Union County College is moving to Windows Live.edu for student email accounts. The benefit for this move is you will have more space to store email. Each student gets 10GB of space. You can access it from anywhere you have internet access. You will be able to keep this email account even after you leave Union County College.

Accessing Your Microsoft Live Email Account

Open your browser and in the address bar type outlook.com/owl.ucc.edu

In the Windows Live ID type in your Union County College email address which will be your User ID with @owl.ucc.edu added to it.
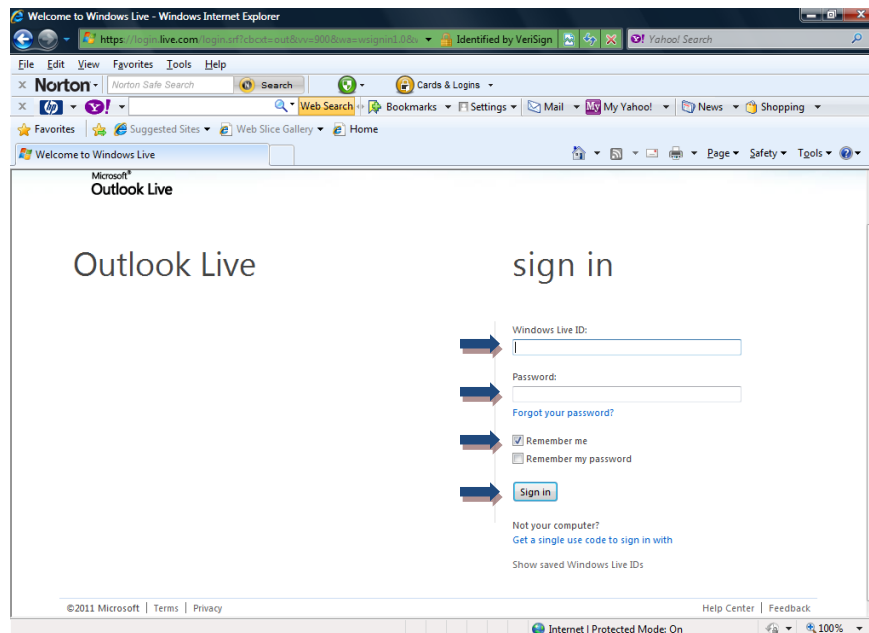
      Ex. If your User Id is john.doe your email address is john.doe@owl.ucc.edu

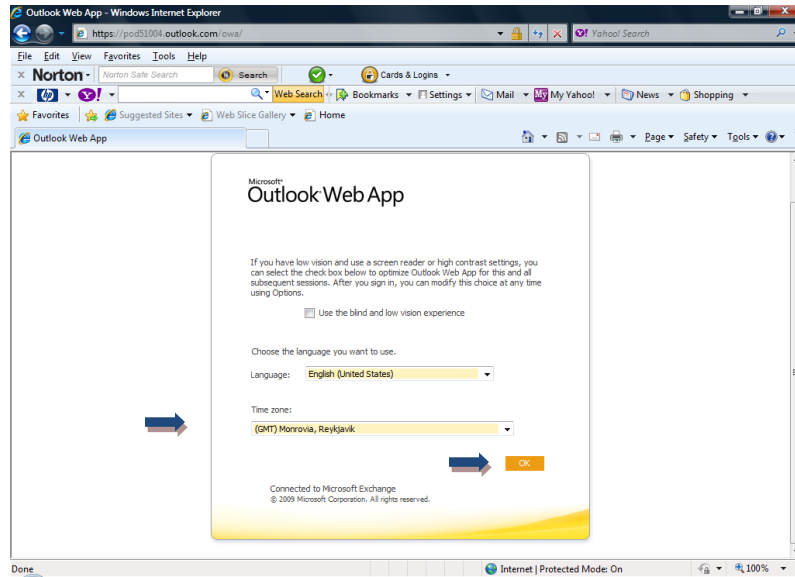Your password is the password you use to get into your Web Services account.

      Note: You must have first accessed Web Services to change your password before you go to Outlook.
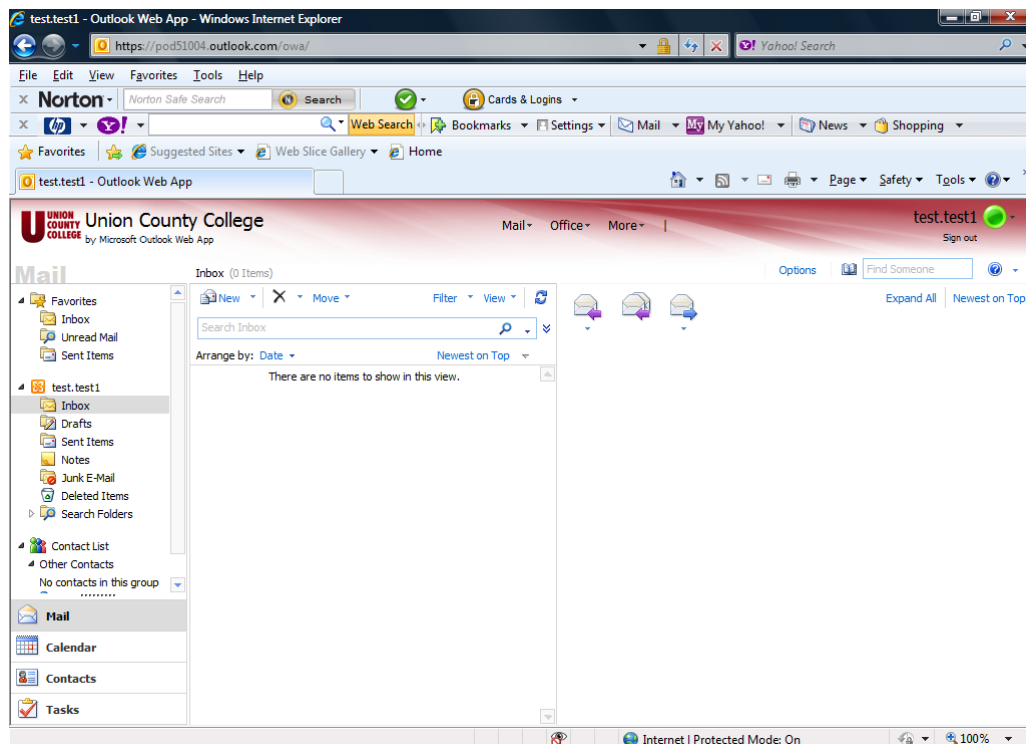
Uncheck **Remember me**

Click on **Sign in**

Choose your time zone **((GMT-05:00) Eastern Time (US & Canada**) should be what your choose) and click on **OK**
Note: This screen will only show the first time you log onto your account.

Using Your Email Account

You should now be looking at your email inbox.
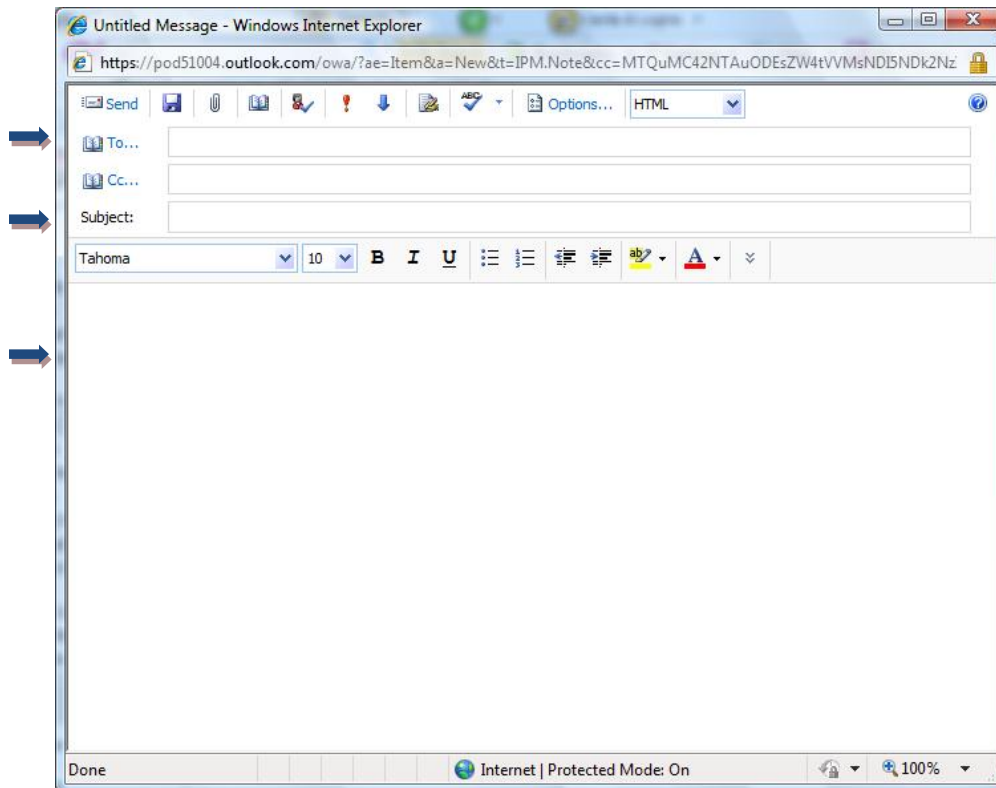
To send an email

Click on   [New ▾]

In the mail message box:

> Type the email address you wish to send to in the **To:** box
> Type the subject of the email in **Subject:** box
> Type the message down below.

When you are done and ready to send click on   [Send]

To read a message in your inbox
Click on the message and the message will show in the box on the right. If you double click the message it will open in its own box.

To reply to a message
Click on the reply button

The message box appears with the To: field and subject field already filled in.

Type your message and click on   [Send]   to send it.

To forward a message
Click on the forward button.

Type the email address that you want to forward it to in To: box
The subject is filled in with the original subject
If you wish to add to the message you can type in the message body

When you are done Click on   [Send]

To delete a message
Click on message you want to delete and click on the **delete** button

To delete multiple messages click on the first message you want to delete and holding down the Ctrl key click on other messages you would like to delete. Each message should be highlighted as you click on them. When you are done selecting the emails you wish to delete click on the **delete** button.
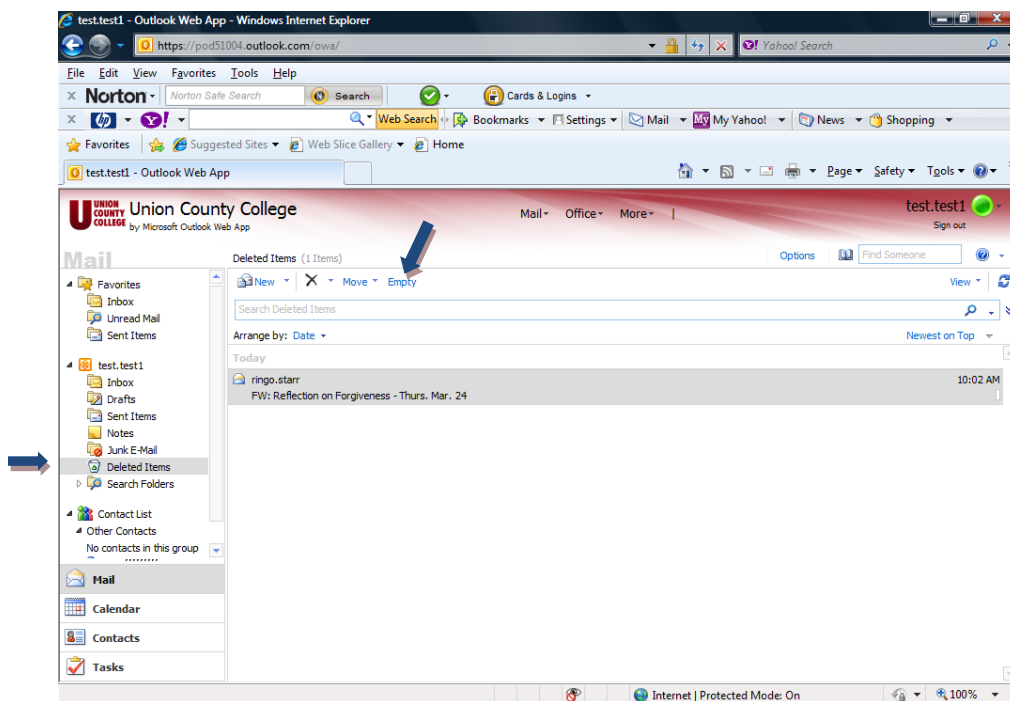
To empty your deleted items folder
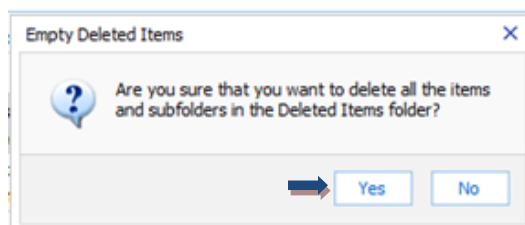Click on the **Deleted** folder in the folder list

You will now be in that folder and see all of the items you deleted.

Click on **Empty** to empty the folder and free up space

Note: You must empty the deleted folder so that the space frees up. If you do not empty this folder it is still taking up space in your account.

You will be asked if you are sure you want to delete the items. Click on **Yes**

To sign off of your account
Click on the **Sign out** button on the top right of the window.