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Logging On to Microsoft Outlook Live
To access the Windows Live Outlook Web Access system, enter the url: http://www.outlook.com/mcast.edu.mt in your browser and hit enter.
The following page will be displayed. Here you are required to enter your username (email address) and password. The default password is set to “mcast” followed by the ID-Card number without the letter, example: username: name.surname@mcast.edu.mt with ID number 123456(M) the password is mcast123456. Once you have entered your credentials simply click the Sign In button.
The first time you logon to your account you will be taken to the page shown below where the language and time zone are to be set.

Preferably the Language is set to English (United Kingdom) and Time Zone to GMT +1. Once these are set using the drop down menus click the OK button to proceed.
Once the OK button is pressed the Main Mail Page will load. Here you will have access to all the functionality of Outlook Live.
Basic Website Navigation

From the Main Mail Page a user has access to any of the functionality available on the Web Access System. Operating the Web Access System is quite close to using Microsoft Office Outlook 2007 and most functions are the same only that this system offers more functionality and tools such as an online Office Suite including Word, Power Point, Excel and OneNote accessible by clicking the **Office** button found at the top centre of the page.

The **Mail** button next to the **Office** button simply navigates between Mail, Calendar and Contacts which could also be accessed by the bottom left corner buttons.
The Options button found at the top right links to a page containing all the main settings. A user can change password, set out of office, mail rules and so on through this function.
Changing Your Password

To change your password, click on options (as described above) and then click on See All Options.
Now click on **Change your password**, and you will be redirected to the following page shown below, and click **Change password**
Type in your current password, then your new password twice and click save..
You can now close this tab and continue to use your web mail.
Help Function
All pages that make part of the web access system have a help icon that links to a page containing information on every function that can be used in this system. Simply look for the ‘?’ icon at the top right hand corner.

Logging off Microsoft Outlook Live
To log off from the Web Mail, simply click on the sign out button found at the top most right hand corner, next to your name.
Microsoft Office Outlook 2007 Configuration (IMAP)

On first launching Microsoft Outlook you will be asked to configure an email address.

Click Next in the Start-up window to proceed. Next select Yes to configure an E-mail account and click Next.
In the window shown below you are required to enter your account information. Simply enter your name, email address and password in the boxes provided and click Next. By default all email addresses are name.surname@mcast.edu.mt and passwords are mcast(ID-Number without the letter)

Example: username: name.surname@mcast.edu.mt, password: mcast123456
Click Allow in the next windows once this appears allowing Outlook to automatically configure the rest of the email settings.
Next, a window will appear asking for a username and password to be able to connect to the Mail Server. Enter your full email address as username and mcast(ID-Number) as password.

Example: Username: name.surname@mcast.edu.mt password: mcast123456
The Final Window will appear showing that all stages are complete. At this point simply click Finish to complete the process.
Congratulations!

Configuring
e-mail server settings. This might take several minutes:
- Establish network connection
- Search for name.surname@mcast.edu.mt server settings
- Log on to server

Your e-mail account is successfully configured to use Microsoft Exchange.

Manually configure server settings

Finish    Cancel
Microsoft Office Outlook 2010 Configuration (IMAP)

When creating a new email account in Microsoft Outlook 2010 you will get the windows below. Type in your name, email address and email password and click next.
Click yes.

And then finish.
Congratulations!

Configuring e-mail server settings. This might take several minutes:
- Establish network connection
- Search for name.surname@mcast.edu.mt server settings
- Log on to server

Your e-mail account is successfully configured.