

Getting Started with your TSD Student Live @ Edu Account



Mail > Inbox 0 Items

All students in TSD now have a **Live @ Edu** account with **10gb** email storage and **25gb SkyDrive** file storage.

You can access this by going to <http://www.student.tsd.ac.uk> where you will be asked to sign in with your *Windows Live ID*. This is your new TSD student email address which consists of your student number followed by @student.tsd.ac.uk (something like 12345678@student.tsd.ac.uk - where 12345678 is replaced by your own student number). Your password is your TSD password which you created during the enrolment process.

When you first login to your Live @ Edu account, and click on the **SkyDrive** link, you will be asked to give your birth year and country/region. You will also need to read and accept the Microsoft Privacy Statement. You will only need to do this once.

Thank you for using Windows Live.

To continue, please provide the following information. This information is required to use this Windows Live :
accordance with our privacy policy.

Birth year:
Example: 1999

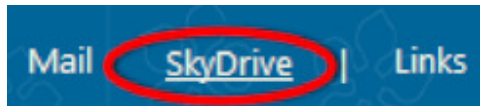
Country/region:

Review and accept the Agree
Clicking **I accept** means that you a

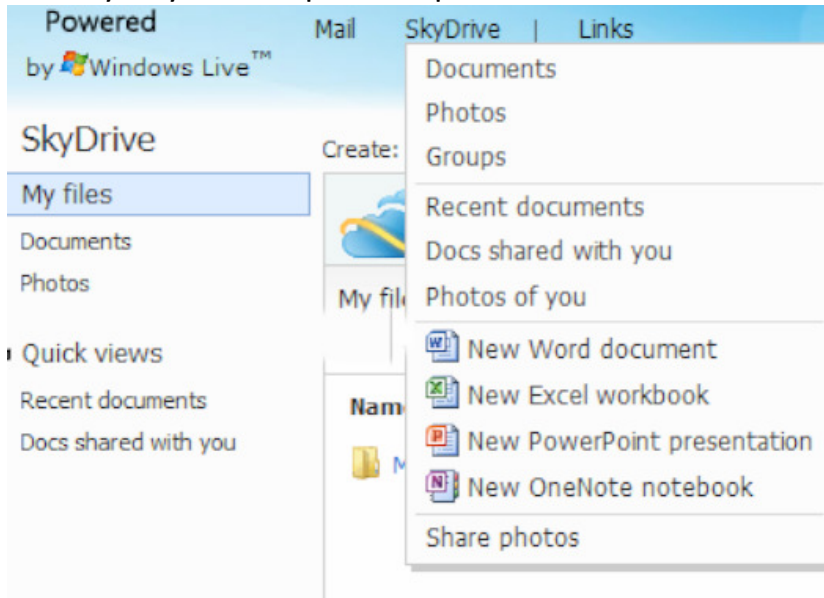
Tajikistan
Tanzania
Thailand
Timor-Leste
Togo
Tokelau
Tonga
Trinidad and Tobago
Tunisia
Turkey
Turkmenistan
Turks and Caicos Islands
Tuvalu
Uganda
Ukraine
United Arab Emirates
United Kingdom
United States
United States Minor Outlying Islands
Uruquay

Privacy Statement.

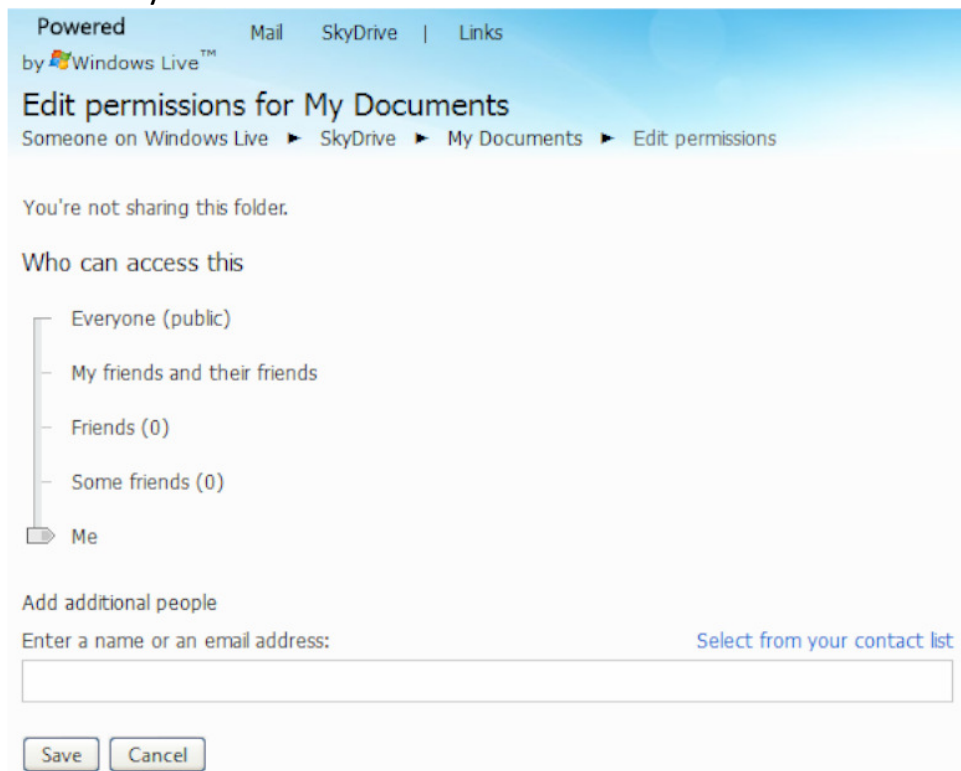
© 2011 Microsoft Terms Privacy



SkyDrive provides cloud storage for documents, photos, videos etc **PLUS** access to Office 365 online. This is a fully featured Office Suite (**Word, Excel, Powerpoint and OneNote**) in the cloud that you can use anywhere you have an Internet connection. You do not need to have Office installed on your PC/laptop and you can save your documents to your SkyDrive account or directly to your computer or pendrive.



You can add photos, videos and music as well as documents - which you can also share with your friends if you wish.



Account Facilities and Features:

The My Account page gives you access to a range of other things that you can do in Live @ Edu if you wish.

**My Account**

Connected Accounts

Account Information -

General
Display name:
Windows Live ID: @student.tsd.ac.uk

Mailbox Usage

6.24 KB of mailbox space used. At 9.67 GB you won't be able to send mail.

Contact Numbers
Work phone:
Mobile phone:
[Settings for POP, IMAP, and SMTP access...](#)

Shortcuts to other things you can do

 See emails from all your accounts in one place

 Tell people you're on vacation

 Learn how to get Direct Push e-mail on your mobile phone

 Connect Outlook to this account

 Forward your e-mail

 Change your password

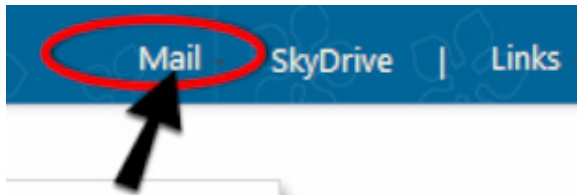
 Import your contacts from an existing e-mail account

Redirecting your TSD student email to your own work/personal account:

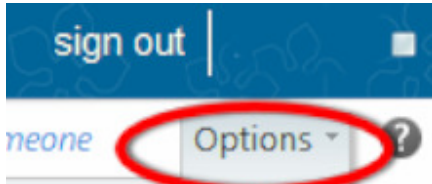
Although all the features described above are extremely useful and we do encourage you to take full advantage of them, you may still perhaps wish to read all your email in one place and this could be your work email account or your own personal email address. *So how do you do this?*

Once logged in:

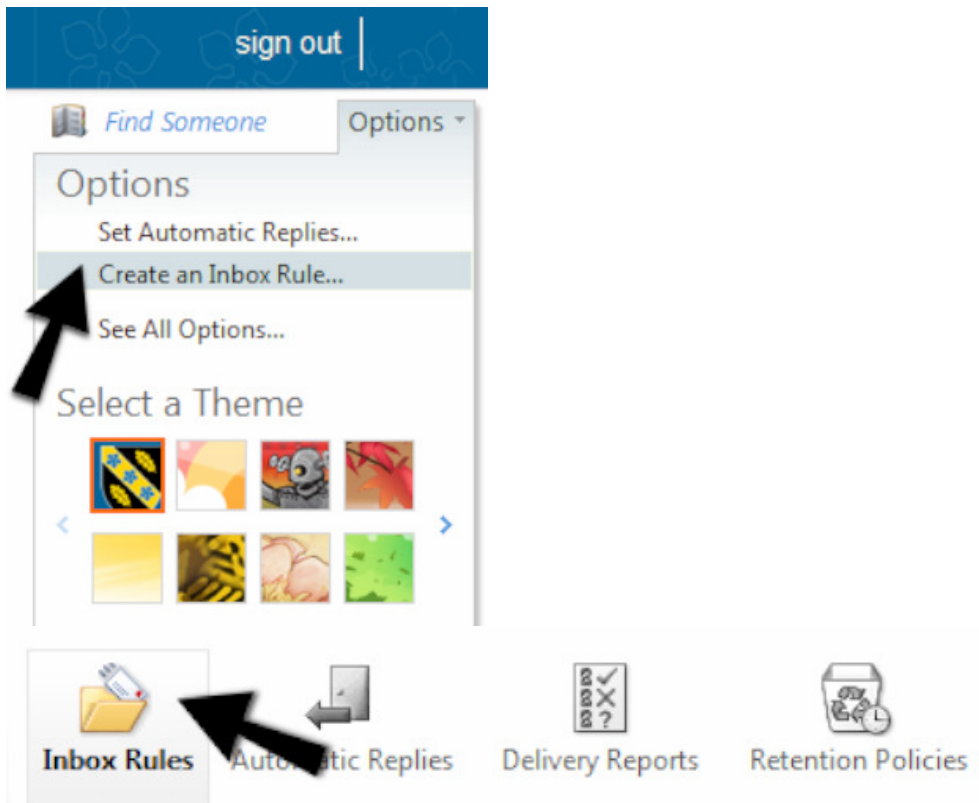
Click on the **Mail** tab in the middle of the blue header image.



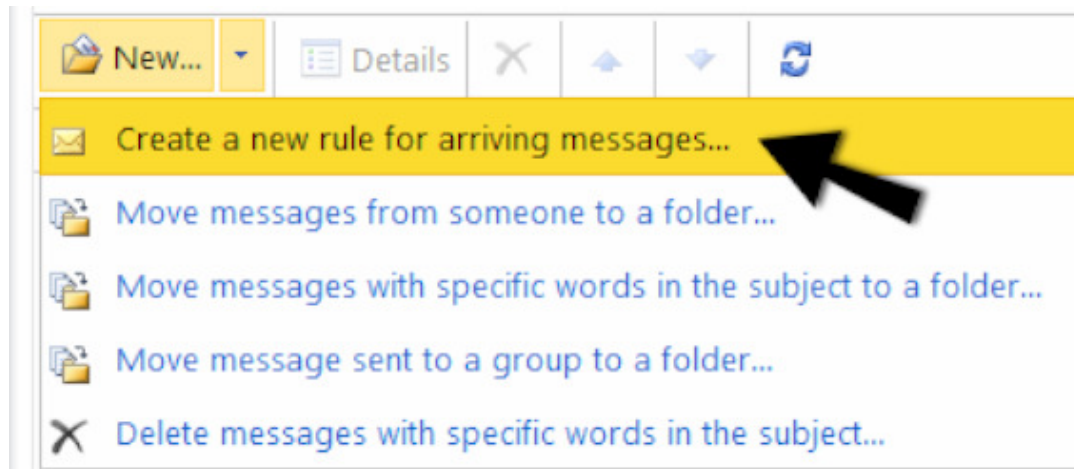
and go over to **Options** on the far right of the screen.



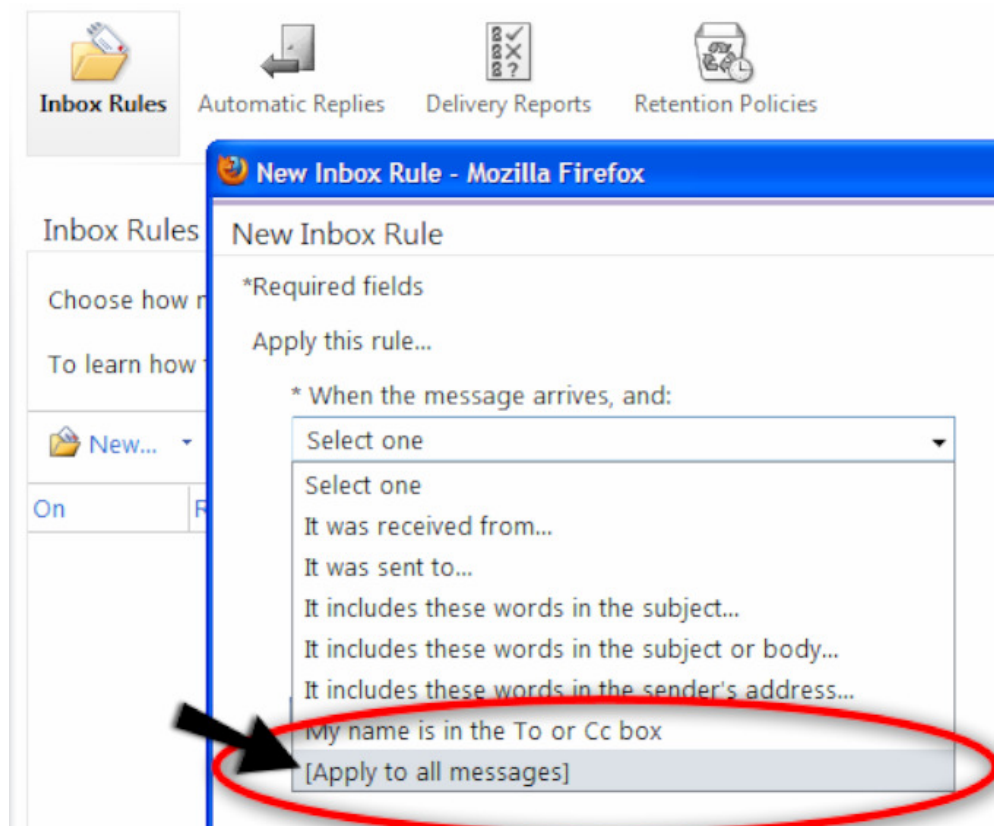
Click on the small down arrow next to the word **Options** and choose **Create an Inbox Rule**:



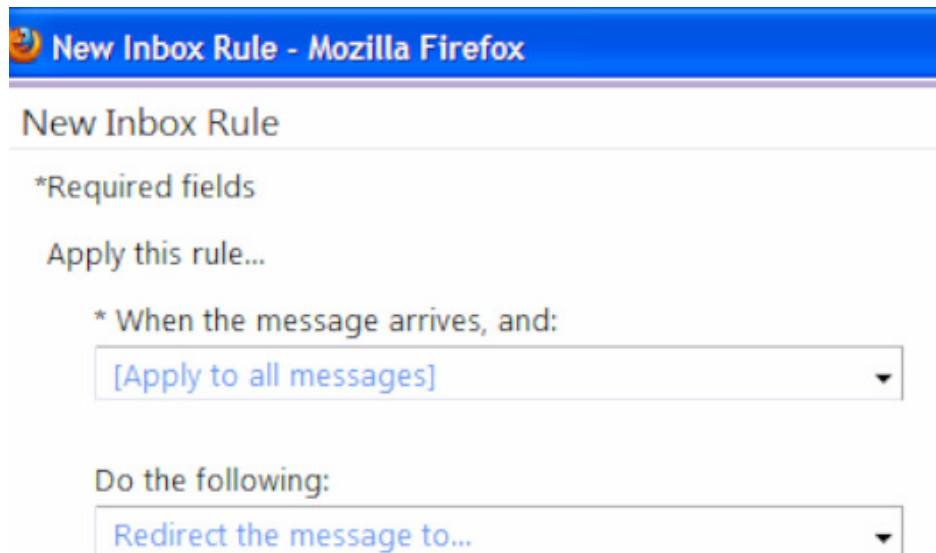
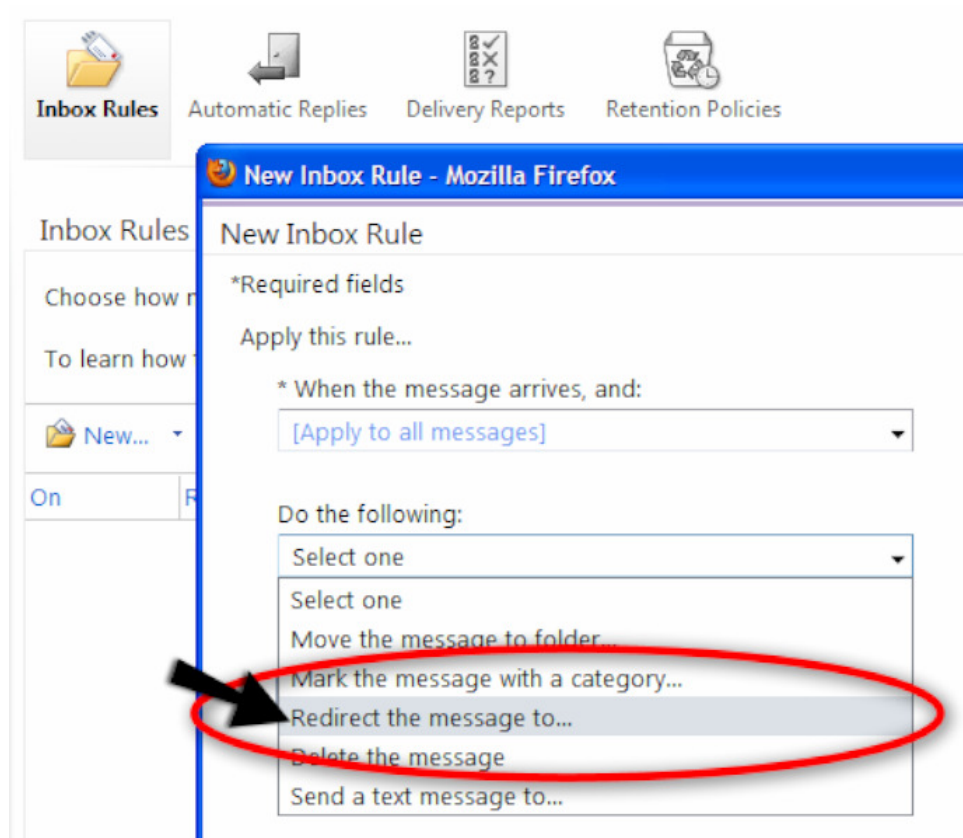
Click on New and then “Create a new rule for arriving messages”



A new small window will open in front of the main browser window (*you may need to allow pop-ups in your browser first*) containing two drop-down boxes. Click on the drop down arrow on the first box and choose **[Apply to all messages]**



Then click on the drop down arrow on the second box and choose **Redirect the message to...**



You will be asked if you want this rule to apply to all future messages. Click Yes then click on Save (next to the green tick in the bottom right corner of the window).

New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:

[Apply to all messages]

Do the following

Redirect the r

More Options

Warning



Do you want this rule to apply to all future messages?

Yes

No



Save



Cancel

The next window will offer options to choose an address from the Internal Email Directory. Ignore this and scroll down to the bottom of this window until you see Message recipients:

Message recipients:

To ->

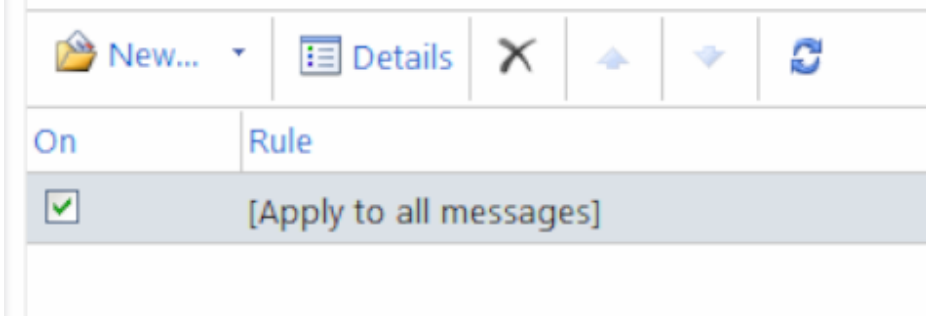
put your own home/work email address here

Type the email address that you want to have all your mail redirected to in the To -> box and

OK

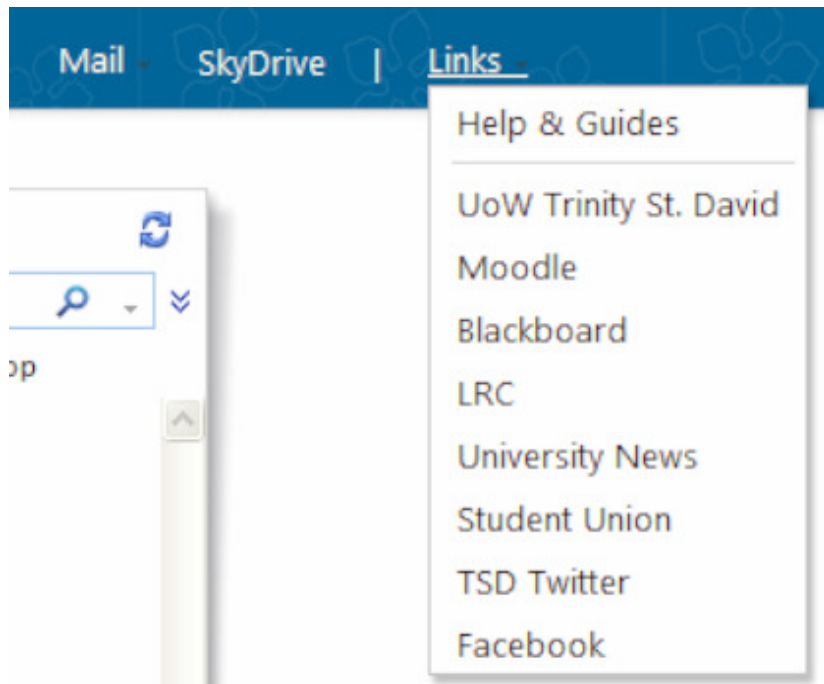
then click

Your new rule should now appear on the inbox rule screen



If you wish to stop redirecting your email at any time in the future (or change the email address you are redirecting to) – you can delete or modify this rule accordingly.

Finally, the **LINKS** tab provides links to some useful university resources for you - all in one easy to access place.



Help and Support:

TSD website: <http://www.tsd.ac.uk> Go to **Current Students: IT Services** for a range of useful documents

Information Services HelpDesk itservicedesk@tsd.ac.uk

Technology Enhanced Learning j.ault@tsd.ac.uk

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