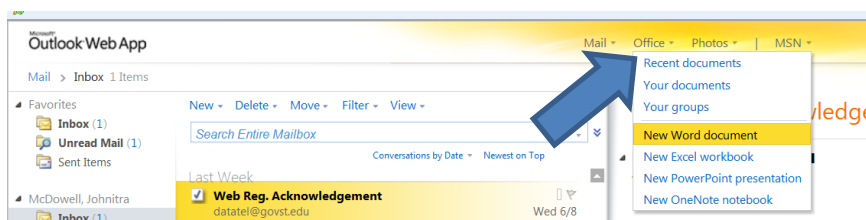
USING OFFICE WEB APPS:

LIVE@edu also provides students with access to web versions of Microsoft Word, Excel, PowerPoint and One Note. These are lite versions and do not have the full functionality of the product.

Using Office Web Apps in Windows Live SkyDrive

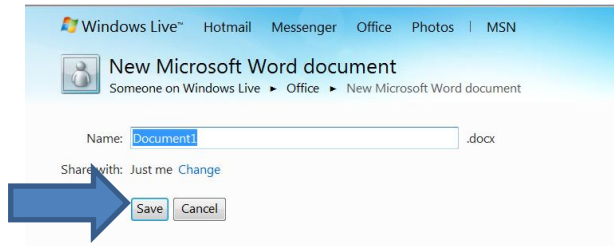
Office Web Apps in Windows Live give you browser-based viewing and editing of Office documents from anywhere you have a connection to the Web

Click on Office on the top menu bar. Choose the software product.



Choose New Word document;

You will need to insert a name for the new document file.



Insert file name and click on Save

The first time that you use one the web versions of the office products, you will be asked to setup your skydrive.

What is Windows Live SkyDrive?

Store, organize, and download your files, photos, and favorites on Windows Live servers, and access them from any computer with an Internet connection. Share photos and files that you create with your friends, collaborate on documents, or display photos and files that you create for anyone on the Windows Live network. When you sign in to the Windows Live SkyDrive website with your Windows Live ID, you get:

Fill in the fields requested and click on the “I Accept” button to activate the skydrive.

You have the option to install the Sign-in Assistant, this will allow you to open documents on a machine with full versions of Office products at home or in the computer lab without the user name and password to your account.

