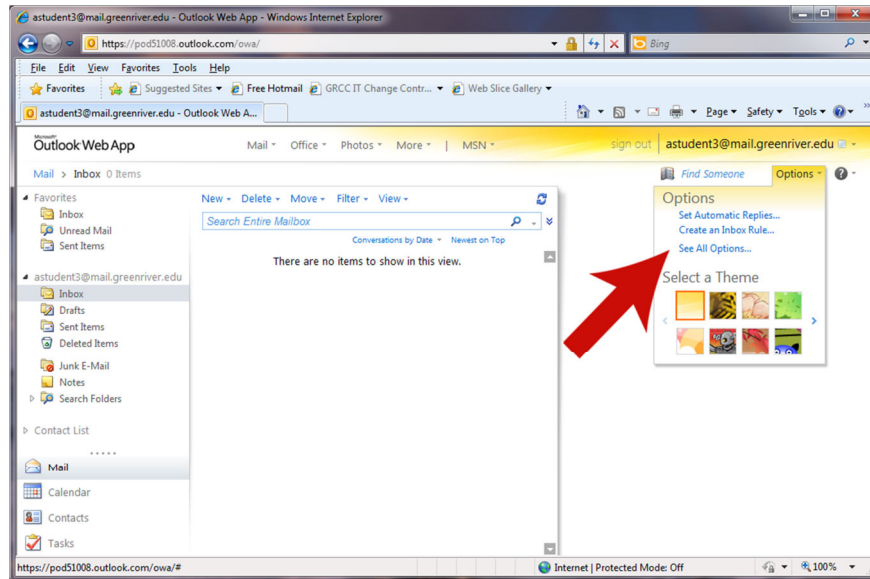


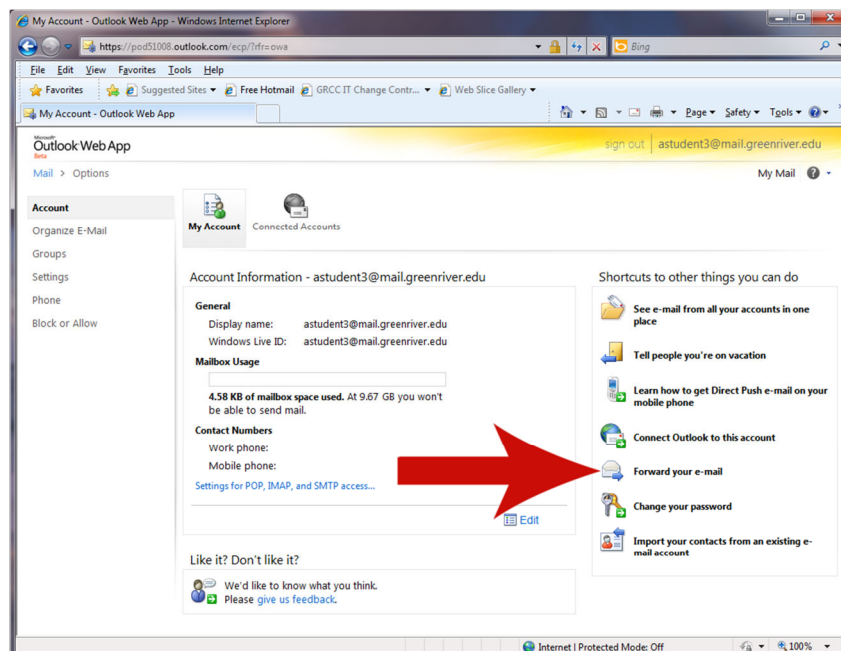


Student E-mail Optional Settings Configuration

1. Log into your e-mail (log in at <http://outlook.com>)
2. To access the “Options” page
 - While viewing your “Inbox”
 - Click the down arrow next to “Options” and then click “See all options ...”

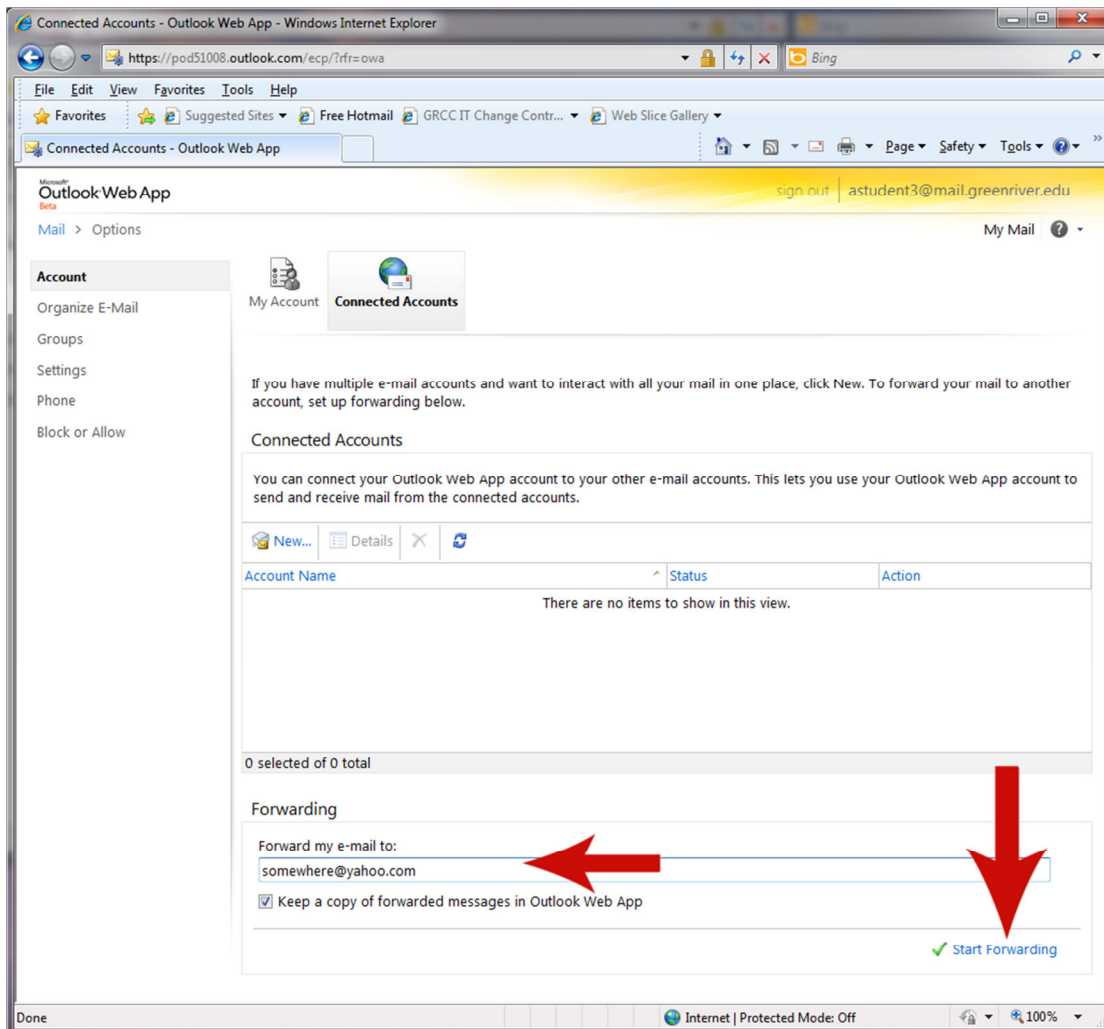


3. To forward your GRCC e-mail to another e-mail account (**not recommended**)
 - Log into your e-mail and go to the “See all options...” page, then click on “Forward your e-mail”



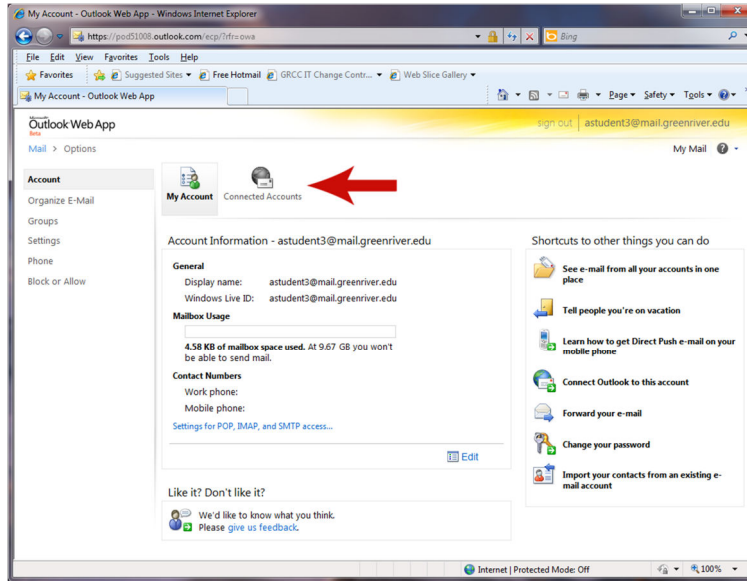


- Type the e-mail address you want to forward messages to in the appropriate box, and then click “Start Forwarding”.
- **WARNING:** If you setup your account to forward your e-mail:
 - You still need to log into your actual GRCC student e-mail account regularly (we recommend at least once every 6 months) or it will be marked “inactive” by Microsoft. When it is marked “inactive” all saved content is deleted and the account will refuse to accept any new messages. The next time you log in (at <http://outlook.com> with the same e-mail address and password as before) your account will automatically be “re-activated” and will start receiving new messages. Any messages that were refused while your account was “inactive” will need to be resent by the original sender.
 - Forwarding e-mail may also have unexpected results, such as e-mail being lost or arriving without attachments. Forwarded e-mail might also arrive in your other account’s SPAM folder. Be aware that this is possible and send a test e-mail to your GRCC e-mail address after you setup forwarding to verify that it is working.

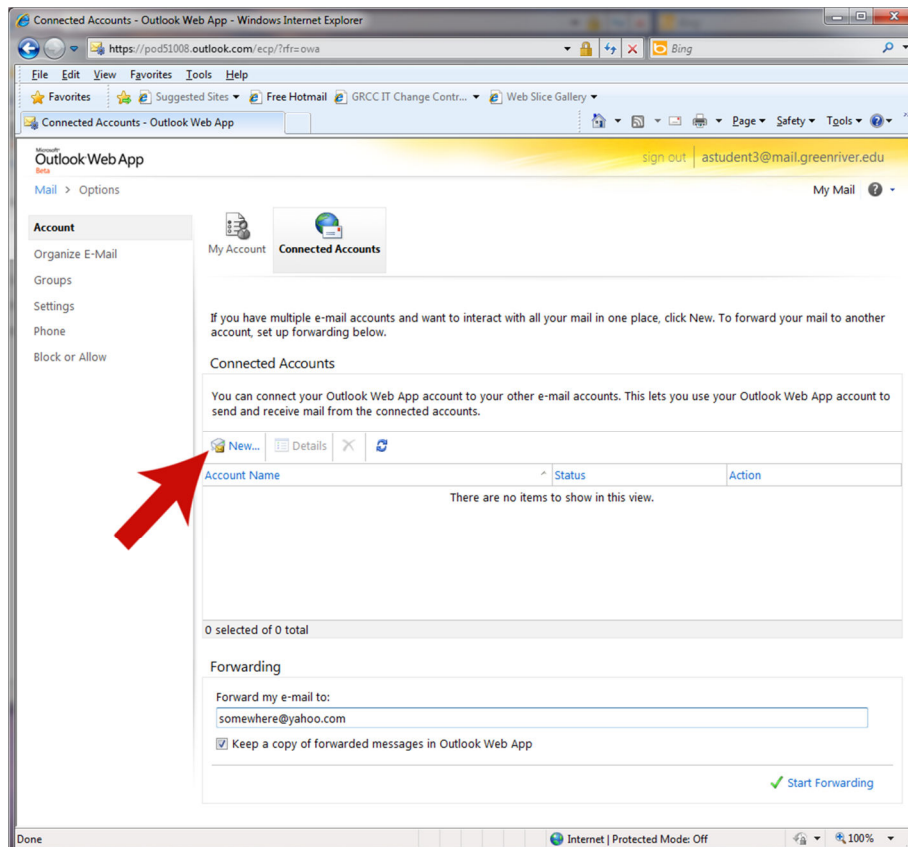




4. To send and receive mail from other accounts while logged into your GRCC student e-mail account
 - o Log into your e-mail and go to the "See all options" page, then click on "Connected Accounts".

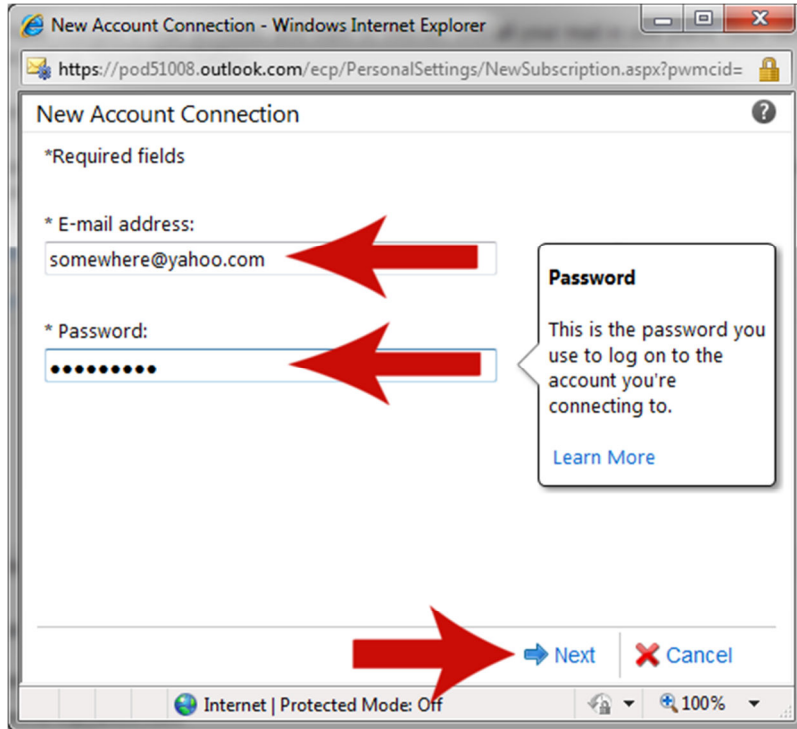


- o Click on "New"

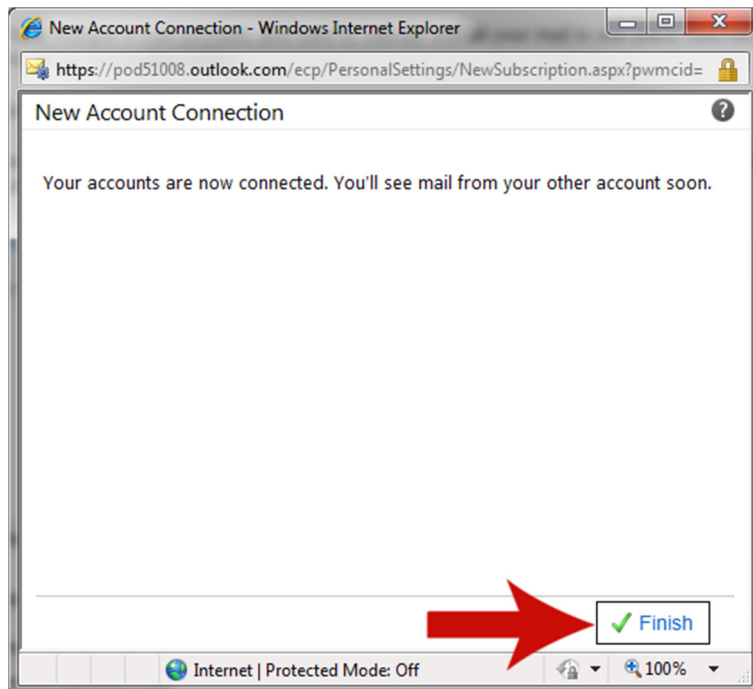




- Enter the e-mail address that you want to connect to, the password you use to log into that e-mail account and then click “Next”.



- Click “Finish”





Additional Benefits of Your GRCC Student E-mail

Features and benefits available for students with a GRCC provided student e-mail account:

- Free life-long web-based e-mail account hosted by Microsoft ([E-mail Account](#))
 - As long as your account is actively in use (logged into at least once every 6 months), Microsoft is providing an unlimited amount of e-mail storage.
- Instant Messaging ([Windows Live Messenger](#))
- Online File Storage ([SkyDrive](#))
 - 25 GB of storage for documents, photos, videos etc.
- Online Office Applications ([Office Web Apps](#))
 - Available after logging into either their e-mail or SkyDrive
 - Word
 - Excel
 - PowerPoint
 - OneNote
- Folder Synchronization between multiple PCs ([Windows Live FolderShare](#))
- Online Calendar, Scheduling & Event Planning ([Windows Live Calendar](#))
 - Available after logging into your e-mail
- Anti-Virus, Anti-Malware & Security Programs ([Microsoft Security Essentials](#) & [Family Safety](#))
- XBOX Live Silver membership
- Reduced Rate (or free) software programs from various vendors
 - [Microsoft DreamSpark](#)
 - Visual Studio
 - Windows Server
 - Expression Studio
 - XNA Game Studio
 - SQL Server 2008
 - Programming Languages (C++, C#, Visual Basic)
 - Robotics Developer Studio
 - [Microsoft Student Discounts](#)
 - Windows 7
 - Office Professional Academic 2010
 - Office:Mac 2011
 - [JourneyEd Discounted Software](#)