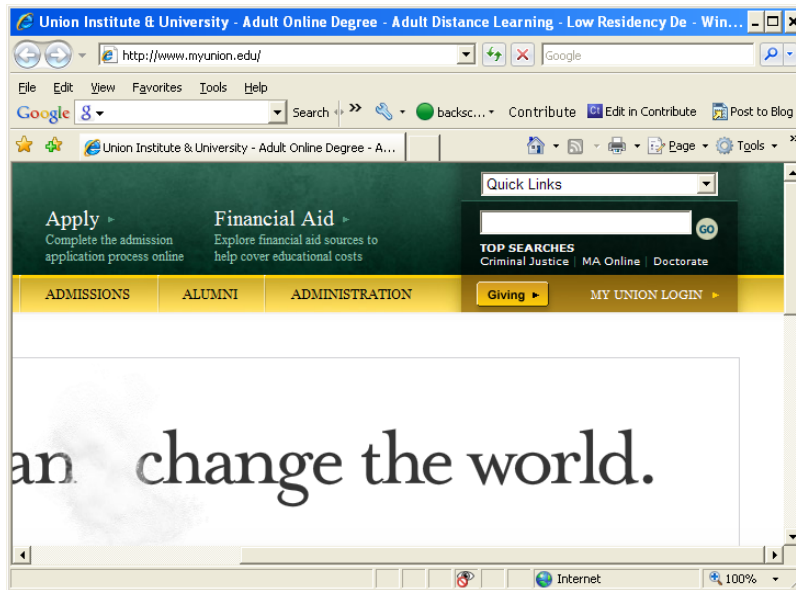


## Learner Webmail – Live@Edu

Updated April 2009

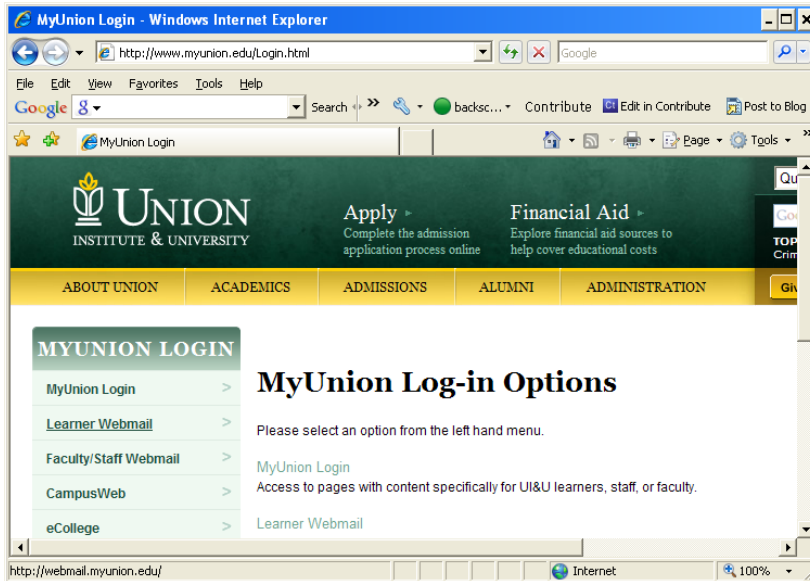
Welcome to Union Institute & University! As a current student at Union, you will automatically receive a personal email account that is yours to keep even after graduation. This is the official email of Union – most, if not all official Union correspondence will be sent to this email address. Therefore, it is imperative that you familiarize yourself with this account – it is your main source of contact with the faculty as well as fellow learners. The following paragraphs will take you step by step through the process of setting up your new account as well as including several helpful hints along the way.

1. Before we get started, a best practice for accessing Union email through the web is by using either the Internet Explorer browser for Windows or the Mozilla Firefox browser for Macs. Other browsers may very well work just fine, but the previous browsers mentioned are the official supported browsers.
2. There are really two simple ways to access your Union account for the first time, but for the sake of understanding the overall process, let's navigate through the main Union site.
3. Navigate to [www.myunion.edu](http://www.myunion.edu) and click on the “MY UNION LOGIN” link on the top right of the page. See **Figure 1**.



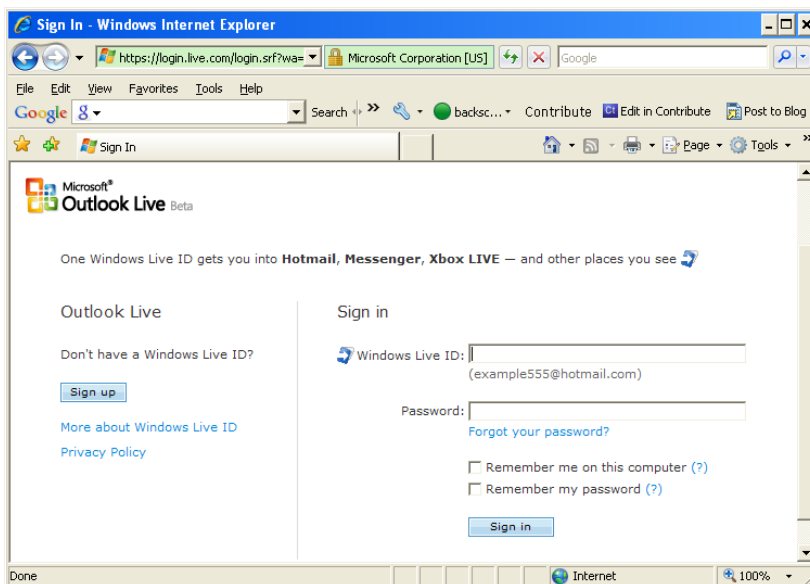
**Figure 1 – MyUnion Logon Link**

4. Navigate to the left side of the page and click on the “Learner Webmail” link directly below the “MyUnion” Login link. See **Figure 2**. This page is essential during your stay at Union. Along with links to email, you will also find helpful links to MyUnion, CampusWeb, eCollege, and the Library. Ultimately, you may also access UI&U email by simply navigating to <http://webmail.myunion.edu>. This is a one step process for those that are comfortable with using the address bar.



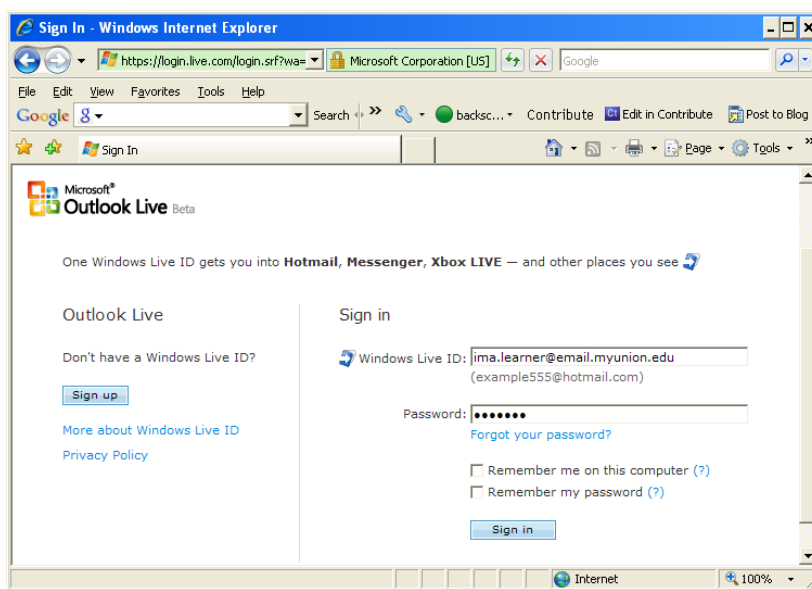
**Figure 2 - Learner Webmail Link**

5. This link will redirect you to the Microsoft Outlook Live login page, as shown in **Figure 3**. **NOTE** - For those individual learners that already have a private hotmail account, please select the “Sign in with a different account” link below the sign in box.



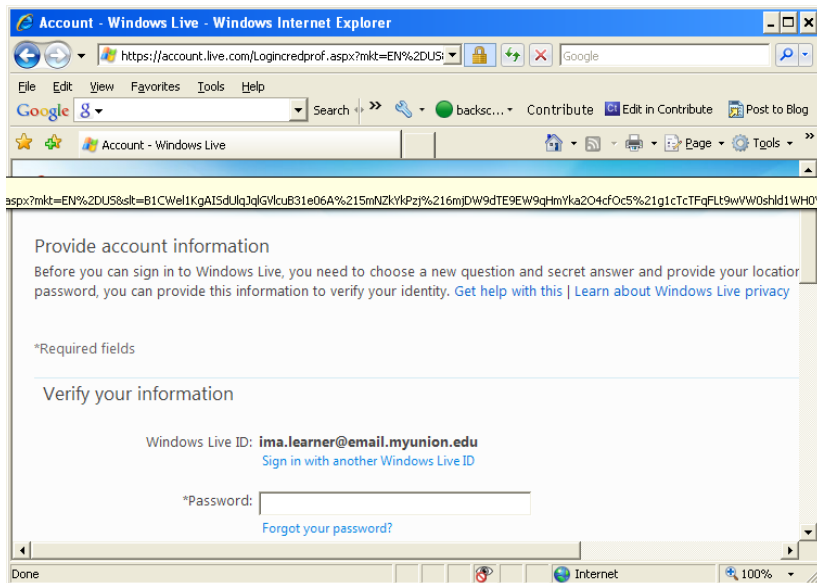
**Figure 3 - Email Login Page**

6. Remember, you automatically receive a new UI&U email account when joining Union, so no need to “Sign Up” as shown on the left side of **Figure 3**. Instead, you will enter your login credentials on the right side of **Figure 3**.
7. So now you ask....what exactly are my logon credentials for the Union email? Just remember it the following way – your username is the same as your Windows Live ID which is the same as your UI&U email address. That email address is your [firstname.lastname@email.myunion.edu](mailto:firstname.lastname@email.myunion.edu).
8. Your password will initially be the first letter of your last name (CAPITALIZED) + the last 6 (SIX) of your Social Security Number (SSN). For example, our test user will be “Ima Learner” with an email address of [ima.learner@email.myunion.edu](mailto:ima.learner@email.myunion.edu). With a SSN of 111223333, the password will be **L223333**. **Please Note the Capital L**.
9. After entering the correct information as in **Figure 4**, please click “Sign In”.



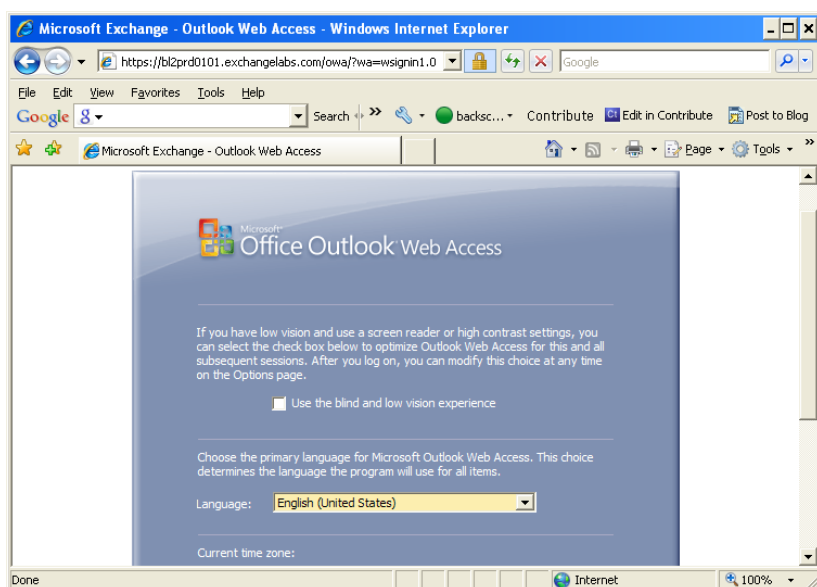
**Figure 4 - Sign In**

- When signing into UI&U email the first time, an initial screen will be presented to you asking for additional account information. This is a ONE time thing and will be absent from future logins. See **Figure 5**.



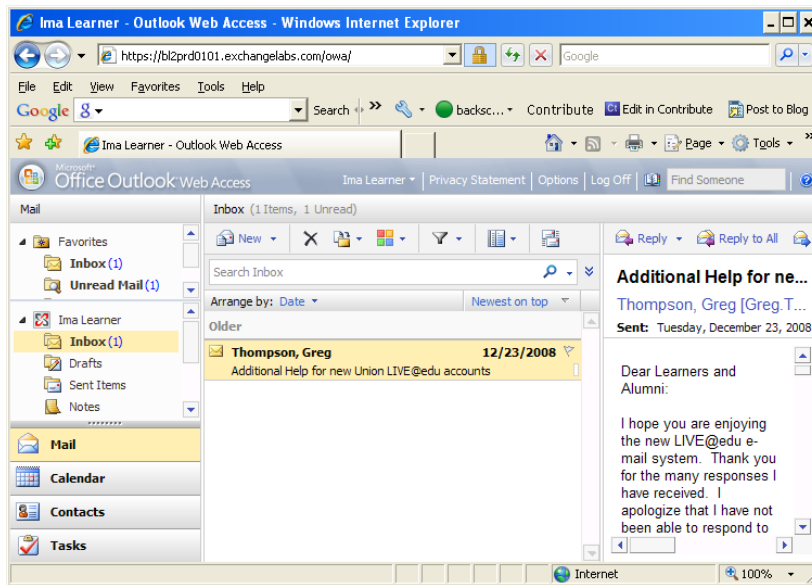
**Figure 5 - Provide Additional Info**

- Re-enter the initial password, fill in a secret question, disregard alternate email (if you'd rather not list one), and select country / region and other necessary information. If you do not feel comfortable giving out personal information, please enter different data.
- After entering all necessary data on the first page, click "I accept" at the bottom.
- Select Language and Current Time Zone and click "OK". See **Figure 6**.



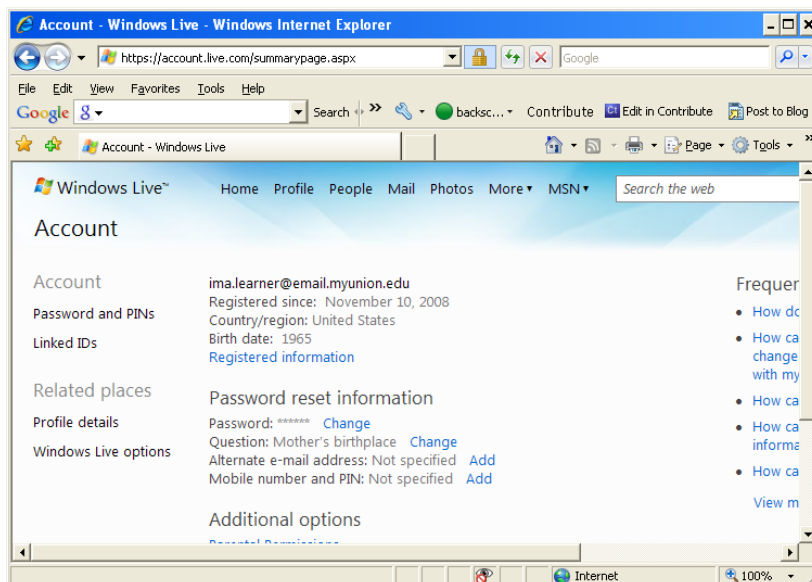
**Figure 6 - Language and Time Zone**

14. Your new UI&U email should now appear. From now on, this screen will automatically come up when you log into UI&U email. See **Figure 7**. This completes your initial setup of UI&U email.



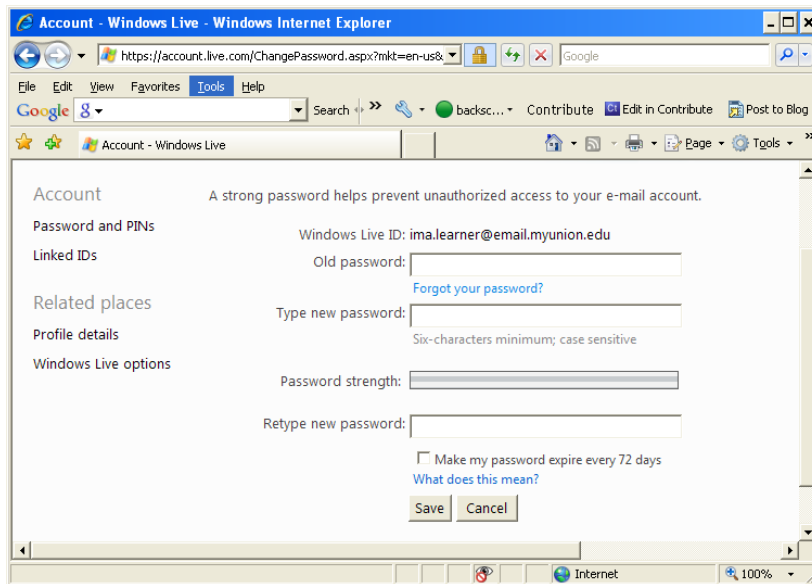
**Figure 7 - UI&U Inbox**

15. The account has now been setup and your email is accessible...at some point, your password may need to be changed.
16. The simplest way to do this is to navigate to <http://account.live.com>.
17. The main email login screen will come up just as in email and will ask you to logon. Use the SAME credentials used to log into email! Click "Ok" and the following screen will appear. See **Figure 8**.



**Figure 8 – Overall Account Info**

18. Next to “Profile Details”, the option is given to change the password. Click “Change”, make the appropriate change, and then click “Save” as in **Figure 9**.



**Figure 9 - Change Password**

19. Many Union learners would like to access all of their email from their current personal email, whether it be Gmail, Yahoo, Hotmail, or any other similar email service. Microsoft’s Live@Edu provides this solution, otherwise known as a POP account. Basically, the POP technology allows one to ADD their Union Learner email account to an existing personal account. In other words, after adding Live@Edu email as another account on your existing personal account, you effectively have two accounts in one. When logging into your personal email, both accounts will be checked and displayed in your personal email inbox.
20. Along with aforementioned web email services, local email clients like Outlook and Windows Live for PCs or Thunderbird and Apple Mail for Macs can also be utilized for POP accounts. The following screenshots give a general idea of what to expect when setting up your new POP account. The account setup on each may vary slightly, but the overall settings will be identical. In this case, we will be using the Windows Live Client as our sample email client. To begin, we simply click on “Add Account.” In **Figure 10** below, basic information like email address, password, and display name will be entered. The email address will be your Union email, and the password will be the same password used to log into the web version of Union email. DO select “Manually configure server settings for email account.” Click “Next.”

**Add an E-mail Account**

Please enter your e-mail account information below:

E-mail address:    
example555@hotmail.com [Get a free e-mail account](#)

Password:    
 Remember password

How should your name appear in e-mail sent from this account?

Display Name:    
For example: John Smith

Manually configure server settings for e-mail account.

< Back    Next >    Cancel

**Figure 10 - POP Setup**

21. Next will be the incoming and outgoing server setup. This screen should read exactly as **Figure 11** below – note of course that your Login ID will be YOUR email address. Also note the port “587” for Outgoing Server Information – this is critical. Click “Next.”

**Add an E-mail Account**

[Where can I find my e-mail server information?](#)

Incoming Server Information

My incoming mail server is a  server.

Incoming server:  Port:

This server requires a secure connection (SSL)

Log on using:

Login ID (if different from e-mail address):

Outgoing Server Information

Outgoing server:  Port:

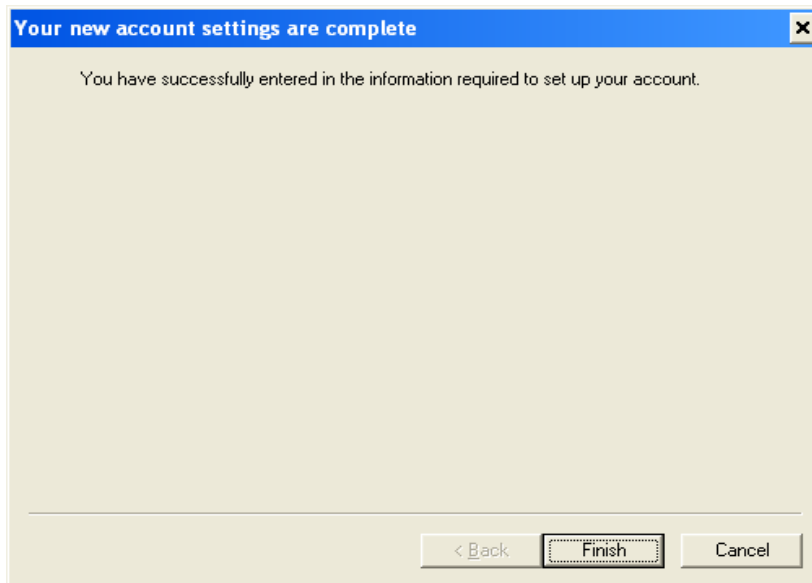
This server requires a secure connection (SSL)

My outgoing server requires authentication

< Back    Next >    Cancel

**Figure 11 - Server Information**

22. Your new account settings are now complete and all email sent to your Union email address should now populate. See **Figure 12** below.



**Figure 12 - Setup complete**

23. In closing, just a quick note about the other optional features that your Live@Edu account offers. As a UI&U learner or alum, you receive 25GB of free online storage to back up necessary files online. To access this system (known as SkyDrive), simply navigate to <http://skydrive.live.com> and use your new UI&U email address to login. Also check out <http://download.live.com> for some other helpful downloads. As with your email, all LIVE@Edu sites can be accessed using your UI&U email account username and password.
24. If you have any further questions or concerns regarding UI&U email, please contact The Help Desk toll free at 1-888-85-UNION or [help@myunion.edu](mailto:help@myunion.edu).