

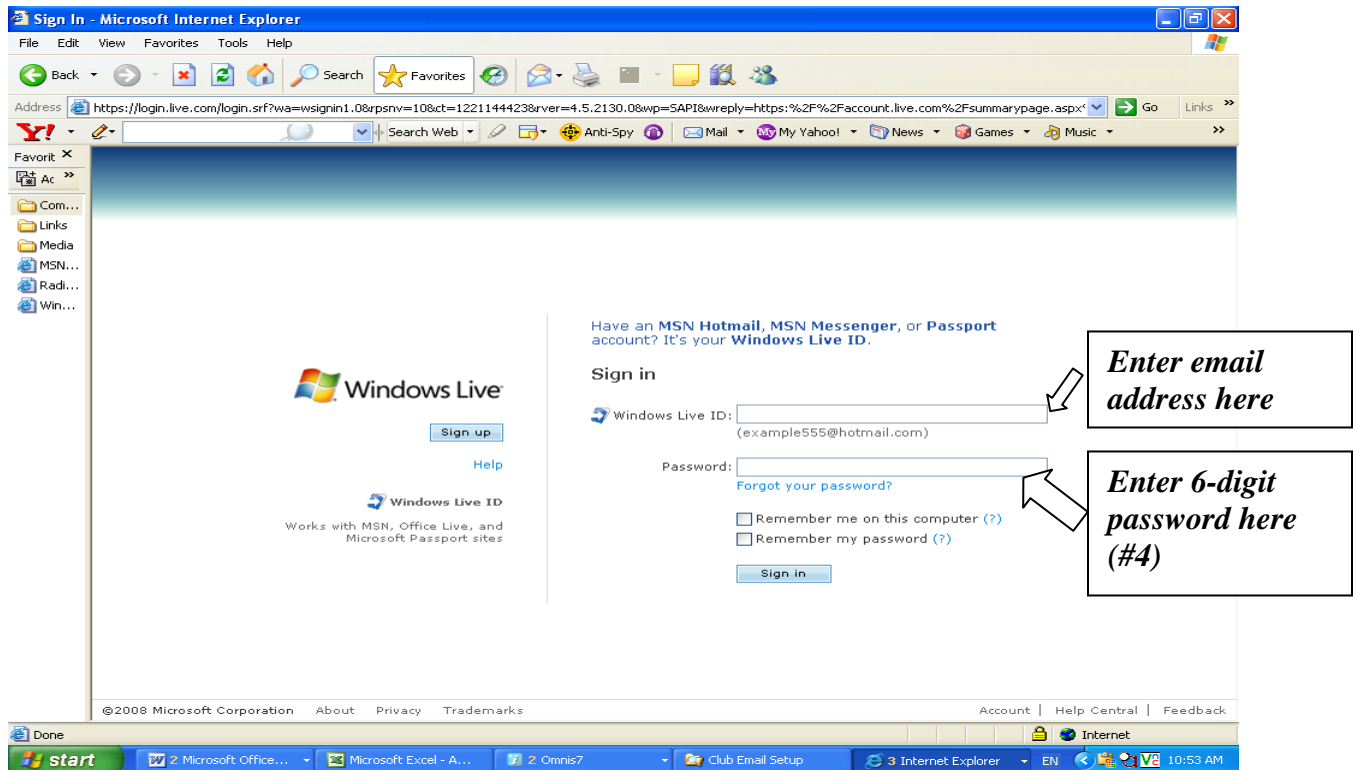
Using Your Soroptimist Club Email Account

How to sign-in and access club Email

1. Open an internet browser window (ie: Internet Explorer, Firefox, Safari etc)
2. In the address line type: hotmail.com and hit “enter” on the keyboard.
3. Enter your Windows Live ID= siclubname@soroptimist.net

Please do not add any spaces or characters to the Windows Live ID/Club email address provided by Soroptimist Headquarters.

Example: Soroptimist International of Nassau County →
sinassaucounty@soroptimist.net

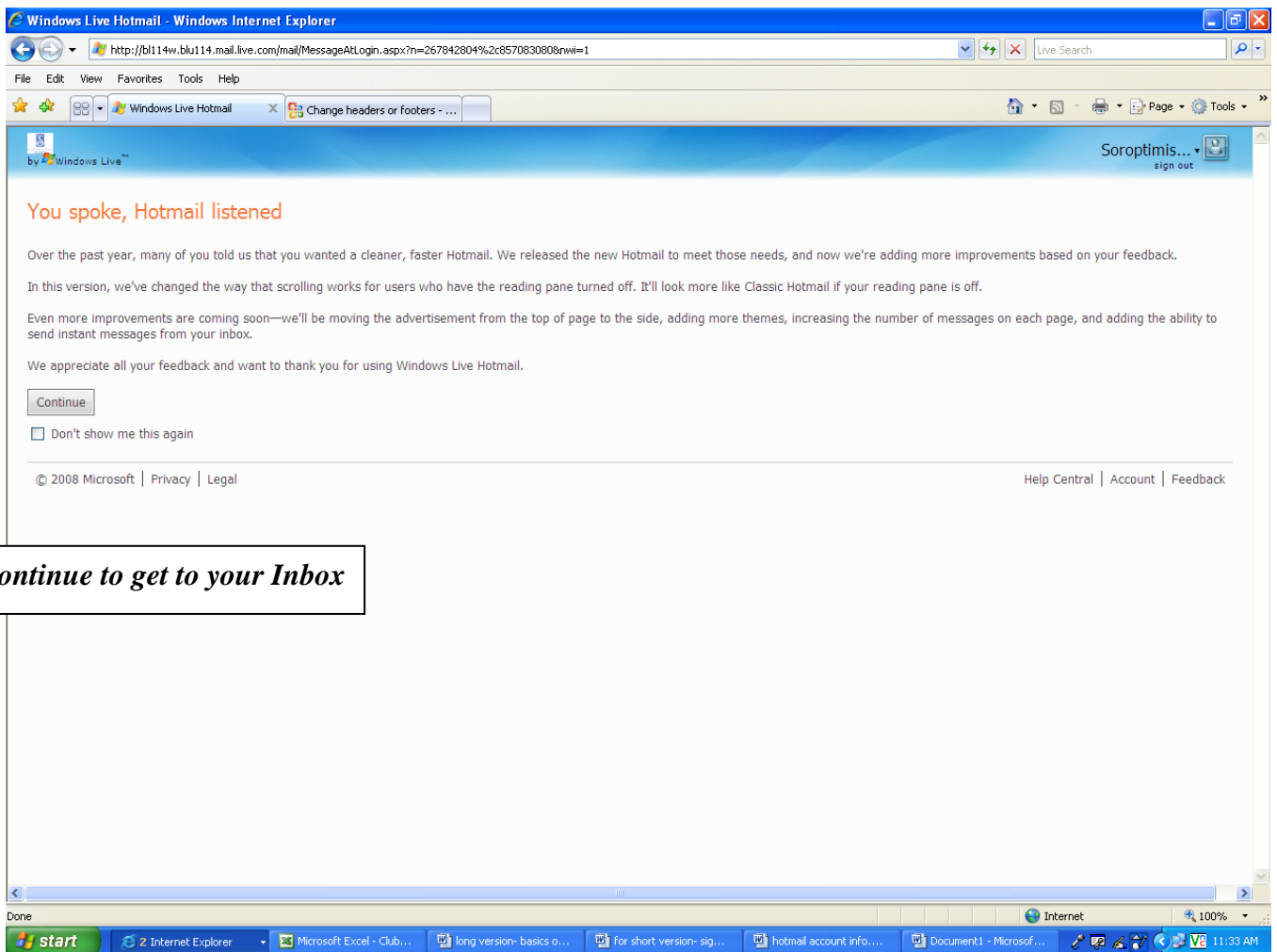


Note: Some names are the same for more than one club, in this situation the abbreviation for the state is added to the log-in after the club name.

Example: SI Fremont → sifremontca@soroptimist.net

Note: the example on this screen gives a @hotmail.com address, for our purposes club address is ALWAYS @soroptimist.net

4. Enter Your Password= 6 digit club ID number.(this number begins with a “1”)
5. Click “Sign in”
6. When you log-in, you may initially see this screen. Windows Live performed updates recently and this is to inform users of the new services. You can select “Continue.” After you do this once, the next time you log-in you will not need to go through this step.



7. Once logged in, the screen will look like the following and can access Mail from this screen by clicking on **Inbox**:

Access
Inbox
and
other
folders
here.



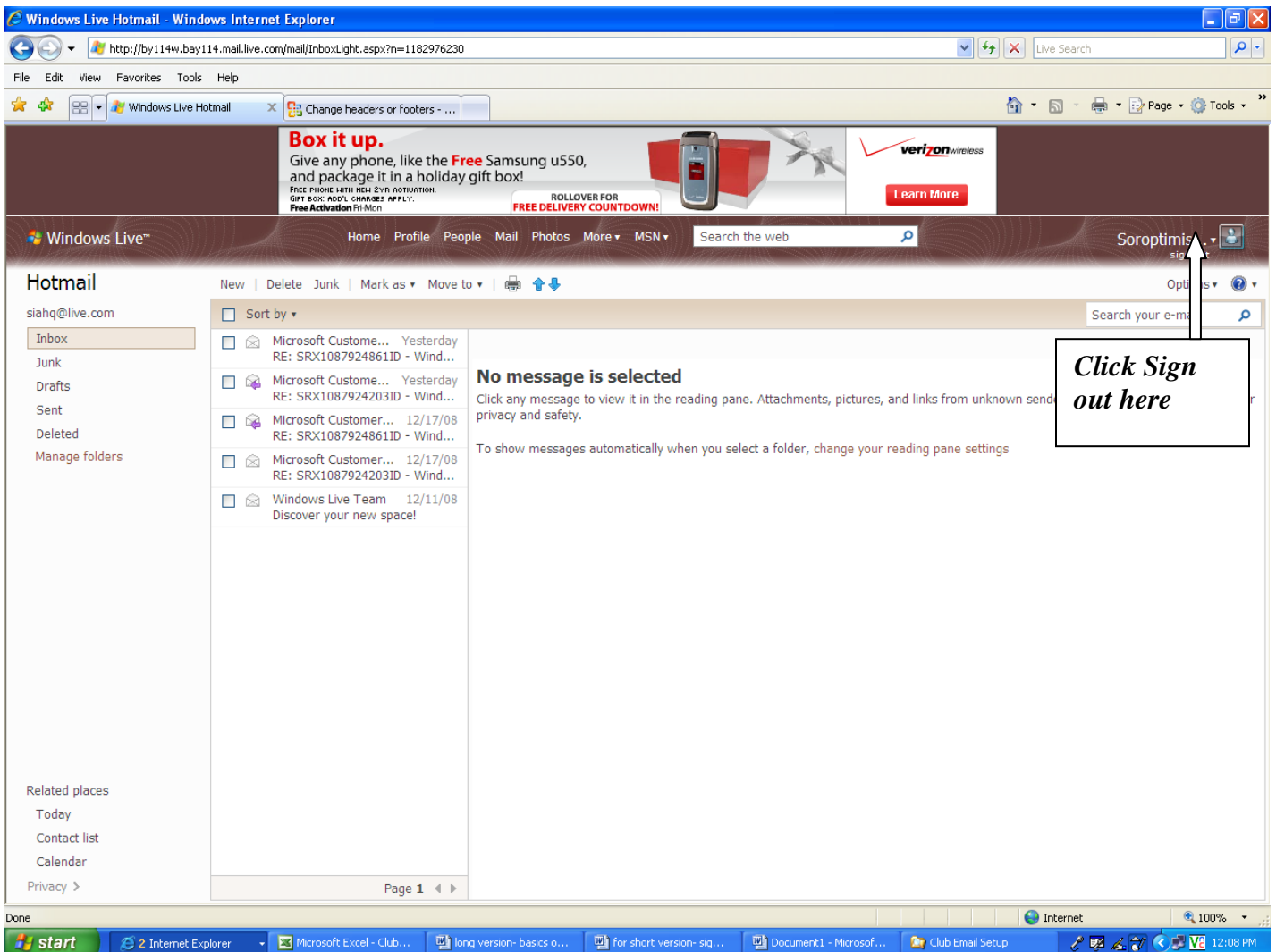
Other Important Folders:

- Inbox:** Holds current emails
- Junk Folder:** Windows Live filters certain emails into this folder. If you are expecting an email and have not received it- check this folder first. There is a chance it was automatically filed in this Folder.
- Drafts:** Emails you have started but not sent will be saved to this file.
- Sent:** Windows Live automatically saves a copy of your sent emails to this Folder.
- Deleted:** When you delete an email, it will transfer to this Folder. To permanently Delete the email, make sure to delete from this folder as well.

This initial screen also provides information on how much space your emails are using, current news headlines, contacts, and your calendar.

After you have finished your tasks within Windows Live click on the “Sign out” button beneath your name.

This will log you out of your email. You can now close the browser window.



Accessing Account Information:

To view account information after having logged on, click on the club email in the top right hand corner of the screen.

Select “View Your Account.”

The screenshot shows a Windows Live account page for a Soroptimist member. The page is titled "Account" and displays various account settings and options. A dropdown menu is open in the top right corner, showing options: "Change picture", "Change name", "View your account", and "Link other accounts". A box with the number "2." and an arrow points to the "View your account" option. On the left side, a box contains the text: "To change the profile information on the account (i.e.: address, name, gender, occupation, etc) click on Registered Information." An arrow points from this box to the "Registered information" link. In the center, a box contains the text: "To change the password to something other than the club number click on Change next to the password." An arrow points from this box to the "Change" link next to the password field. The page also includes sections for "Password reset information", "Additional options", and "Frequently asked questions".

To change the profile information on the account (i.e.: address, name, gender, occupation, etc) click on Registered Information.

To change the password to something other than the club number click on Change next to the password

Password Information

After clicking on Change this screen will show:

The screenshot shows the 'Change your password' page in a Mozilla Firefox browser. The page title is 'Change your password' and the URL is 'https://account.live.com/ChangePassword.aspx?'. The page content includes a navigation bar with 'Home', 'Profile', 'People', 'Mail', 'Photos', 'More', and 'MSN'. Below the navigation bar, there is a section for 'Account' with a Windows Live ID of 'siahq@live.com'. The main form area contains the following fields and options:

- Old password:** A text input field with a 'Forgot your password?' link below it.
- Type new password:** A text input field with a note 'Six-characters minimum; case sensitive' below it.
- Password strength:** A progress bar indicator.
- Retype new password:** A text input field.
- Make my password expire every 72 days** (with a link 'What does this mean?')
- Save** and **Cancel** buttons.

Four callout boxes provide instructions:

- At anytime to return to your Inbox click Mail**: Points to the 'Mail' link in the navigation bar.
- Enter the old password (club number starting with "1")**: Points to the 'Old password' input field.
- Type your new desire password twice**: Points to both the 'Type new password' and 'Retype new password' input fields.
- Click Save**: Points to the 'Save' button.

The Windows taskbar at the bottom shows the Start button, several open applications (including 'babs lake oct 08', 'Account - Windows U...', 'long version- basics o...', and 'Document1 - Microsof...'), and the system tray with the time '3:30 PM'.

Your password has been changed.